



Headteacher: Mr S Gibbs MSc BSoc Sc

Initial Policy date	May 2018	Next scheduled review	April 2023
Governor approved	9 March 2022	Key person/people	Business Manager
Model Policy		Model localised	Yes
Pupil leadership team review		<del>Y</del> <del>N</del>	N/A

## HEALTH AND SAFETY POLICY

### Statement of Intent

*It is our policy to carry out our activities in such a way 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.
- 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 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 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.

### 1. ORGANISATION AND PRACTICE

The overall responsibility for health and safety at Test Valley School (referred hereon in as TVS) is held by Hampshire County Council 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 suitable health and safety requirements and arrangements.
- Periodically monitor and review health and safety arrangements.

### **1.1 Responsible Manager**

The Responsible Manager for the premises is The Headteacher who will act to:

- Develop a safety culture throughout the premises.
- Consult staff and provide information, training and instruction so that all staff are able to perform their various tasks safely and effectively.
- Assess and control risk 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 all staff are aware of their health and safety responsibilities.
- Periodically update the Governing Body as appropriate.
- Produce, monitor and review local safety policies and procedures.

### **1.2 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 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 safety procedures, whether written or verbally advised for their own protection or the protection of those who may be affected by their actions.
- Reporting safety concerns to any member of the Health & Safety Committee.
- 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 the way that may cause harm or ill health to others.

### **1.3 Business Manager**

The Business Manager is responsible for undertaking a wide range of health and safety related duties on behalf of the Responsible Manager. They are to work within the parameters of any provided training and in accordance with risk assessments and on-site safe working practices. They are to seek appropriate guidance and direction from the Responsible Manager, Health & Safety Committee and/or the Children's Services Health & Safety Team, as required.

### **1.4 On-Site Health & Safety Co-ordinator**

The Business Manager is the on-site health & safety co-ordinator who 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 Responsible Manager, Health & Safety Committee and/or the Children's Services Health & Safety Team, as required.

### **1.5 Colleagues with Management Responsibility**

The responsibility of applying safety procedures on a day-to-day basis rests with colleagues with management responsibility. 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 responsibility 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.

### **1.6 Teaching Health & Safety Representative**

The Teaching Health & Safety Representative key duties include:

- Work in collaboration with the Business Manager in developing and maintaining a 'joined up' culture of safety throughout the school.
- Provide reassurance and feedback to colleagues re H&S guidance and concerns.
- Work in collaboration with the Business Manager in providing guidance with the completion of risk assessments and the Critical Incident Plan.
- Work alongside the Business Manager to complete accident investigations and implement learning outcomes (Accident Investigator training will be provided).
- Work alongside the Business Manager in the role of Fire Safety Co-ordinator (training will be provided).
- He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### **1.7 All Teachers & Supervisors**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. 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.

### **1.8 Health and Safety Committee**

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

The Health and Safety Committee consists of:

- Responsible Manager/Headteacher.
- Health and Safety Link Governor
- Teaching - Health & Safety Representative.
- Support Staff – Health & Safety Representative
- Site Manager
- Business Manager
- Deputy Headteacher

and they meet half termly.

### **1.9 Fire Safety Co-ordinator**

The 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 Responsible Manager. They are to attend the Fire Safety Co-ordinator training course 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 for TVS. The manual is to be periodically checked by the Business Manager and countersigned by the Responsible Manager as detailed in the Fire Safety Management Plan.

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

### **1.10 Facilities Management Trained Staff**

The Business Manager is the competent person for the overall management of general premises facilities and acting on behalf of the Responsible Manager. They are responsible for the local management and completion of day to day premises matters and duties. They are to seek appropriate guidance and direction from the Responsible Manager, Health & Safety Committee and/or the Children's Services Health & Safety Team, as required.

### **1.11 Head of Department/Subject Leader**

The Head of Department/Subject Leader is responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the headteacher. He/she will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

### **1.12 Legionella Competent Person**

The Site Manager is the nominated Legionella Competent Person on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. They are to annually complete the Legionella e-learning course and all training records are to be retained.

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 advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to seek appropriate guidance and direction from the Health & Safety Committee and/or the Children's Services Health & Safety Team, as required.

### **1.13 Asbestos Competent Person**

The Site Manager is the nominated Asbestos Competent Person for asbestos on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable asbestos to be managed safely. They are to annually complete the asbestos e-learning course and all training records are to be retained.

The Asbestos Competent Person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of asbestos register and that asbestos is managed in accordance with

departmental and corporate requirements. They will advise the Health & Safety Committee of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to seek appropriate guidance and direction from the Health & Safety Committee and/or the Children's Services Health & Safety Team, as required.

#### **1.14 The Radiation Protection Supervisor**

The Radiation Protection Supervisor (RPS) for Test Valley School is the Head of the Science Dept, who has received training by CLEAPSS for this role. They supervise the storage and use of the radioactive sources, as well as ensuring all staff using them are properly trained. The CLEAPSS RPS training course needs to be attended every three years, to ensure knowledge is refreshed and up to date. The RPS also liaises with the RPO from HIAS, who checks that procedures are correct and safe by visiting the school.

#### **1.15 Accident Investigators**

The Business Manager is a trained Accident Investigator with advice and guidance available as appropriate from the Health and Safety Team.

This team will lead on all accident investigations in accordance with departmental and corporate procedures.

## **2. 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 are to be used alongside other current premises procedures and 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.

### **2.1 Accident Reporting and Investigation**

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

The Local Authority now requires all injuries (excludes minor child accidents recorded on our medical tracker) to be recorded on a new web form and the link for this is: <http://intranet.hants.gov.uk/healthandsafety.htm>

The system is completely online and requires each accident to be recorded onto a webform. All accidents will require a very simple local investigation which the user will be prompted to complete once the accident report has been submitted. HCC maintained schools are no longer required to report accidents through to the Health & Safety Executive (HSE) under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as the Children's Services Health & Safety Team. (CSHST) will be completing them. This is in accordance with Health and Safety HCC Corporate Procedure Accident/ incident, near miss and dangerous occurrence investigation and reporting.

Minor accidents to pupils are to be recorded in the Minor Incident Books located in Test Valley Medical Room. This information is checked at meetings of the Health and Safety Committee.

All accidents involving pupils are to be reported to the Pupil Welfare Officer, who is to then notify the Business Manager who will then co-ordinate this information for TVS.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the Site Team on duty who will appropriately ensure that each incident is investigated and report outcomes to Health and Safety Committee. Incidents related to user's own organised activities are to be reported by them in line with their own reporting procedure.

## **2.2 Administration of Medicines**

Arrangements regarding medicines are set out in the First Aid - Administration of Medicines Policy.

## **2.3 Asbestos Management**

Asbestos management for TVS is controlled by the Asbestos Competent Person. The Asbestos Register as issued by HCC Property Services Department and is located at the TVS Reception and is 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 Business Manager will review this register termly and report errors and omissions to The Health & Safety committee.

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

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Asbestos Competent Person. This authorisation should be recorded by the Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Responsible Manager and/or the Asbestos Competent Person who will immediately act to cordon off the affected area and contact the HCC Property Services Department's 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 Responsible Manager and/or Asbestos Competent Person.

## **2.4 Safeguarding**

Arrangements regarding child protection are set out in our safeguarding policy, in accordance with Keeping Children Safe in Education 2021.

## **2.5 Community Users/Lettings/Extended Services**

The Business Manager on behalf of the Responsible Manager will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed using a RATF-047A or RATF-047B.
- 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.

## **2.6 Contractors on Site**

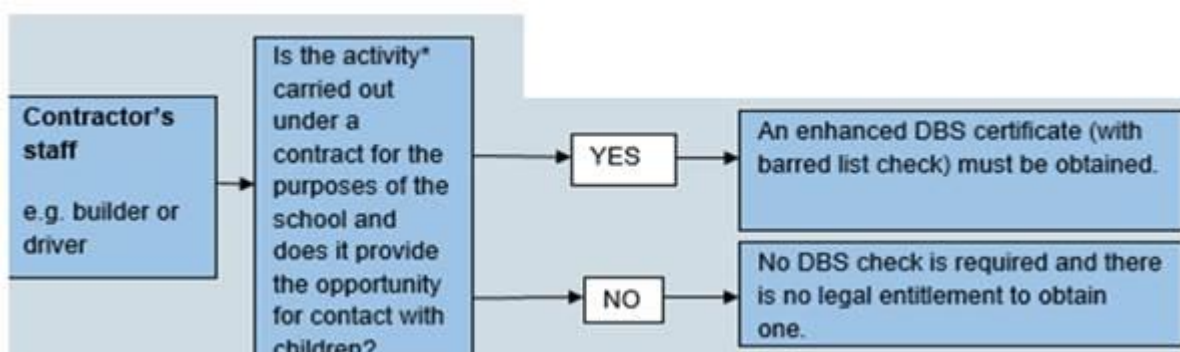
HCC approved contractors are usually to be used for contractual work on the premises. This may not always be the case and where non HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of

Contractors Checklist is to be used to determine competence of non HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to School Reception where they will be asked to sign the Visitors Book and Asbestos Register. All contractors must be issued with a local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

The Business Manager is responsible for monitoring work areas and providing appropriate supervision, especially when the contractor's work may directly affect staff and pupils on the premises.

Contractors working on the premises will be subject to DBS check in accordance with diagram below from Keeping Children Safe in Education 2018:



## 2.7 Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant Heads of Department/Subject Leader and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education and Sport, Art and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. The Teaching - Health & Safety Representative will work with Heads of Department/Subject Leader and appropriate subject teachers to 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.

## 2.8 Display Screen Equipment

All users must complete the *Display Equipment E-Learning Course* every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by the Business Manager/Office Manager and routinely reviewed at intervals not exceeding three years.

## 2.9 Electrical Equipment

The Business Manager 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 to the Site Manager jonesg@testvalley.hants.sch.uk email address and taken out of use until repaired.
- All portable electrical equipment will be inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person. The competent person to be used is an HCC approved contractor.
- New equipment must be advised to the Business Manager 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 immediately to the Site Manager jonesg@testvalley.hants.sch.uk email address and attended to as soon as possible.

### **2.10 Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the premises fire evacuation plan. The premises have a fire emergency plan for fire related emergencies and a Critical Incident and Emergency Plan (CIEP) for all non-fire emergencies.

All staff will receive a brief and/or copy of the CIEP at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. Each September, the Business Manager will outline changes/update all staff. All new members of staff are briefed on the Health and Safety Induction brief.

Personal 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. The Pupil Welfare Officer retains this information.

### **2.11 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 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 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.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises Fire Safety Manual(s).
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified. Proposed changes and reviews will be approved by Health and Safety Committee.

### **2.13 First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of first aid trained staff on site are listed in the first aid policy and also clearly signposted around the premises.



All members of staff annually review the Basic Advice on First Aid at Work leaflet annually. They can assess the situation, make the area safe, assess casualties and send for help without delay. A needs assessment of the first aid requirements is completed annually by the Business Manager, which details and lists 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.

#### **2.14 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 managers 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 immediately to the Site Manager [jonesg@testvalley.hants.sch.uk](mailto:jonesg@testvalley.hants.sch.uk) email address and immediately taken out of use until repairs can be carried out.

#### **2.15 Good Housekeeping**

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

- All corridors and passageways are to be 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 to [jonesg@testvalley.hants.sch.uk](mailto:jonesg@testvalley.hants.sch.uk).

#### **2.16 Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless 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 Responsible Manager. The premises COSHH Assessors acting on behalf of the Responsible Manager are:

Site Manager, Head of Science.

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 COSHH risk assessments are available in the Site Office.

All hazardous substances are to be stored in the secure and signed storage when not in use. These cupboards are situated at:

Main Building – Science Chemical store

Pool house building.

The Business Manager is to remind all staff on a termly email, that if staff bring their own cleaning products on site, a COSHH assessment must be carried out by the Site Team.

### **2.17 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 emailed to [jonesg@testvalley.hants.sch.uk](mailto:jonesg@testvalley.hants.sch.uk).

Monitoring and inspections of individual departments will be carried out by Heads of Department supported by the Teaching - Health & Safety Representative.

Routine documented inspections of the premises will be carried out every month by the Business Manager, in accordance with the Premises Monthly Inspection schedule. Inspection findings are to be recorded on the locally adapted Secondary School Monthly Premises Safety Inspection Checklist. These are counter signed by the Responsible Manager and associated actions implemented. The signed copies are available in the Monthly Site Inspection folder located in the Business Managers office.

Defects during these routine documented inspections are to be immediately reported in the defects log. Any identified high-level risks or safety management concerns will have immediate action taken (Business Manager).

Periodic detailed inspections of the premises' safety management system will be carried out by the Responsible Manager and a representative from the Health and Safety Committee. Additionally, routine documented inspections of the premises will be carried out every ½ termly in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted Secondary School Premises Safety Inspection Checklist.

The Business Manager completes the termly HCC H&S web monitoring form. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

### **2.18 Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is overseen by Edwards & Ward (contractor). 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.

Safe working procedures and authorised access to other food preparation areas are managed by departmental heads/managers.

### **Legionella Management**

Legionella management on site is controlled by the Legionella competent person who is the Site Manager who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council's policies and procedures. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained by the Site Manager in the Site Office for auditing purposes.

### **2.19 Lone Working**

All lone working is to be approved by the Responsible Manager and is to be carried out in accordance with the premises Lone Working Risk Assessment and the local written procedures.

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 Responsible Manager/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.

### **2.20 Minibuses**

The Business Manager is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the HCC Corporate Minibus Policy.

### **2.21 Moving and Handling**

All staff must complete the *Manual 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 Team are 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.

### **2.22 Off Site Activities**

Arrangements regarding off site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

### **2.23 Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Intervention Policy. Procedures are refreshed at INSET training and noted in minutes.

### **2.24 Provision of Information**

The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are:

- INSET days.
- The sharing of the Hampshire County Council Quarterly Health and Safety Newsletter.
- Induction/signature provided and entered on HR file.

- Email distribution of all Health and Safety Committee minutes – hard copies displayed on Health & Safety notice board (Data Room) for those with no access to email.
- Local Health and Safety advice is available from any member of the Health and Safety Committee.
- The Health and Safety Law poster is displayed in the following locations:
  - School Staff room.
  - School Kitchens.
  - Site Team Office.

### **2.25 Risk Assessment**

General risk assessment management will be co-ordinated by the Health and Safety Committee with faculty related risk assessments being written by the Teaching - Health & Safety Representative and all others by Business Manager in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

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

The Trained Risk Assessors (Teaching - Health & Safety Representative, Business Manager) will oversee the correct completion of risk assessments as appropriate and refer/recommend to the Health and Safety Committee for approval. Where time prevents this, the Responsible Manager or Business Manager will be responsible for authorising each risk assessment.

### **2.26 Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy and procedures which include emergency unlock routines.

### **2.27 Smoking**

Smoking is not permitted on the premises.

This includes all forms of smoking materials including E-Cigarettes and vaping.

### **2.28 Stress and Wellbeing**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services and Health and Safety Executive's Management Standards, guidance and requirements.

On site arrangements to monitor, consult and reduce stress situations are:

- A full staff survey is undertaken every three years.
- Employee Helpline service is provided for all staff – posters displayed with relevant contact information.
- Regular 1:1s and performance reviews.

### **2.29 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.

### **2.30 Traffic Management**

Arrangements regarding on-site traffic safety are set out in the Traffic Risk Assessment.

### **2.31 Radiation Protection**

The Radiation Protection Supervisor (RPS) will act to:

- Follow the L93 CLEAPSS Risk Assessment Policy for Managing Ionising Radiation and Radioactive Substances within a school.
- We have radioactive sources at Test Valley, all of which are stored in the containers they were purchased in. They are cup sources so are stored in lead lined pots within a wooden box, which is also lead lined. This box, when not in use by teachers, is stored in cupboard within another locked cupboard, at least 1.5m away from any walkways, and also with a brick wall as an additional barrier. We also store the Geiger counter and all equipment used with the sources in the same location. The external cupboard is not labelled, so as not to draw attention to it, but the internal cupboard within the locked store is labelled as containing radioactive sources.
- All Science teaching staff are qualified to handle radioactive sources, once appropriate training has been given by the RPS. Other teaching staff, ITT students, cover staff etc are not qualified and must be supervised by a Science teacher in order to use the sources, only when training has been given to both colleagues by the RPS.
- Pregnant women should not handle the radioactive sources or be present in a classroom where they are being used. Pupils must also not handle the sources - teacher demonstrations are the only acceptable use within classrooms.
- When the sources are taken out of a cupboard, they are logged out by the Science Technician who then signs them over to the qualified teacher. At the end of the lesson, the teacher returns them to the technician who logs them back in. The sources are never left unattended.
- In the event of a fire alarm, the sources will be left in the classroom but a laminated information sheet (which is always with the sources) must be taken to the Business Manager who will be told which classroom the sources are in; it is then the Business Manager's responsibility to ensure this information is passed on to the relevant fire officers.
- Every month, a simple check is done by the Science technician, with delegated responsibility from the RPS. Annually a full check is completed, including a leak test, by the Senior technician in conjunction with the RPS.
- Several documents are completed and kept with the sources; the radioactive source history; the log for using the sources; the monthly simple check document; the audit for the sources and the store; the list of authorised and trained users; and a list of the sources held.

### **2.32 Training**

Health and Safety induction training will be provided and recorded for all new staff and volunteers in accordance with New Staff Induction checklist.

The Responsible Manager is responsible for ensuring that all new staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. 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.

All staff will be provided with the 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.

- 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 3 yearly intervals.
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements.

Training records are held by the Business Manager.

### **2.33 Violent Incidents**

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

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 events occurring in the future.

Violent incident reporting is completely confidential. This is to be reported online via <http://intranet.hants.gov.uk/healthandsafety.htm>, in accordance with Local Authority corporate procedure – HCC Accident/ incident, near miss and dangerous occurrence investigation and reporting.

Confidential reports can be sent to the Responsible Manager in a sealed envelope.

### **2.34 Visitors**

ALL visitors must initially report to the Main Reception (School), where they are to sign in and will be provided with the key health, safety and fire 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 health and safety information leaflet.

### **2.35 Work at Height**

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP3-08. General work at height will be undertaken in accordance with the generic on-site risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out by the Site Team in accordance with a specific risk assessment for that particular task.

The identified competent persons for work at height on the premises and those who have attended the Caretaker Support Service Ladder & Stepladder Safety half day course are authorised to:

- Use steps stepladders and leaning ladders in accordance with their training.
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08 (this must be recorded and confirmed to the Business Manager).
- Provide stepladder and steps training to staff using the Children's Services Stepladder and Steps Safety User training presentation.
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps, recording the outcomes in the Inspections Folder which is stored in the Site office.
- Remove access equipment from use if defective or considered inappropriate for use.

The competent persons 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 working platforms.

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 as per 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 stepstools if they have received a local instructional training brief.
- Staff may only use stepladders if they have received training.
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder and Stepladder Safety half-day course (to be refreshed every three years).
- Any safety concerns about a working 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 equipment.

### **2.37 Glazing.**

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically by the Business Manager and is reviewed annually or when there are changes to the premises.

## **APPENDIX A**

### **PORTABLE APPLIANCE TESTING (PAT) PROCEDURE**

1. All electrical equipment, other than battery operated items, which is not the subject of a maintenance contract must be routinely inspected and tested. This includes:
  - Televisions
  - Mains radios
  - Hi-Fis
  - Hairdryers
  - Table lamps
  - Computers
  - Printers etc.
2. These portable electrical appliances should be visually inspected on a regular basis to look for worn and frayed cables, loose or cracked plugs and any other obvious damage. Any items that are frequently used by multiple users, such as photocopiers, vending machines, hot trolleys, etc. should be tested and inspected at least once a year.
3. Testing should only be directed by a member of the Site Team.
4. All staff and pupils who wish to bring in their own appliances must have them inspected by the Site Team and if there are concerns about their safety, they must only be used after testing.

### **BASIC ELECTRICAL SAFETY STANDARDS**

1. Portable electrical appliances that plug into the electrical mains should each have a separate switch socket outlet. Where that is not immediately possible, a fused multi-socket outlet may be used but not an adaptor plug.
2. Extension leads are especially liable to damage and should be visually inspected regularly to look for kinks, worn and frayed cables, loose or cracked plugs and other obvious damage.
3. If checking plugs, make sure that the cable casing enters the plug so that no wires are exposed and correct fuses have been fitted.
4. Display screen equipment often has its cabling and connectors hidden or inaccessible to the user. However, all users should carry out periodic visual inspections of the parts they can see to ensure that obvious faults or defects are identified.
5. Any electrical equipment suspected of being faulty or dangerous should be switched off and taken out of use immediately.



6. Where the safety of an electrical system is uncertain (eg. in someone's home) a residual current device (RCD) should be used. This will monitor the supply and quickly break the circuit and protect the user if there is a fault in the system.
7. Switch off any machines that do not need to be left on overnight.
8. Read any manuals provided with electrical equipment and if still unsure about safe use ask your manager/leader for assistance.
9. Only install equipment and electrical components if you're competent and authorised to do so.
10. Don't overload electrical systems by putting too much equipment on the same circuit.

### **SCHOOL TESTING PROCEDURE**

1. It is the school's intention to test all portable electrical equipment on an on-going annual basis in line with HCC/HSE guidelines.
2. All portable electrical equipment that fails its check will be recorded and must be taken out of use. Department/Faculty Leaders will be informed of each failure and it is their responsibility to have it repaired or replaced.
3. It is the Site Team's intent to issues notification to the Faculty/Subject Leaders of planned testing visits. It is the Faculty/Subject Leaders responsibility to ensure all portable electrical equipment is made available to the Site Team.
4. All equipment must be made available for testing.
5. A record will be kept of all testing undertaken on equipment and stored centrally.