



# Cornerstone CofE VA Primary School

*Building our Community with Love, Forgiveness  
and Hope*



## HEALTH & SAFETY POLICY & WORKING PROCEDURES

<b>Reviewed By</b>	Resources, Pay & Personnel Committee	<b>Authorised By</b>	Resources, Pay & Personnel Committee
<b>Last Review</b>	Autumn 2019	<b>Meeting date</b>	19/11/2019
<b>Next Review</b>	Autumn 2020	<b>Review Cycle</b>	Annually

### 1. **Persons responsible**

The Governing Body as the employer.

### 2. **Statement of Intent**

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public where appropriate, whether at school or involved in off-site activities. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the Portsmouth Diocese in order to pursue our Health and Safety Policy aims and objectives.

The document forms part of the induction process for newly joined colleagues, whilst also providing guidance for existing team members, visitors and contractors. This policy follows current external guidance and legislation.

### 3. **Aims of our Health and Safety Policy**

Through this policy we aim to:

- comply with the statutory requirements for Health and Safety;
- establish and maintain safe working procedures among staff and pupils;
- develop safety consciousness as a general objective in our school;
- provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- maintain control of Health and Safety risks arising from our activities
- consult with all staff on matters affecting their health, safety & welfare
- provide and maintain safe plant and equipment
- ensure safe handling, storage and use of substances
- provide appropriate information, instruction and supervision for staff/pupils/visitors
- ensure staff are suitably trained and competent to do their work safely
- continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- assess risks, record significant findings and monitor safety arrangements
- review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

#### 4. **Specific Aims**

We aim to demonstrate:

- safe practice in play areas, classrooms and all other areas of the school buildings and site;
- pupils' knowledge and awareness of Health and Safety matters as they affect themselves and others;
- teaching which helps pupils to understand the need for good hygiene, safety procedures, conventions and protection, including the use of personal protective equipment, when using equipment and materials;
- practice which gives due regard to Health and Safety but also challenges and stimulates good learning experiences;
- provision of a safe environment with due attention to the layout, placement of equipment and materials, the condition of floors, play areas and electrical wiring;
- equipment which is well maintained and in safe condition;
- sufficient space for the size of the teaching group and the activity undertaken;
- staff with a comprehensive knowledge and understanding of the Health and Safety requirements associated with their particular area of responsibility.
- Specific training for identified medical conditions e.g. asthma, diabetes.

#### 5. **Mandatory Obligations**

The Health and Safety at Work Act of 1974 and the latest Health and Safety at Work Regulations place the following mandatory requirements upon all employers:

1. to ensure that employers plan for Health and Safety - that is, that they assess the hazards present and make the necessary arrangements to avoid the risks to staff, pupils and visitors.
2. to ensure that employees are aware of their responsibilities and of the arrangements made for Health and Safety.
3. to carry out a risk assessment. Employers with five or more employees need to record the significant findings of the risk assessment.

#### 6. **Responsibilities**

The governing body has overall responsibility for Health and Safety using expert external guidance from Ray West and Children's Services. The names of staff undertaking specific roles detailed below can be found in Appendix 2.

##### **The Governing Body will:**

- Monitor and review Health and Safety arrangements – not limited to annual review
- Appoint two governors as designated Health & Safety link governors
- Ensure adequate resources for Health and Safety are available
- Ensure Health and Safety has a high profile
- Consult staff regarding suitable Health and Safety training opportunities

##### **The Responsible Manager:**

The Responsible Manager for Cornerstone CE Primary School is the Headteacher who will act to:

- Develop a safety culture throughout the school.
- Assess and control risk as part of the day-to-day management of the school
- Make operational decisions regarding Health and Safety
- Ensure staff are aware of their responsibilities.
- Update Health and Safety governors and the Full Governing Body
- Draw up safety procedures
- Monitor and review the effectiveness of the Health and Safety policy and procedures as required.

- Manage the Health & Safety Calendar system with the Senior Admin Officer and Caretaker
- Undertake documented full tours of the buildings and site every term with the Senior Admin Officer and Caretaker
- Consult with staff and provide training and instruction so that personnel are able to perform their various tasks safely and effectively
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks

It is the responsibility of the Headteacher to ensure that all teaching and non-teaching staff are given access to this policy.

**The Caretaker and cleaning staff will:**

- Be aware of the school's Health and Safety policy and procedures.
- Help to develop and maintain a safety culture within the school
- Manage the Health & Safety Calendar system with the Responsible Manager and Senior Admin Officer
- Undertake documented full tours of the buildings and site every half-term
- Undertake documented full tours of the buildings and site every term with the Senior Admin Officer and Headteacher
- Carry out all the appropriate Health & Safety checks as detailed in Inspection/Maintenance Schedule held in the Health & Safety folder.
- Be aware of regulations covering the use and control of hazardous substances.
- Be aware of the Fire Evacuation and Emergency Evacuation procedures
- Be aware of contractors' on-site regulations.
- Be aware of regulations concerning the maintenance and use of cleaning equipment.
- Report shortcomings to Caretaker/Senior Admin Officer.
- Ensure as far as is reasonably practicable that their work area is safe.
- Take reasonable care of themselves and others.

The specific management and care of the school buildings and grounds is covered in the Caretaker's job description. It is the responsibility of the Caretaker to ensure that all cleaners are aware of and comply with this policy.

**The Senior Admin Officer will:**

- Be aware of the school's Health and Safety policy and procedures.
- Help to develop and maintain a safety culture within the school
- Manage the Health & Safety Calendar system with the Responsible Manager and Caretaker
- Undertake documented full tours of the buildings and site every term with the Headteacher and Caretaker
- Be the onsite trained Accident Investigator who will lead on all investigations
- Consult with the Headteacher and staff to locate and co-ordinate all training so that personnel are able to perform their various tasks safely and effectively
- Maintain training records and certification
- Be responsible for the First Aid provision by carrying out and reviewing the First Aid Needs Assessment and implementing the requirements identified in it.
- Co-ordinate communication with parents following accidents, illness or issues with the site
- Be trained as a Risk Assessor and will discuss and sign off any Risk Assessments that the Headteacher or Caretaker has written
- Liaise with external advisors and contractors when the Caretaker is not on site
- Be aware of the Fire Evacuation and Emergency Evacuation procedures
- Ensure as far as is reasonably practicable that their work area is safe.

- Take reasonable care of themselves and others.

**The classroom staff and visiting governors will:**

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own Health and Safety and that of others affected by their activities by:

- Support the implementation of Health and Safety arrangements.
- Take reasonable care of themselves and others.
- Ensure their own work areas remain safe at all times.
- Ensure as far as is reasonable practicable, that their classroom or work area is safe.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Report shortcomings to the Caretaker, Headteacher, Senior Admin Officer or Health & safety representative
- Be aware of the Fire Evacuation and Emergency Evacuation procedures

**The cook and kitchen staff (HCS3 employees) will:**

- Be aware of and adhere to the school's Health and Safety policy.
- Be aware of the Fire Evacuation and Emergency Evacuation procedures
- Take reasonable care of themselves and others.

**The Midday Supervisory Team (MDSAs) will:**

- Be aware of and adhere to the school's Health and Safety policy
- Be aware of the Fire Evacuation and Emergency Evacuation procedures
- Be aware of the school's procedure for administering medicines.
- Take reasonable care of themselves and others.

**The Health and Safety governors will:**

- Assist in the strategic assessment of Health and Safety related matters and systems in accordance with the Health and Safety Health & Safety Calendar inspection requirements
- Provide appropriate support to the Responsible Manager
- Meet at termly to carry out a Health and Safety audit and to discuss H&S. performance
- Aspects audited during the school year are:
  - Accident Reporting and Near Misses
  - Fire Safety Management
  - First Aid
  - Health and Safety policy
  - Provision of information
  - Risk and COSHH Assessment
  - Site and Security
  - Training
- Recommend any actions necessary should the performance appear or prove to be unsatisfactory

**The Fire Safety Co-ordinator:**

The Fire Safety Co-ordinator will:

- Undertake training every 3 years.

- Be responsible for the local management and ensure that the day-to-day fire safety related duties and upkeep of the fire safety manual are completed by the Caretaker and Senior Admin Officer as appropriate.

### **First Aid Lead**

The First Aid Lead will:

- Annually review the “First Aid” policy for approval by the governors’ ‘Resources, Pay and Personnel’ committee.
- Be responsible for the First Aid provision by carrying out and reviewing the First Aid Needs Assessment and implementing the requirements identified in it, including ensuring all relevant training is undertaken.
- Oversee the work of the staff who are qualified First Aiders.
- Make final decisions regarding significant first aid incidents
- Co-ordinate communication with parents following accidents, illness or issues with the site.
- Ensure that all First Aid records are recorded and maintained in line with the “First Aid” policy.

### **Medical Conditions Lead**

The Medical Conditions Lead will:

- Annually review the “Supporting Pupils with Medical Conditions” policy for approval by the governors’ ‘Resources, Pay and Personnel’ committee.
- Oversee the work of members of staff in supporting pupils with medical conditions.
- Communicate with parents to ensure information and medical resources are accurate, appropriate and within date.
- Ensure that all records are maintained in line with the “Supporting Pupils with Medical Conditions” policy

### **Accident Investigator:**

The on-site trained investigators will:

- Lead on all accident investigations in accordance with departmental and corporate procedures
- Ensure on-site management, reporting and investigation of accidents, incidents and near misses is carried out
- Attend the relevant training course every 3 years

### **Educational Visits Co-ordinator (EVC):**

The EVC will:

- Ensure all visits and off-site activities are relevant to the learning of the class
- Review all Risk Assessments for off-site trips and visits, which can only take place if Risk Assessments have been signed off
- Review and update the Risk Assessment form
- Review and update the “Visits & Trips” policy
- Be involved in educational visit management in order to ensure that guidance and regulations are followed
- Liaise with the LA Outdoor Education Unit as required
- Check the staff qualifications
- Ensure that all visits are undertaken with reference to the LA guidance and recognised good practice.

- Ensure off-site programmes are led by competent staff who are DBS checked, appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Ensure the staffing ratio is suitable for each visit
- Produce an annual plan of educational visits

### **Personal Emergency Evacuation Plans (PEEP) Co-ordinator:**

The PEEP Co-ordinator will:

- Identify with the SENDCo and teachers the children who require a PEEP
- Identify with the Senior Admin Officer and members of staff or other vulnerable adults who require a PEEP
- Ensure that PEEPs for children are created and shared with all staff who work in that year group. These will be reviewed on an annual basis, unless the child is in Year R in which case they will be reviewed termly
- Ensure that PEEPs for adults are created and agreed with the adult, and that those adults identified to support on the PEEP are informed
- PEEPs will be saved with the “Policies & Plans” folder of the “Health & Safety” folder

### **Legionella Competent Person:**

The Legionella competent person will:

- Provide the necessary competence to enable Legionella to be managed safely
- Annually complete the Legionella e-learning course and attend the relevant training course every 3 years
- Ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded
- Advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premises users
- The Headteacher and Senior Admin Officer have also completed the Legionella e-learning course annually and attend the relevant training course every 3 years.

### **Special Needs and Disabilities Co-ordinator (SENDCo):**

The SENDCo will:

- Maintain a register of those children with SEND
- Liaise with and advise staff how best to support these pupils to keep them safe and ensure they make progress towards their individual targets
- Communicate with parents and external agencies, to ensure pupils are supported well and expert advice is disseminated to staff working directly with pupils
- Ensure ‘Individual Learning Plans’ (ILPs) are written, actions undertaken and reviewed at least termly
- Ensure ‘Key Performance Indicator Trackers’ (KPIs) are used to support pupils with SEND to fill gaps in knowledge, skills and understanding from previous sections of the curriculum
- Meet with the headteacher at least termly to review progress towards ILP targets, KPI targets, and the pupils’ data.
- Review the “SEND” policy annually and present this and the annual “SEND Report” to the governors’ ‘School Improvement’ committee.

### **Health and Safety Representative:**

The Health and Safety Representative will:

- Represent the staff with regard to their health and safety at work.
- Promote a positive safety culture throughout the premises.

- Carry out the health and safety duties appropriate to their role.

### **Hampshire Caterers Team (Kitchen team – HCS3):**

The Hampshire Caterers Team will:

- Provide traditional and balanced meals each day. The amount payable per meal is published on the menu from HC3S which is distributed through book-bags, displayed on the school noticeboard and available through the Hampshire County Council website.
- Work with a [dietitian](#) to produce specific diets. The products and areas of production are included in the analysis by the dietitian to make sure food is suitable for children with specific allergies. The products used in these diets are never substituted.
- Provide special diets for pupils with allergies and intolerances who want to have a school meal. Special diets are provided for pupils with a medical problem, not just a dislike of certain food. They will require medical evidence confirming your child's allergy.
- Ensure their standard primary school menu is nut free. Their ingredients are manufactured in a nut free environment so all children with a nut allergy can eat the standard menu without having to register for a special diet.
- Not accept any products that are brought in by parents or guardians to prevent cross contamination

### **Out of hours Childcare providers (Time Out):**

The out of hours Childcare providers will:

- Ensure all their staff are police checked by the DBS and undertake various training courses as carers and play workers, which always includes Basic Play work, First Aid and Food Handling certificated courses.
- Aim to offer children and parents a safe, stimulating homely environment in which the children can develop and grow.
- Offer before and after school care, from 7.30am to the start of the school day and from the end of school until 6.00pm during term time.
- During a morning session provide breakfast with a choice of various cereals, toast, pancakes etc. During an after school session provide a light tea with a choice of toast, sandwiches, fruit, cucumber, carrots & a cake or biscuit bar. Water, milk & squash are always available throughout all of the club sessions.
- Provide a variety of quality activities to the children during the sessions, often following a theme/topic relevant to the particular time of year.

### **Outside contractors will:**

- Comply with the school's Health and Safety provisions whilst on site. These are contained within the "Contractors on site Safety Assessment checklist", the "Contractors on site Induction" and "Contractors on site Risk Assessment"
- Be aware of the school's asbestos register and sign it
- Be aware of the Fire Evacuation and Emergency Evacuation procedures

### **The children will:**

- Take reasonable care of themselves and others
- Be aware of what to do in all emergency situations

**Parents and guardians will:**

- Comply with the school’s procedure for visitors on site.
- Follow the school’s procedures to ensure their children’s safe arrival and collection from school.
- Be aware of the school’s procedure concerned with road safety around the school.
- Ensure that their children comply with the elements of school uniform that specifically apply to health and safety – no jewellery except studs and hair tied back for PE

**7. Implementation**

The management system used in school is the “**Health and Safety Calendar**”. This live document identifies policies / procedures / actions as well as timescales for actions / reviews. Policy reviews identified on the Health and Safety Calendar, are in line with reviews identified on the school’s Policy Matrix, which includes all school policies to be reviewed. The Health and Safety Calendar is the central document used by the Responsible Manager, Senior Admin Officer and Caretaker for their Health & Safety meetings and action planning. The Health and Safety Calendar contains the following sections:

- Policies & Procedures
- Inspections
- Training
- Training evidence
- Equipment
- Maintenance
- Provision of Information
- Risk Assessments
- COSSH Assessments
- Legionella
- Medication tracking
- Open Leader training

Part of this document is the Caretaker’s **Maintenance Schedule**. This identifies the daily / weekly / monthly / termly / annual maintenance and monitoring actions. It also records that the Responsible Manager has checked the Caretaker’s records.

Daily	Weekly
Fire Indicator Panel Fire Evacuation routes & doors are clear Trim Trail Intruder Alarm Manhole covers Access Equipment	Fire Alarm test Inspection of buildings & boundaries Automatic closing doors Kitchen Roller shutter Weekly flushing of rarely used outlets

Monthly	Termly
Escape / Emergency lighting Fire Extinguishers / firefighting equipment Fire Manual check Legionella – temps & flushing Boiler check Copse Clear gutters & drains Log meter readings	Accident Log count (Senior Admin Officer) First Aid Kits (Senior Admin Officer) Legionella – cleaning, descaling & disinfection Extension leads check Step ladders & step stools



Check perimeter gates & fences Fire resisting doors, 'Dorgards' & final exits	
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Annually
Fire Extinguisher service Fire signage Smoke detectors Boilers / Calorifiers Electrical appliances Gas catering equipment PAT testing PE/Outside equipment

See Appendix **Health and Safety Arrangements** which includes details about specific school procedures.

8. **Health and Safety Governor monitoring**

This is the responsibility of the Full Governing Body (FGB). They will appoint two Health & Safety link governors who will monitor the policies, management system, buildings and site through a series of visits over the course of an academic year, through inspections and meetings with the Headteacher, Senior Admin Officer and Caretaker. These visits will be carried out in and in accordance with the areas identified on the Health & Safety Calendar. These areas are:

- Accident Reporting & Near Misses review
- Annual Safeguarding audit
- Fire Safety Management review
- First Aid review
- Health & Safety policy review
- Provision of information review
- Risk & COSHH Assessment review
- Site and Security inspection
- Training review

Minutes of these monitoring visits are recorded on the Governor Visit form and include questions / actions for the school to respond to. These are shared with the Chair of Governors and collated on the FGB overall monitoring record which is shared with all governors.

The Headteacher includes a section on Health & Safety in his termly Headteacher's Report to FGB.

9. **Provision of Information**

The information to be shared with all staff is detailed and timetabled on the Health & Safety Calendar.

All staff are made aware and reminded annually of the location of the Health and Safety folder on the school's electronic system. A reminder of how to access this is displayed on the Health and Safety noticeboard in the staffroom. The Health and Safety Law poster is also displayed in the staffroom.

Key policies, procedures and risk assessments are shared with staff at induction, during Health and Safety sections of INSET days and on a scheduled basis in paper form in the

staffroom. On these occasions staff are instructed to sign to show that they have read, understood and agree to apply by the contents of these documents.

Other policies, procedures and risk assessments which have been updated are emailed to all staff. There are also emailed Health and Safety Information Bulletins in the Spring and Summer terms. The contents of these are identified on the Health & Safety Calendar.

## **APPENDIX 1: HEALTH AND SAFETY ARRANGEMENTS**

The following arrangements for Health and Safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the Health and Safety procedures for Cornerstone CE (Aided) Primary School.

In carrying out their roles, it is the statutory duty of all managers and employees to do everything possible to prevent injury and ill-health to themselves and others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the unit/centre/school as detailed in the Statement of Intent. Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

### **Accidents or Illness**

In the event of injury or illness, the patient should be brought or sent to the school office to report to a designated First Aider. During the lunchtime (12 – 1 pm) the injured child should be sent to see the designated First Aider on the playground, who will have First Aid supplies with them. Other First Aid supplies are to be found in the school office, each classroom, the Hall and the Library.

The designated First Aider is responsible for recording and reporting illnesses and injuries in accordance with the Department of Children, Schools and Families procedures. They should consult “Actions Following an Accident”, a copy of which is kept in the policy folder with the Health and Safety Policy and with the Accident Book in the school office. The Headteacher is responsible for ensuring that these actions are followed. A high priority in all cases of illness or injury at school will be to contact one of the parents concerned, and all parents are asked to give the school office emergency telephone numbers on which they can be contacted during the school day.

### **Accident Reporting**

Any accident or injury is to be reported and entered in the appropriate Accident Reporting Log in accordance with legislative requirements.

- Minor accidents to pupils are to be entered in the Minor Accident Log which is held in Shared Resources/Admin Staff/Medical Forms/Accident Log
- More serious injuries which result in the pupil requiring substantial first aid and/or being collected by parents will be recorded on the Accident and Incident Report Form. This is held in the Health & Safety file in the school office.
- Some major injuries must also be reported to the HSE within agreed timescales. Details of reportable ‘major injuries’ can be found in the Health & Safety file under ‘accident log’.

The Headteacher is to ensure that the governing body is informed of all accidents of a serious nature & dangerous occurrences.

### **Accident Investigation**

All significant accidents, incidents and near-misses are to be reported to the Senior Admin Officer. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the Senior Admin Officer / Headteacher.

### **Animals**

Dogs are not allowed within the school grounds (beyond the wooden pedestrian gate) or buildings, apart from Assisting Dogs. Children will not be allowed near any stray animals that come onto the

school site. Children may be invited to bring in a family pet for specific curriculum activities, but only with express permission and following a risk assessment.

### **Audits**

Our external consultant, Ray West, carries out a full Health and Safety audit every 2-3 years.

### **Car Park**

All adults using the car park should park in the designated spaces. Staff must use the designated staff car park. No children are allowed in the car park during direct teaching hours, unless closely supervised by a member of staff in exceptional circumstances. Refer to the Traffic on Site risk assessment.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection policy and the Safeguarding policy. This also takes account of statutory guidance from “Keeping Children Safe in Education” and “Working Together to Safeguard Children”.

### **Contractors on site**

The school has a legal duty to comply with the current legislation and will expect all contractors, where major construction work is being completed, to comply with these and any future regulations. They will be made aware of all the appropriate school policies, will be talked through the “Contractors on Site Induction” and given a copy of the “Contractors on Site Risk Assessment”.

The majority of maintenance work is undertaken by the company appointed through the HCC Service Level Agreement.

The Responsible Manager and Caretaker are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor’s work may directly affect staff and pupils on the premises.

### **Control and Use of Harmful / Hazardous Substances**

When using a harmful / hazardous substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health.

No new materials or chemical substances are to be brought into use by any member of staff unless a COSHH assessment has been carried out in conjunction with the Caretaker and clearance for use has been given by the Headteacher.

Staff should avoid the use of harmful / hazardous substances and only do so when suitably trained / advised. Harmful / hazardous substances are to be stored securely in their original containers and in a designated locked room when not in use. Locally used substances used by all staff in the staffroom (i.e. dishwasher tablets and washing up liquid), are kept within the staffroom (which has a coded entry door system. COSHH assessed substances used regularly by staff in the staffroom are to remain inside the staffroom, which has a coded door entry.

### **Curriculum Activities**

There is an overall “Curriculum Risk Assessment”. All safety management and risk assessments for curriculum based activities will be carried by the relevant subject leaders using the appropriate codes of practice and safe working procedural guidance. Subject Leaders will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

### **Defective Equipment**

Defects in equipment must be recorded in the Maintenance Log for the attention of the Caretaker and Senior Admin Officer. Defective equipment is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement.

## **Display Screen Equipment**

All authorised users must complete the *display screen equipment e-learning course* every year without exception. Authorised users are defined as office based staff and teaching staff. All users must carry out periodic workstation assessments. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding two years.

## **Drinks policy**

Hot drinks must be carried around the school and drunk from cups / mugs with lids between the hours of 8.30am and 3.30pm. Outside of these hours hot drinks can be carried and drunk in normal mugs but staff, visitors and governors must remain vigilant and take care of others around them.

Hot drinks can be drunk from cups / mugs without lids at all times in the staffroom when there are no children present.

Cold drinks in the classroom should be in plastic glasses or a plastic bottle.

## **Electrical Equipment**

Arrangements for the safe use of in service electrical equipment can be summarised as follows:

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Protective outer sleeves of electrical cables are to be firmly secured within the plug.
- Where the outer sleeve is not secure within the plug, and a wire is visible a qualified person is to be contacted to rewire the plug correctly.
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately

All electrical equipment must be tested by a qualified engineer in accordance with the following timeframe:

- IT equipment every other year
- Fixed appliances every three years
- All other equipment every year

Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been PAT tested.

## **Emergency and Evacuation procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's "Emergency Evacuation plan". The school has a "Fire Evacuation plan" for fire related emergencies. There will be an annual drill of this plan.

All staff will be advised where to find a copy of the "Emergency and Evacuation plan" at induction, and they will be periodically provided with updated information as the plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

In the case of the school being notified of a major incident, ie bomb warning, the Headteacher may decide to evacuate all or part of the building to ensure the safety of the children and staff. In this case the "Fire Evacuation plan" will be followed as the quickest way to evacuate the building safely.

Staff and children should then follow the “Emergency and Evacuation plan” (*a copy of which will be brought with a first aid kit by the Senior Admin Officer*) until advised by the Police that they may return to the building. Hampshire Policy specifically states that staff are not bound to search for bombs. Furthermore, if after a bomb warning has been given, staff notice a suspicious or alien parcel or object, they should tell the nearest police officer. Under no circumstances should they touch it themselves.

If there is the requirement for the school to lock down, the Lockdown Plan will be followed. There will be an annual drill of the Lockdown plan. Possible reasons for a lockdown might include the following:

- an intruder on site;
- a chemical spill/air pollution;
- a major fire in the vicinity;
- a civil disturbance in the local community that could pose an imminent threat to the safety of staff and pupils.

The Senior Admin Officer will bring the ‘grab bag’ during any evacuation of the building. The grab bag contents are:

- Fluorescent Jacket
- Fire Service Emergency Pack
- First Aid Kit
- Emergency Salbutamol Inhaler and disposable spacers
- Emergency Evacuation Plan

## **Fire**

In the case of fire, the alarm will be given by an automatic prolonged ringing of the bell activated automatically or by activating the nearest Call Point. On the alarm, teachers will marshal children out of the building by the nearest available route, closing all doors behind them and taking with them the class registers, if the registers have been sent to the school office it will be the duty of the Office staff to bring these. The children will be lined up on the far side of the School Playground and counted against the registers. The Office staff will bring the Visitors Book.

Paramount priority will be given to the safety of the children and other persons.

The adult detecting the fire should activate the alarm if the sensors have not already detected the fire. This will alert the Fire Service. The Fire Service recommends that staff should not attempt to tackle fires themselves unless required to exit the building.

A copy of the “Fire Evacuation Plan” accompanies these procedures. At least once per term there will be an unannounced practice fire drill. In addition to the termly practice fire drill, it is the responsibility of the Caretaker to check one call point on a weekly rotational basis.

## **Fire Safety**

Additional fire safety arrangements can be summarised as follows (*refer to Fire Safety Management plan*):

- All staff complete the mandatory fire safety training every year.
- Fire procedures are available for all personnel to read.
- Fire Safety Management & Evacuation plans are to be read at induction and periodically thereafter
- Fire notices ‘Action to be taken in the event of a fire’ are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point

- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention and all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out in accordance with corporate guidance and the school's Fire Safety Policy
- The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified

### **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the First Aid policy and also clearly identified on the Health and Safety noticeboard. First aid is never to be administered by anyone except first aid trained staff.

### **The First Aid Needs Assessment**

In accordance with our statutory obligation a First Aid Needs Assessment has been carried out to identify, formalise and record the level of first aid provision required for the school. The First Aid Needs Assessment determines the facilities, staffing levels and training required. This assessment forms the basis of our First Aid policy.

The First Aid Needs Assessment is reviewed at least annually or as and when required e.g. changes in staffing levels, increased pupil numbers, additional classrooms added to the site.

### **Food hygiene**

Staff must read and follow the guidance in the Food Hygiene Risk Assessment prior to commencing any food preparation or food technology activities with the children.

One member of staff in the class undertaking food technology must be trained to Food Hygiene Level 2.

### **Footwear**

Our "Code of Conduct" states:

*"Staff should have particular regard to the health and safety risks involved with working in a school environment and must wear safe and sensible footwear (not flip flops, backless sandals, bare feet or slippers) and must remove jewellery for PE lessons."*

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, lifting equipment, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRs arrangements, or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- Corridors must allow ease of access at all times
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish and litter to be cleared and removed daily

## **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the Maintenance book and reported to the Caretaker.

Routine documented inspections of the premises will be carried out termly. Inspection findings are to be recorded on the locally adapted Premises Safety Inspection Checklist.

A monthly review of the Inspections and Maintenance records will be carried out by the Senior Admin Officer.

A termly review of the Inspections and Maintenance records will be carried out by the headteacher.

Defects identified during these routine documented inspections are to be immediately reported to the Caretaker and recorded in the Maintenance book.

Annual monitoring of the school's safety management system will be carried out by the Health & Safety governors.

## **Legionella Safety**

All procedures to prevent an outbreak of Legionnaires Disease are laid down in the Legionella Safety Policy, Legionella written scheme, Legionella Risk Assessment and Records For Buildings -<https://fm.recordsforbuildings.com/signin.php?nologin=1> online recording (prior to September 2018 Legionella Log Book was used) and should be followed at all times.

Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

## **Lock Down**

The actions to be taken are set out in the Lockdown Procedures.

## **Lone Working**

The Lone Working Risk Assessment is to be read and followed prior to any lone working being carried out. Staff will be provided with this information on an annual basis. The appointed communication link with the member of staff working alone is to be available at all times. Staff are not to undertake any working from height when working alone.

## **Moving & Handling**

All staff must complete the *Moving and Handling e-learning course* or equivalent booklet every year. The Caretaker and cleaners must undertake the Moving and Handling course, which must be updated every 3 years.

Staff will undertake additional job specific training as instructed by the Health & Safety team.

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and the Moving and Handling Risk Assessment has been referred to. Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing.

## **Medicines**

Medicines are kept in the School Office including those that need to be refrigerated, in a sealed named container. Asthma inhalers are kept in the School Office in named containers for ease of access by individual children. Medicines will be administered in the School Office by the appropriately trained staff and in accordance with "The Administration of Medicines" and the "Supporting Pupils with Medical Conditions" policy.

## **Near Misses**

Near misses are an important and pro-active element of an effective Health and Safety culture. Staff must record Near Misses on the sheet on the staffroom door.



The Caretaker will undertake remedial actions if there are defects with equipment, the building or the site. If the Near Miss relates to a procedural element of Health and Safety the Caretaker will discuss this with the Senior Admin Officer and/or the Headteacher.

The Caretaker will sign the Near Miss, and detail the actions, on the sheet when the remedial action / review has been completed.

In order to raise the profile of the importance of Near Misses it will be a regular discussion point at the start of Staff Development meetings (SDM) and Support Staff meetings (SSM).

### **Non-Smoking**

The entire school grounds have been designated by law as a non-smoking area and all visitors are informed of this policy on arrival. This includes the ban on the use of vapes and e-cigarettes.

### **Off-Site Activities**

The detailed regulations regarding Off-Site Activities must be strictly adhered to whenever children are taken out of school on official visits. These requirements apply at all times when the children are on school organised activities, whether during the normal school day or not and are detailed within the "Visits and Trips" policy.

They include the requirement to lodge at the school office a list of:

- Children involved
- Which adults are supervising which children
- The registration numbers of vehicles to be used
- A signed copy of a Risk Assessment for the activity

Copies of the regulations, contained in *Off-Site Activities (HCC) and Educational Visits Regulations and Guidance* and *Safety in Hazardous Pursuits (HCC)* are available online via the Educational Visits Co-ordinator (who is the Headteacher), and must be checked before every such activity is organised.

All teachers will be required to complete a checklist before taking children off-site. If in any doubt about the requirements, a teacher should liaise with the Headteacher. High visibility jackets are available to be worn where appropriate.

### **Perimeter Security**

Arrangements regarding security are based on the premises security risk assessment.

During the school day all perimeter gates are locked from 9am with the exception of the front pedestrian gate and the vehicle gate into the car park. At 3pm all perimeter gates are unlocked to allow parents access to collect their children. At the end of each school day it is the responsibility of the Caretaker to ensure that all perimeter gates are locked.

### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention policy. Some staff have received 'Team Teach' training, but any member of staff may use RPI in an emergency.

### **Risk Assessments**

General Risk Assessment management will be co-ordinated by the Senior Admin Officer.

Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work. Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. Risk assessments are to be carried out by competent persons only. The trained risk assessor on site (Senior Admin Officer) will oversee the correct completion of risk assessments as appropriate. The Headteacher and Caretaker have also completed Risk Assessor training. All risk assessments & control measures are to be approved by the Headteacher prior to implementation.

Completed risk assessments are to be stored in the Risk Assessment folder and in the electronic Shared Resources folder. Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date.

### **Road Safety / Personal Safety**

In the interests of road safety the following points will be made clear to all children and parents: Children should not normally arrive at school before 8.30am unless specifically asked to do so by a teacher. In exceptional circumstances, arrangements for leaving children at school early must be made specifically with the Headteacher who may decide to accept responsibility for them.

At the end of school children should go home only with their own guardian or an adult previously arranged to collect them. If a child's guardian (or previously arranged adult) is not at the gate, after a short time the child should come back into school and to report to one of the teaching staff, who will bring them to the School Office, from where staff will contact the parents for instructions.

### **Stress & Wellbeing**

Cornerstone CE Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be reviewed at least annually and acted upon.

Staff are encouraged through the Performance Management process to share any wellbeing concerns they have with their line manager. They are also encouraged to set an optional well-being objective for the year (which requires no paperwork and does not impact on the final judgement of their performance).

Stress management is also supported through an annual staff questionnaire to gain staff's views on a range of aspects of their roles and the support they receive from the school. Outcomes are considered by school leaders and appropriate actions undertaken.

Furthermore, the school's arrangements to monitor, consult and reduce stress situations are as follows:

- Open door policy for discussion at any time
- New staff induction programme
- CPD / training specifically tailored to staff wellbeing
- Staff 'Thank You' board in the staffroom
- 'Thankful Friday' weekly post shared on the Team Cornerstone Facebook group
- Hampshire's Professional Support Line Counselling contact details available to all staff for any stress & well-being reason

### **Safe Working Procedures**

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

## **School Kitchen**

Only authorised staff are allowed access to the school's kitchen. Permission for access must be sought from the School Cook. All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and Hampshire County Council guidance.

## **Training**

Health and safety training will be provided and recorded for all new staff / volunteers in accordance with the Staff Health & Safety Induction Checklist. The Headteacher is responsible for ensuring all staff / volunteers are provided with adequate information, instruction and training regarding their safety at work.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Periodic refresher training that will not exceed three yearly intervals

The following policies will be shared and discussed during induction:

- Health & Safety
- Child Protection
- Safeguarding
- Behaviour policy (which includes Physical Intervention)
- Fire Evacuation plan
- First Aid policy

Annual e.learning (or equivalent paper versions) are:

- Fire Safety
- Moving and Handling
- Working at height
- Display Screen Equipment (DSE)

Training records and certificates are held by the Senior Admin Officer who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff. This management will be tracked on the "**Health and Safety Calendar**".

## **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Cornerstone CE Primary School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the Violent Incident Report (VIR) Form.

## **Visitors**

The doors both into Reception and from Reception into school are operated by a coded or fob entry system. All staff can operate this system.

The internal telephone system allows 999 calls to be made on all telephones.

Arrangements for visitors are summarised as follows:

- All visitors must sign into the school at reception
- All visitors must read and sign a copy of the visitor information sheet on their first visit.
- Unescorted visitors will be required to wear their sign in information on a school lanyard when on the school premises.
- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors.
- No visitors are allowed through the security door without gaining permission from the reception staff.
- Visitors are to be accompanied to their destination as appropriate.
- Appropriate personnel are to be made aware of visitors to the school.
- Visitors are not permitted to enter unauthorised areas of the school.

### **Vulnerable Persons**

Where there are vulnerable persons with a long or progressive condition working or visiting the premises, a risk assessment process will be carried out and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

In the case of a short term or temporary condition, this will be managed through a verbal discussion with the Headteacher or Senior Admin Officer to agree the appropriate procedures. This will be recorded in a confirmation email.

### **Working at Height – competent person will attend course 3 yearly will do**

Work at height is always to be undertaken in accordance with The Work at Height Regulations. At Cornerstone CE Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices, and the specific risk assessment for working at height on step stools. Specific or higher risk tasks will be carried out by the Caretaker in accordance with a specific risk assessment for that step ladders.

The competent person for work at height on the premises who has attended agreed external training is the Caretaker and they are authorised to:

- Use step stools and stepladders and in accordance with their training
- Provide step stool instructional training briefs to staff in conjunction with the Headteacher
- Carry out periodic inspections of all on-site stepladders and step stools
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Under no circumstances is any member of staff to access or carry out any work on the roof on any of the school buildings.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be carried out in accordance with the appropriate risk assessments
- Access equipment selected for work at height must be as per the risk assessment for that specific piece of access equipment
- Any staff working at height must be appropriately trained to use the access equipment
- No-one is to undertake any working at height if they are working alone in the school
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height

- Staff may only use step stools if they have received a local instructional training brief
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as stepladders and step stools must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

## Appendix 2

<b>Role</b>	<b>Name(s) of staff</b>
The Responsible Manager	Tim Clarke
Health & Safety Team	Tim Clarke, Dawn Gadd
Fire Safety Co-ordinator	Tim Clarke
Health and Safety representative	Fran Pretty
DSLs	Tim Clarke, Fran Pretty
Legionella Competent Person	Dawn Gadd / Wilf Bartley
Asbestos Competent Person	Wilf Bartley
Accident Investigators	Tim Clarke, Dawn Gadd, Wilf Bartley
EVC	Tim Clarke
PEEP Co-ordinator	Tim Clarke / Sarah Southall
First Aid Lead	Dawn Gadd
First Aiders	Dawn Gadd, Nikki Fox, Liz Higginson, Paula Mills-Pinner
Paediatric First Aiders	Helen Storey, Abi McGough, Laura Platt, Jeannette Hunter, Ellen Flowers
Medical Conditions Lead	Dawn Gadd
SENDCo	Sarah Southall
Risk Assessment Leads	Tim Clarke, Dawn Gadd, Wilf Bartley
COSHH Lead	Dawn Gadd / Wilf Bartley
H&S Calendar Leads	Tim Clarke, Dawn Gadd
H&S Link Governors	Tim Sage, Ian Brewerton