



**CALMORE JUNIOR SCHOOL
HEALTH AND SAFETY POLICY**

Issued January 2020 - Updated September 2025
Approved by FGB
Signed Headteacher
Signed Chair of Governors
Review date September 26

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 and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- 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
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- 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

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- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Calmore Junior School is held by Governing Body who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager for the premises the Head teacher who will act to:

- Develop a safety culture throughout the school/premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

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:

- Supporting the school/premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- 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 safety concerns to their staff representative or other appropriate person

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- 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

Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or the Hampshire County Council Health & Safety Team as required.

On-Site Health & Safety Representative

The school business manager is the on-site health & safety representative at the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the Head teacher and the Hampshire County Council Health & Safety Team as required.

All Teachers

The day to day safety of pupils in classrooms, shared areas, playground and field is the responsibility of the class teacher during lesson time and when on duty at playtime. If for any reason this responsibility cannot be accepted, it must be discussed the Headteacher before the activity takes place. These rules also apply to student teachers who must be made aware of their responsibilities by the class teacher.

Where any new process or operation is introduced in the area of their responsibility, teachers are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

A class teacher is expected to know:

- know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
- exercise effective supervision of pupils and ensure that they know the general emergency procedures in respect of fire and first-aid
 - give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough) to children to ensure safety procedures are followed
- ensure that pupils' coats, bags etc are as tidy as possible.
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- follow safe working procedures personally.

Non-Teaching Staff

There are particular responsibilities related to non-teaching roles within the school.

- the LSA's and lunchtime SA's must make themselves familiar with fire and first aid procedures
- the Site Manager has delegated responsibility for health and safety matters relating to the buildings, building services and their staff (he does not have responsibility for the safety of contractors)
- the Site Manager and cleaning staff must comply with the COSHH regulations which are designed to protect workers against any substance in the workplace potentially injurious to health. The school will identify hazardous substances and ensure control measures are used and maintained. COSHH assessments and hazard data sheets will be completed and held by the Site Manager .

Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Governors

The purpose of the Governors is to assist in the assessment of safety related matters and provide appropriate support to the headteacher. The committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. FGB will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Fire Safety Co-ordinator

The School Business Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Head teacher. They attend the fire safety co-ordinator training course (IOSH fire risk assessment principles and practices) and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the head teacher to provide the necessary competence to enable Legionella to be managed safely. They will annually complete the Legionella e-learning course and all training records are to be retained.

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The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the headteacher and/or Property Services as required.

Asbestos Nominated Responsible Person

The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Hampshire County Council Health & Safety Team as required.

Accident Investigator

The on-site trained accident investigators are the Headteacher and the School Business Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Calmore Junior School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with HCC policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the HCC Accident Report Book held in the school office. Any accident or injuries to pupils are entered in the carbon accident books held in the medical room, and the top copy to be sent home with the child.

Serious accidents involving employees, visitors, serious accidents involving pupils and dangerous occurrences are reportable under RIDDOR and are to be recorded on a CSRF-003 School

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Accident Internal Report Form which is retained in the school office. These accidents are reported to the FGB .

The more serious accidents that are notifiable to the Health and Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to the Children's Services Health and Safety Team. All these accidents are reported to the FGB

All significant accidents, incidents and near misses are to be immediately reported to the headteacher, the headteacher will then decide on whether to inform/take advice from HCC H&S team. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. These accidents are to be reported to the FGB .

The School Business Manager will ensure the FGB is appropriately informed of all incidents of a serious nature. All accidents/incidents will be monitored by the School Business Manager for trend analysis and reported to the FGB . The school business manager is trained in accident reporting.

Premise hirers and third party users must report all incidents related to unsafe premises or equipment to the Site Manager or School Business Manager, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are reported using their own reporting procedure.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by the Asbestos Team is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager, the headteacher, and the Nominated Responsible Person, the Site Manager , must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register. A new asbestos survey was completed in July 24.

They will also complete the Asbestos e-learning on an annual basis. The nominated person, the Site Manager , will additionally attend the Hampshire Scientific Services half day attendance course as a one off. As will any other school staff that are likely to carry out any invasive works.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must contractors or staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher and/or the asbestos nominated responsible person who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work

on the fabric of the building should be immediately stopped from working and immediately reported to the headteacher and/or asbestos competent person.

Community Users/Lettings

The school business manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

It is recommended HCC minor works framework is always to be used for contractual work on the premises. Where the minor works framework is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services. The schools management surveyor should be contacted for further guidance.

All contractors must report to the school office where they will be asked to sign the visitors book and asbestos register. All contractors will be issued with 'Welcome to Calmore Junior School leaflet' that includes relevant details of fire safety procedures & local safety arrangements.

School staff 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.

Overall risk assessment

Schools are generally regarded as being low risk environments and that is our risk assessment of our school.

It is recommended that HCC registered contractors are always used for contractual work in school, if non-HCC registered contractors are used then a Safe Selection of Contractors Checklist should be used (CSAF-013) to determine competence.

Starting Work

Before work commences, a representative of the contracting company together with a representative of the school (the responsible person for that contract) shall each be satisfied that appropriate health and safety provision has been taken including if necessary a risk assessment and safe system of work or method statement.

All contractors must report to reception where they will be asked to sign the visitor's book and asbestos register. All contractors will be given a visitors badge to wear whilst on site. All contractors will then be taken to their area of work by the Site Manager who will give them details of this policy and fire safety procedures

The Site Manager will be responsible for monitoring the work of the contractor and provide supervision if required.

Services

Contractors must inform the responsible person if any mains service needs to be isolated or if there is an accidental failure of any main service.

Hot Working

Prior to starting any hot work, you are required to advise of your intentions to carry out any hot work and to provide your own hot work permit to the Site Manager, which is to include information such as type of hot work, location, duration and your control measures.

Welding equipment, blowlamps, etc (except soldering irons) must not be used unless authorised by the responsible person. Hot work should stop a minimum of 30 minutes prior to the end of the working day.

Tools and Equipment

Portable tools and equipment, including ladders, hoists and other lifting tackle, must be suitable for the work involved and be used in a safe manner. Electrically powered tools and appliances must be either 110 volts (centre tapped transformer) or battery operated. Where equipment needs to be used with guards or other protective devices including clothing, the contractor must make provision and ensure their use.

Percussive tools should not be used unless authorised by the responsible person.

Under no circumstances will the school provide tools or access equipment for use by the contractor.

It is important that equipment, materials or machinery are not left where others, particularly children, could access it. Please ensure you control and store your materials and equipment safely at all times.

Barriers and Warning Notices

For all types of work, the contractor shall erect suitable barriers, enclosures, fences and provide clear warning notices. Segregation of work areas is important to safeguard children and adults. Segregation of areas should be discussed with the Site Manager.

Where contractors require access to the external parts of the school building by means of ladders, scaffolds or lifting tackle, then they must ensure that pedestrians and vehicles are kept well clear of any work activity.

Emergency First Aid and Accidents

Should any personal injuries arise during the course of working operations the contractor must report to the responsible officer (SBM). For immediate first aid the contractor should have a trained first aider on site. Accident forms should be completed as soon as possible after the incident by the responsible person.

If any of your employees have medical or special requirements, please let us know in confidence as appropriate. This will help us meet their requirements or take appropriate action should the need arise.

For minor cuts and abrasions, etc, the contractor should keep a first aid kit on site for use by his work force.

Scaffolding

It is the responsibility of a contractor employing scaffolding sub-contractors or specialists to ensure that the scaffold is safely erected, tied back and complies with all other relevant regulations. Fences or barriers must be set up to ensure that unauthorised persons cannot gain access to any scaffold.

Ladders

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Ladders must be the correct size or length for the job and must be provided by the contractor. The head of the ladder should be tied back or the ladder footed to ensure the safety of the workmen and passers-by. Ladders should be regularly inspected whilst on site. For security reasons it may be necessary to remove ladders outside of working hours.

Parking

Parking is available only by express permission of the Headteacher.

Storage

Contractors will only be allowed to store materials, other than amounts to be used in the course of the working day, in the area assigned to them for that purpose, and all materials and waste must be removed in all other areas at the end of each working day and at the end of the contract. All tools shall be stored securely away at the end of each working day.

Skips and Other Waste Containers

Skips and other waste containers can only be brought on to site by arrangement with the responsible person, and can only be positioned in the original position. Removal must be within 24 hours of the completion of work on site. Skips and other waste containers must not be delivered or removed between the hours of 08.15 a.m. - 09.15 a.m., 14.45 p.m. - 15.30 p.m. on school days.

Any waste materials that are particularly hazardous that are temporarily kept on site should be held in locked containers.

Asbestos

If in the course of the contract asbestos working is required, this must be carried out in accordance with all current legislation covering asbestos by licenced contractors. Work must not proceed until all conditions have been met. See also Asbestos Policy Statement.

Mobile Phones & Radios

Mobile phones and Radios must not be used in any area of the school, except for the school office as per the guidelines detailed in the 'keeping everyone safe at our school' leaflet.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the headteacher using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Subject teachers 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.

Display Screen Equipment

All admin and senior leadership team (SLT) staff must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The responsible headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected and tested at annual intervals
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is PAT testing qualified person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager/headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the headteacher or school business manager and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. This plan will be in place as well as the fire evacuation plan.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

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

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager/headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety induction e-learning course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*

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- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the fire safety co-ordinator and amended as 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 signposted around the school.

A needs assessment of the first aid requirements is completed periodically. This details the number of first aid staff required.

First Aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under Property Services 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.

Glazing

The school has brand new doors and windows...Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure that there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey and assessment are kept electronically on a memory stick in the office and is reviewed and updated when there are changes to the premises.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are always to be adhered to:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits, and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

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Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless material safety data sheets have been obtained and a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the headteacher. The premises COSHH assessor acting on behalf of the headteacher is the Site Manager .

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use. This is to remain locked at all times.

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 premises defect book located in the office by the Site Manager and then rag rated according to importance of when it needs to be completed.

Routine documented inspections of the premises will be carried out term in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-010(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to Site Manager , headteacher or the school business manager and recorded in the defect book. Any identified high level risks or safety management concerns are to be addressed by the next Resources & Personnel Committee.

It is the schools responsibility that the termly H&S web monitoring form is completed by the headteacher or the school business manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council corporate procedure. Records of all related training will be retained for auditing purposes.

Lone Working

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.:

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place:

- With the Headteacher's approval
- And be in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

The lone working arrangements for staff who may undertake lone working on this site must refer to and follow the arrangements in the Lone working Policy.

Minibuses

All minibus drivers must have a DI driving licence follow the guidelines detailed in the Minibus Risk Assessment and have completed the MIDAS qualification.

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements. Appropriate personal protective equipment to be used for moving and handling of items/equipment.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. The headteacher is the Educational visits co-ordinator.

Provision of Information

The headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings or signature based receipt of information. The *Health and Safety Law* poster is displayed in the staffroom.

Risk Assessment

General risk assessment management will be co-ordinated in accordance with guidance contained in the Children's Services Risk Assessment Guidance Document.

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Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The school business manager will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved and signed by the headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the assessment register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Smoking

For the purposes of this policy smoking includes e-cigarettes/vaporizers

Smoking is **not** permitted on the school premises in the school grounds or on a school trip/visit.

Stress & Wellbeing

Calmore Junior 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 periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards - staff questionnaire.

Staff should report any issues as soon as possible to their line manager or headteacher.

We are part of Hampshire employee support line and Hampshire Self assured

Swimming

Arrangements regarding swimming pool management are set out in the swimming procedures and risk assessment and in accordance with the Children's Services swimming pool guidance.

Traffic Management

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and are set out in the Security policy. The School Library Service who have a mobile library van on site adhere to the school policy.

These measures have then been shared with staff and the relevant provisions communicated to parents/visitors.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Induction Checklist.

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The headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety changes
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals as relevant
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the school business manager 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.

Violent Incidents

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

Child on child violent incidents will be reported to the headteacher.

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. Intentional violent and aggressive incidents towards members of staff are to be reported using the on-line incident reporting system. Incidents will be reported as close to the incident date as possible and not in batches.

Visitors

All visitors must initially report to the main reception where they will be provided with the 'Welcome to Calmore Junior School leaflet' which contains key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitor's badge and asked to sign in.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Work at Height

Work at height is always to be undertaken in accordance with the Corporate Procedure on Work at Height. And the CSHST guidance. At Calmore Junior 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. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. Staff must use appropriate personal protective equipment.

The competent person for work at height on the premises who has attended the Site Manager Support Service Ladder & Stepladder Safety half-day course is the Site Manager and they are authorised to:

- Use steps, stepladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training PowerPoint presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- 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.

Hampshire school staff will not be permitted to work on roofs.

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 underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- 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
- Staff may not use stepladders.
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders 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

APPENDICES

A. Security Policy

SECURITY POLICY (Appendix A)

Policy Statement

CHILDREN'S SERVICES HEALTH & SAFETY

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Calmore Junior School. The school security procedures will operate within the framework described in this policy.

Where appropriate the governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The governing body will provide staff with enough resources, information and training to implement the security procedures.

The governing body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school.

Responsibility for security at Calmore Junior School is held by the headteacher who is the responsible manager.

All staff have a statutory obligation to co-operate with the requirements of this policy.

Governors will review the policy annually as part of the health and safety policy.
Governors will delegate the day to day implementation of the policy to the headteacher.

Aims & Objectives

- Ensuring children and all those who work at or visit the school feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- That the latest recommendations of the DfE, Government guidelines and the advice of Hampshire County Council are adhered to.
- Identifying and minimising the risk as far as reasonable practicable and sensible.
- Controlling access to and movement within the school and its grounds by people and vehicles.
- Responding effectively and in good time to identify security issues.

Scope

This policy covers the following areas

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance
- Offensive weapons
- Identified threats to the safety and well-being of the school community from those with criminal intent
- Emergency procedures
- Visitors, contractors, helpers and other persons involved with children
- Computer data security
- Cash handling

Roles and Responsibilities

Governors/Senior Leadership Team will:

- Ensure that the school has a security policy in place and that this has been implemented.
- Monitor the performance of the site security measures. This will be achieved by monitoring performance on visits via the headteacher by all Governors observing its implementation when they visit the school

The Headteacher will:

- Implement the security policy approved by governors
- Ensure staff receive information, instruction and training if required in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. lone working)
- Monitor and review the implementation of the policy and security arrangements.

All staff will:

- Comply with this policy and the arrangements made the headteacher to ensure the safety of children, employees and others on the premises.
- Report any shortcomings to the headteacher

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and, to co-operate with the arrangements made for the security of the school.

Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security.
- Be encouraged to report ideas and problems to the School Business Manager or Headteacher.

ARRANGEMENTS

CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised

The extent of physical controls, such as fences/locked gates/secure doors has been decided by a security risk assessment of the site, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at Calmore Junior School have taken into account the need to, balance the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

BUILDINGS AND GROUNDS

The school will take all reasonable efforts to control access to the buildings and grounds to prevent unauthorised access to children and ensure the personal safety of all staff.

The access controls procedures for the building are: -

- The school building has a main entrance access via a reception area. Only authorised visitors are allowed access. There is a keypad in operation for staff.
- Unsupervised doors have self locking devices fitted thus enabling swift evacuation but preventing unwanted entry. Access keys/fobs are held in the office and by the Site Manager . Pupils are reminded not to open these doors for adults to enter unless it is a teacher. Notices are placed by these doors asking visitors to use the main reception door only. Visitors will be required to wear a red visitors badge lanyard.
- Unauthorised visitors will be challenged by staff
- The school has close links with local police and the community safety officers. Both will patrol the site on request.
- The school operates an efficient attendance system which allows us to monitor absenteeism – call home by 9.15am if notification is not received
- The school operates a signing in/out system for all visitors/pupils/contractors/part time staff/teachers/LSA's and lunchtime staff.
- Admin staff and the Site Manager closely monitor the movement of vehicles whilst present on the site.
- Contractors comply fully with the site procedures at all times.

The following areas are accessible by the public but the risk is controlled with our site supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are: -

- Access points are kept to a minimum with one vehicle entrance to a private road and three pedestrian gates. The site is surrounded by a high fence and mature shrubs, it also has a high internal fence with gates to secure the school building.
- There is limited access to the school site. A pedestrian gate at Old Barn Close is opened at 8.20am and closed at 9.15am, opened at 2:50pm and closed at 3.30pm.
- The vehicle entrance has two metal gates. These are opened at 7.00am, closed at 8.15am and re-opened at 9.00am. These are closed again from 2.45pm until 3.15pm and then reclosed at 5.30pm during term time. The opening hours are extended when the school has an evening function. The pedestrian gate at the main entrance is opened at 7.00am and closed at 5.30pm.
- The pedestrian gate at Archers Close remains locked and is only opened and then locked as required by the Site Manager or by an adult if taking a group of children through it on a trip.
- Gate security is the responsibility of the Site Manager s from the infant and junior schools or their designated assistants.
- School field/Playground – always under control of school staff, they would challenge anyone not wearing a visitor badge.

Both the Police and Fire Service have keys to the main gate.

PERSONNEL SECURITY

People who might be vulnerable:

- Site Manager
- Administration staff
- Lone workers
- Evening working in school
- Working with pupils with behavioural difficulties
- Staff looking after money
- Supervising and disciplining pupils

Guidelines have been issued on the reasonable restraint that staff might exercise in regard to pupils harming themselves or other pupils.

Assaults

If a member of staff or a pupil is physically attacked, it is considered an assault. Injuries which do not involve cuts or fractures are classified as common assaults. Injuries involving cuts and bites requiring medical treatment, fractures or temporary loss of functions are more serious and charges may be made.

Guidance on discipline matters are in the Positive Handling Policy.

If an adult is assaulted by another adult the police are contacted.

All incidents of assault should be recorded.

Offensive weapons

It is an offence to carry knives or offensive weapons on a school site. Any incidents will be reported to the headteacher who will take necessary action. The police may be called.

Aggressive behaviour

It is an offence to speak or act in an aggressive way when on the school premises. Any incidents will be reported to the headteacher who will take the necessary action. The police may be called.

CONTROL OF VISITORS

The control of visitors is fundamental part of our site security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors must report to reception on arrival
- All visitors must sign the visitor's book and will be issued with a visitor's badge.
- All visitors must exit the building via reception to sign out and return their badge
- Any person on site without a badge will be challenged by staff and taken to reception.
- Any acts of violence or aggression will be reported to the police.
- Visitors will not remove any items of the school property without the express permission of the staff.

- For their own safety all visitors will be given appropriate information on the school health and safety procedures such as parking, fire safety, first aid and safeguarding.
-

SUPERVISION OF PUPILS

The school overall safeguarding strategy requires that at all times the security of pupils is achieved by competent supervision by authorised staff.

Locations/times where supervision is part of our safeguarding procedures

Playgrounds and fields – pupils are always supervised when on the playground or field during start of school day from 8:20 /break/lunchtime.

CO-OPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS

Our site security arrangements have taken into account the third parties who use the building or grounds. In most circumstances the arrangements for the site will be equally applicable for the third parties involved. Below are additional security measures that apply to the groups listed.

Community use/extended school activities

Library Service – Library Service staff enter the building via an entrance door operated by a keyfob, directly into their allocated rooms. They do have access to the school building and are keyholders. Entrance to the library service rooms from within the school is by a keypad system. Visitors to the library service are directed by signs. The library service are responsible for their own visitors.

General Lettings – No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreements. Only community users/extended school providers with DBS clearance will be allowed on site for extended site activities.

SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel may not always have been DBS checked, therefore that should not have unsupervised access to children. They will be controlled as follows:

- All contractors will be expected to sign in at reception and issued with an ID badge which they are required to wear whilst on site.
- Where possible, we will try to ensure work by contractors is carried out at the end of the school day or during school holiday times.
- Contractors will only carry out work agreed by the school and at the times agreed.
- Contractors will be supervised by the Site Manager or member of the admin team
- Contractors will comply with the contractor's risk assessment.

LONE WORKERS

Our school has a lone working risk assessment in place and make the following recommendations:

- Be aware that they are the only person working on the site and take reasonable measures to ensure personal safety.
- Ensure that the building is secure while they are alone on site

CHILDREN'S SERVICES HEALTH & SAFETY

- Make sensible use of tools and equipment
- Ensure if possible, that someone else knows their whereabouts
- Make use of the school mobile and personal alarm if appropriate. These are available from the school office.

School telephones are sited throughout the school, in the office, the headteachers room, the back office, Year 6 area, meeting room, community room and library service rooms. Press 9 for an outside line.

PHYSICAL SECURITY MEASURES

The Governors will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils.

The Business Manager will review the provision of physical security measures on regular basis in the form of a security risk assessment and report to the Resources & Personnel Committee.

The risk assessment will take into account: -

- The location and layout of the school
- Past incidents related to security
- Performance of any other security measures in place

Where justified by consideration of the risk the Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governors will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic are installed, for example alarm systems, they will be maintained according to the manufacturers specifications.

SECURITY OF THE BUILDING

An effective intruder alarm system is in operation. This is always set when the site is not in use and is currently monitored by HCC nominated contractor.

Security lights are situated around the building which are activated by a movement sensor. Street lighting illuminates the vehicle access and private road. Emergency lighting is installed in parts of the building indicating emergency exits.

A list with names of key holders who are responsible for the security of the building are held by the alarm company and the School Business Manager.

The Site Manager or his delegated person is responsible for ensuring each classroom is secure, windows closed and equipment switched off before leaving the premises.

The school has appointed Kestrel Guards to oversee security at night. Over the weekend and the holidays.

UNLOCKING AND LOCKING ARRANGEMENTS

The site will be unlocked and locked daily by the Site Manager or his designated person.

The Site Manager uses the following sequence:

Unlocking

Main gate and inner gates

Kitchen area external door

Front doors

Old Barn gate

Draw bolts on all fire doors, exit/entry doors (classrooms/Yr doors/meeting room)

Kitchen door

The Site Manager then locks Old Barn gate and inner gates at 9.15am and unlocks at 2.50pm

Locking

3.30pm Old Barn gate pedestrian gate at main entrance and inner gates

By 5.30pm Exit/Entry doors (classrooms and year doors)

Unless hirers Sports doors/hall doors/meeting room
are in school.

School Library Service

The school library service has a separate alarm to their rooms. They are responsible for locking their doors and setting the alarm at the end of the day.

If the school is being closed early for any reason, the library service will be informed.

EMERGENCY CALL OUTS

Should the alarms go off in school, the contact alarm company/ Kestrel Guards will be alerted. They hold a contact list. The Site Manager is the first contact followed by the head.

If there is a major emergency, the contingency plan will commence on the instruction of the headteacher.

CASH HANDLING

We aim to be a cashless school. However, staff will avoid keeping cash on the premises whenever possible. The safe will be always be kept locked. Staff will avoid handling cash in visible areas whenever possible. The banking will be carried out by a member of the admin team at irregular times, particularly where substantial sums are involved to avoid any patterns occurring and being tracked.

VALUABLE EQUIPMENT

All items above the value of £200, or portable and attractive will be recorded in the asset register.

Items of value will not be left unattended in public areas. Wherever possible valuable items will not be left where visible from the outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

VEHICLE MOVEMENT

There are allocated parking spaces for staff and visitors. Vehicles on site must keep to the required speed limit and designated areas. A record of visitor's vehicles to Calmore Junior School is kept at reception

Vehicles are not permitted on the playground areas during playtime, lunchtime, start and end of school day, except for emergency service vehicles.

The school library service van is kept on the site. The van is not to be moved on site at the start or end of the school day.

The main gate is kept shut at the start and end of the school day to prevent vehicle movement when pupils are arriving or leaving.

PERSONAL PROPERTY

Personal property will remain the responsibility of the owner. This includes both staff and pupil's property. Both are discouraged from bringing any valuable personal property to school.

Lockers are provided for support staff and teachers in the staffroom and in the year 6 cupboard.

Lost property should be handed in to the office where it will be kept for a minimum of six months before disposal.

RISK ASSESSMENT

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy.