



NIGHTINGALE PRIMARY SCHOOL

HEALTH & SAFETY POLICY

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.

This policy is part of our overall strategy to safeguard and promote the health, safety and welfare of children. Their health, safety and welfare is paramount.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all staff, volunteers, visitors and children
- 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
- 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 of Nightingale School will be instrumental in its implementation.

Roles & Responsibilities

Employer Responsibility

The overall responsibility for health and safety at Nightingale Primary School 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 health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

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

- Develop a safety culture throughout the school.
- 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.
- Ensure all staff receive the appropriate Health and Safety training.
- 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 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
- 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
- Completing all Health and Safety training as required in a timely manner

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 Headteacher. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

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.

Resources Committee

The purpose of the resources committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The resources committee is to periodically meet to monitor, review and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Resources committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. The Resources committee is made up of the Headteacher and governors and the meet every half term.

Fire Safety Co-ordinator

The Admin Officer is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. She is 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 working alongside the Site Manager and Headteacher.

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

Facilities Management Staff

The Facilities Manager is the competent person for the overall management of general facilities and is the Headteacher. She is to attend the facilities management training course and refresh this training every six years. She is responsible for the local management and completion of day-to-day premises matters and duties. She is to work within her level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety 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 Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is 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. He will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his 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. He is to 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. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained accident investigator is the Finance Officer who will lead on all accident investigations in accordance with departmental and corporate procedures.

Safeguarding Children

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. Safeguarding is everyone's responsibility. The Designated Safeguarding Lead (DSL) is responsible for ensuring that;

- All staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL
- Whole school training occurs regularly with at least annual updates so that staff and volunteers can fulfil their responsibilities
- Any members of staff joining the school outside of this training schedule receive induction prior to commencement of their duties

The DSL for the school is The Headteacher, and the deputy DSL's are The Welfare Manager and the SENCO. The Welfare Manager is responsible for overseeing the day to day Safeguarding and Welfare provision for the school.

First Aid Arrangements

The Admin Manager is the nominated responsible for the first aid /medical procedures for the premises and acts on behalf of the Headteacher. She will ensure that the appropriate staff are competent in their delivery of first aid and medical practise and that they are trained to do so in accordance with requirements. She is to work within her level of competence and seek direction from the Headteacher and/ or School Nursing Service.

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 Nightingale Primary 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 the Hampshire County Council corporate policy requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting form:

<http://www3.hants.gov.uk/hampshirecountycouncil/portal-help/healthsafetyreport.htm>

on line or via the paper version stored in the staffroom. If the paper version is used then it will need to be added on to the on line system as soon as practical. A copy of the completed form is then automatically sent to Children's Services Health & Safety Team, the person reporting the incident and the Headteacher will receive a request to carry out an investigation and a link to record this on. 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.

Minor accidents to pupils are to be recorded on individual children's record cards located in the medical room.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.

The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Deputy Headteachers for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Immediate, remedial & medical actions

These are the basic actions required by staff or other adults on site in the event of any accident or incident and may include:

- Calling for assistance
- Administering first aid
- Calling an ambulance
- Making the area temporarily safe or preventing others from being exposed to the same hazard

Investigation

Accidents, incidents and near misses should be investigated unless the nature and consequences of the event are insignificant. The purpose of the investigation is to establish the immediate and root causes of the accident/incident with a view to examining failures and implementing control measures to prevent further reoccurrences. These include:

- Taking photographs of the accident site
- Taking photographs of the injuries
- Taking statements from witnesses
- Making a brief record of events (as soon as possible after the accident/incident)
- Longer term isolation of the area to prevent access whilst further action is taken where required

Once the investigation has been undertaken, notes taken should be used to complete the [Online Accident/Incident Investigation Report Form \(HCC\)](#). This is a preformatted, corporate **online** investigation report form which is simple and quick to use. Once completed and submitted, a printable version of the form will be automatically returned (electronically) and a copy will automatically be forwarded to the Children's Services Health & Safety Team, who will attach it to the related accident report form and/or F2508 Report Form.

Risk assessment or review of current risk assessment

Where injury has resulted or a significant risk has been identified through the investigation process, Headteachers should ensure that a review of the risk assessment (relating to the hazard causing the accident) is carried out by the trained risk assessor. Where the risk may have been previously unforeseeable, a new risk assessment should be completed and control measures identified that would reduce the risk of future similar accidents. A summary of findings or new control measures (identified as part of the risk assessment or review process) would be expected to be included in the investigation

report to demonstrate actions indicating that the potential dangers have been identified and something has been done to control the risks.

Implementation of identified control measures

Once new control measures have been identified, make sure that they are implemented as soon as possible to prevent reoccurrence of such an accident/incident. Monitor the new controls to establish their effectiveness and periodically review the risk assessment to ensure that control measures remain effective.

Hirers

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person who is the Site Manager under the guidance of the guidance of the Hampshire County Council Corporate Procedure of Asbestos Management.

The asbestos register as issued by the Asbestos Team is located at the 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 Headteacher and the Nominated Responsible Person 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.

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 staff drill or affix anything to walls / ceilings or floors 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.

Child Protection

Please see Child Protection and Safeguarding Policy

Community Users/Lettings

The facilities manager will ensure that:

- Third parties and other extended service users operate under hire agreement detailed in the hire guide
- A risk assessment for the activity is completed using the Events Risk assessment
- The premises are 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 registered contractors are always to be used for contractual work on the premises. Where non-HCC registered 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 the admin office where they will be asked to sign in and sign the asbestos register, and be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

The site manager is 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.

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 and subject teachers 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. Heads of Department and the appropriate 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 users must complete the display screen 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 line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The responsible manager/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 annually
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is an HCC approved contractor
- 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 Site 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 to the Site Manager and taken out of use until repaired/replaced.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance School Emergency Response Plan. (SERP)

All staff will receive a copy of the SERP at induction, and they will be periodically provided with updated information as the SERP is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed by line managers, provided and exercised 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 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*
- 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 risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified
- Sufficient number of staff are trained as Fire Marshalls

First Aid

Please see First Aid Policy

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 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 in the fault log book on the Site Managers desk and immediately taken out of use until repairs can be carried out.

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 on the admin pool.

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 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

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 Site Manager. 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 large quantities of hazardous substances are to be stored in the secure and signed storage when not in use which is in the Site Managers work shed. 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 on the Site Managers desk.

Monitoring and inspections of individual classrooms will be carried out by teachers at the start of the school year.

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

Defects identified during these routine documented inspections are delegated to members of the site team and a copy is given to the Headteacher. Any identified high level risks or safety management concerns are to be actioned under the direction of the Headteacher.

It is the schools responsibility that the termly H&S web monitoring form is completed by the Headteacher. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes. The Headteacher will keep the Governing Body updated of inspections carried out.

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 through HC3S. 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 for other kitchen areas, canteens, food preparation areas are detailed in the cookery room risk assessment which is displayed in the Nest.

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 Control of Legionella in Water Systems Guidance and the Legionella Risk Assessment Report. The Risk Assessment will be reviewed every two years by the Site Manager.

Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. The Legionella competent person is the site manager who has completed the Legionella e-learning course.

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 are detailed in the Lone Working Risk Assessment.

Minibuses

All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

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 caretaker/site manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

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

Physical Intervention

Please see restraint policy

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, meeting minutes, email distribution and signature based receipt of information.

Local health and safety advice is available from the Headteacher and the Children's Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed in the corridor outside the staffroom.

Risk Assessment

General risk assessment management will be co-ordinated by the Site Manager under the direction of the Headteacher in accordance with guidance contained in the Children's Services Safety Guidance Procedure.

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

The trained risk assessor on site is the facilities manager will oversee the 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 by the Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk 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 & Alcohol

The school recognises that smoking and/or drinking alcohol is for many people a part of their lifestyle and culture. We seek neither to condone nor condemn smoking and drinking but to ensure that procedures and practices are established which will:

- support the health and safety of all school members
- encourage professional responsibility
- provide a safe learning and working environment.

For the purposes of this policy we aim to maintain a smoke free site (which includes the use of e-cigarettes) and alcohol free working environment at all times. Procedures and practice related to the policy will be promoted and made known to the school community - such as on signs, induction material and other school information. Curriculum learning and pastoral guidance will support the implementation of policy and practice.

Exceptions - Alcohol may be brought into school by adults for prizes for school fetes.

Stress & Wellbeing

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

Supporting Pupils with Medical Conditions

See Supporting Pupils with Medical Conditions policy

Vehicles and Traffic on Site

Please see the Vehicles and Traffic on Site policy

Violent Incidents

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

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

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using incident reporting system with the Welfare Manager.

Visitors

All visitors must initially report to the main reception where they will be provided with the 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 must sign in at which point they will be issued with a visitor badge and information leaflet.

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 by the Admin Manager 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 policy on Work at Height. At Nightingale Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

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

- Use steps, stepladders and leaning ladders 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 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.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

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 only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- 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

MAINTENANCE & INSPECTIONS

A documented maintenance schedule for ladders, stepladders, step stools is to be used to ensure that they are maintained in a safe condition and fit for use by the employees who are trained to use them. At no time are any items of access equipment (including stepladders and ladders) to be loaned (even for a short period), borrowed or hired out to non-employees.

Where more than two ladders and/or stepladders are held and used on site, a register (list) of ladders and stepladders, including their unique serial numbers and inspections dates/records, should be kept. Use of such a ladder register is optional but highly recommended unless another local system of access equipment monitoring and maintenance is in use.

The ladder register should be maintained as a live document for the management of ladders and stepladders on site. Other access equipment (if held) may be added onto this register in order to centralise access equipment maintenance schedules and records.

Periodic inspections of ladders/stepladders should be carried out by a local, on-site competent person. This may be any adult who has the necessary experience and understanding of ladders and stepladders (eg. the site manager or caretaker if appropriate). The **CSAF-016 Ladder & Stepladder Inspection Form** is to be used and is available on the Children's Services Health & Safety website.

This ladder/stepladder inspection form may also be used as a source of information by any ladder or stepladder users when undertaking general pre-user checks. Pre-user checks are simple checks carried out by the user to ensure that the ladder/stepladder is not defective before use – as would be carried out by any user of equipment prior to use.

Where any access equipment fails a periodic formal inspection or user's pre-use check, it should be clearly marked or tagged as defective and removed from service. Ideally, a defective stepladder, ladder, step stool or mobile tower is to be locked away and safely disposed of as soon as is practical.

HEALTH & SAFETY TRAINING

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

All staff must complete the relevant Health and safety training as per the attached training needs analysis and the induction policy given to them at the start of their employment.

Line Managers are expected to make suitable arrangements so that all employees receive appropriate induction training immediately they commence employment which includes Health and Safety training. Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Induction Checklist.

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

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

The Admin Manager is responsible for recording all site health and safety training, maintaining the health and safety training plan, and notifying the refresher training for all staff.

The Welfare Leader is responsible for recording all child protection, restraint, violence and aggression training requirements and managing the planning of refresher training for all staff.

The Admin Manager is responsible for recording all first aid training requirements and managing the planning of refresher training for all staff.

If additional training is indicated, but a suitable course cannot be found through the Learning Zone, further help should be sought from the Children's Services Health & Safety Team.

Volunteers and Students

Volunteers and students should not commence any duties or workplace activities unless they have received all relevant training or suitably supervised by a competent person. This training should be organised by their line manager or designated "person".

Additional Health and Safety Policies to be read separately:

Child Protection Policy

School Emergency Response Plan

Fire Safety Plan

First Aid Policy

Physical Intervention Policy

Safeguarding Policy

Supporting Pupils with Medical Conditions

Vehicles and Traffic on Site Policy

Date of Policy Approval: Autumn 2025

Date of Next Review: Autumn 2026

APPENDIX A

STEP STOOLS – INSTRUCTIONAL TRAINING BRIEF GUIDANCE

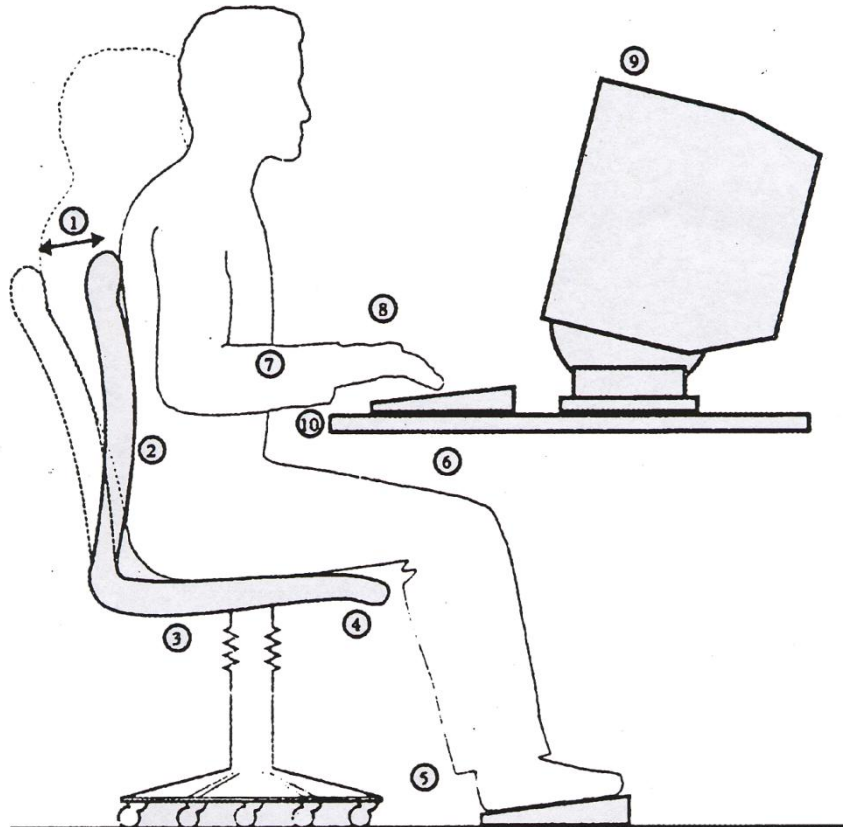
1.	What is a step stool? Step stools are also known as kik or kick steps. All step stools used in the workplace must be manufactured to either BS 7377 or BS EN 14183 standards, or comply with European GS Standards by being 'GS Approved'. They should have a maximum capacity rating of 150kgs.
2.	Why is an instructional training brief required for staff who use step stools? All users of access equipment when carrying out any work at height must be appropriately trained in its use. This is a legal requirement. The level of such training is dependent upon the type of equipment, work and level of risk involved in the task.
3.	What level of training is required for users of step stools? A simple instructional training brief should be all that is required for normal low risk work involving the use of step stools. A common sense approach to the instructional content regarding the safe use of step stools is required by those providing training.
4.	Who is able to provide the instructional training brief? This level of instructional training may be provided by any competent adult who has an understanding of the safe use of step stools and who also understands the hazards involved and the common sense precautions that should be taken before and during use. This person could be a competent external provider, or typically, be a member of staff such as a site manager, caretaker, teacher or even a manager who was considered to be competent by the site's Headteacher or Headteacher.
5.	Who should receive this instructional training brief? Everyone who is required to use step stools in the course of their work in order to carry out work at height should periodically receive this instructional training brief.
6.	How often should this type of instructional training brief be provided? Typically, refresher training should be carried out at between one and three year intervals. It is recommended where this training brief is locally provided, that the refresher training is provided yearly, although intervals are to be determined locally.

7.	Should this instructional training brief be planned and recorded? This instructional training brief should be scheduled in the premises bring-up diary system alongside other scheduled H&S activities. Signature/date based attendance records are to be maintained as evidence of training provided to all members of staff.
8.	What should be included in the instructional training brief? The brief should be produced locally and should address all hazards and precautions about safe step stool use ensuring that the following is included: • The premises/school work at height policy requirements • Any generic premises/school safe working procedures for work at height • Any specific work at height assessment for work involving step stools • Common sense precautions before and during use of the step stool including: – A pre-use check of step stool by the user for any defects – Sensible positioning (eg. on flat surface) and safe location of step stool – Use of sensible and flat footwear – Practical clothing that will not cause a trip hazard – Importance of not carrying items that are too bulky or heavy – Importance of not over-reaching – Ensuring an understanding that if the user feels at all unsafe they should stop work and inform the management team of their safety concerns

REMEMBER - YOU DO NOT HAVE TO STOP THE USE OF STEP STOOLS BY STAFF - JUST ENSURE THAT ALL STAFF USE THEM SAFELY AND IN ACCORDANCE WITH LOCAL POLICY AND TRAINING

APPENDIX B

WORKSTATION SEATING & POSTURE – PICTORIAL GUIDANCE



WORKSTATION SEATING & POSTURE GUIDANCE - LEGEND	
1	Seat back adjustability
2	Good lumbar support
3	Seat height adjustability
4	No excess pressure on underside or backs of knees
5	Foot support if required
6	Space under desk for comfortable movement of legs, no obstructions
7	Forearms approximately horizontal
8	Minimal extension or deviation of wrists
9	Screen height and angle should allow comfortable head position - the top of the screen should ideally be at eye level
10	Space in front of keyboard to support hands/wrist during pauses in keying

HCC H&S Training Needs Analysis

H&S Course	Who needs the training	Requirement	Frequency of training	Date Completed	Information
E-Learning (available from the Learning Zone)					
<u>Asbestos Awareness</u>	Asbestos Competent Person Paul Burton	Essential	Annual	Autumn Term	Training for the nominated competent persons on site involved in asbestos management.
	All Staff with Facilities Management responsibilities Headteacher	Essential	Annual	Autumn Term	Refresher training for all staff with facilities management responsibility and who have completed the Facilities Management Course (NB This does not replace the FM Course)
<u>Display Screen Equipment</u>	All DSE Users	Essential	Annual	As per H&S schedule of training	Covers at health and safety practices and the correct procedures for using the equipment, and how you should follow these to prevent injury
<u>CIEH Level 2 award in Food Safety</u>	Children's Services Department / Schools staff that prepare food. DT Leader	Essential	Every 3 years		Compliance course for staff involved in catering/food preparation for public consumption and for staff in a supervisory capacity in school curriculum areas.
<u>Fire Safety & Non-Fire Emergencies</u>	All Staff	Essential	Annual	As per H&S schedule of training	Provides employees with the relevant information, instruction & training to ensure that they are competent in basic fire safety and understand the correct action to take in the event of a non-fire emergency situation
<u>Fire Safety for The Headteacher</u>	Headteacher	Essential	Annual	Autumn Term	To provide the identified relevant training to ensure that they have the knowledge to fulfil their duties as described in the Regulatory Reform (Fire Safety) Order 2005.
<u>Food Safety Induction</u>	All staff involved in food handling activities & AAA	Essential	Annual	As per H&S schedule of training	To train staff in the identifying the causes of food poisoning, preventing food contamination, and operating a clean as you go policy.

H&S Course	Who needs the training	Requirement	Frequency of training	Date Completed	Information
<u>Keeping yourself safe - avoiding conflict with others</u>	For all front-line HCC Children's Services staff (Option for HCC Foster Carers, schools and voluntary organisations – has to be paid for).	Essential	At Induction		The training helps persons recognise risky situations, how they can escalate and what you can do to manage the risk. N.B. This is the start point of the staying safe pathway and is a pre-requisite for the Keeping Safe at Work Course.
<u>Legionella</u>	Legionella Competent Person <i>Site Manager</i>	Essential	Annual		Course to help the competent person understand the hazards and how to manage them in accordance with HCC procedures.
<u>Managing stress</u>	All staff	Recommended	As required	As per H&S schedule of training	Introduction to the subject of stress, and the way it impacts on both home and work life.
<u>Moving & Handling</u>	All staff	Essential	Annual	As per H&S schedule of training	Provides the minimum level of information on the risks from low risk moving and handling, guidance on good practice and basic back care.
<u>Permit to work (Hot works permit)</u>	Facilities Manager and/or Fire Safety Co-ordinator <i>Site Manager</i>	Essential	Annual		Training for the nominated person/s on site whose role it is to ensure hot works are managed safely in accordance with HCC's procedures

H&S Course	Who needs the training	Requirement	Frequency of training		Information
Attendance Courses Unless otherwise mentioned these training courses are available on the HTLC / Learning Zone web site.					
<u>Accident Investigator</u>	Accident Investigator	Recommended	Every 3 years		Explains the reasons for investigation and the key steps of accident investigation, HCC's policy, the legal requirements, CS reporting procedures and accident reports. Refresher – <u>Children's Services Risk Management Refresher</u>
<u>Children's Services Risk Management Refresher</u>	Refresher training for Accident Investigator, COSHH Assessor and Risk Assessor Site Manager	Essential	Every 3 years		This is a ½ day refresher course and attendees <u>must</u> have completed the particular course/s within 3 years as a pre-requisite to sufficiently refresh in that competency area.
<u>COSHH assessor</u>	COSHH Assessor Site Manager	Essential	Every 3 years		CS requires premises to have access to at least one trained COSHH assessor, to meet & understand the legal requirements, principles of COSHH and the risk assessment process. Refresher – <u>Children's Services Risk Management Refresher</u>
CSHST Health & Safety Briefing	Those with H&S management responsibilities	Recommended	As and when required		Review of what H&S systems and arrangements Children's Services premises are expected to have in place. – Please contact CSHST for information
Departmental Induction Training	All staff (excluding school teaching staff)	Essential	At Induction		Staff from all 3 branches of Children's Services (Children & Families; Performance & Resources; Education & Inclusion) should attend this course at the first available date upon taking up their CSD post. All new starters need to have completed the CS Induction within 3 months of being in post. This course is also open to the voluntary sector.

H&S Course		Who needs the training	Requirement	Frequency of training		Information
<u>DSE Assessor</u>		DSE Assessor	Essential	Every 3 years		Training for those required to carry out DSE assessments as part of their role.
<u>Facilities Management (IOSH Safety Awareness for Facilities Managers')</u>		Those Appointed to Manage Premises-related H&S Issues	Essential	Every 6 years		Training for those required to manage a CS premise; provides the necessary skills and knowledge to be able to perform the role delegated to you by HCC 4 prior e-learning modules + 2 day attendance training course including an examination (External qualification)
Fire Safety						
•	<u>Fire Extinguisher Use</u>	Site staff and science technicians Site Manager	Essential	Every 3 years		Training for those who due to their occupation are at an higher risk of coming into contact with a naked flame
•	<u>Fire Marshal</u>	Fire Marshals X 3 staff	Essential	Every 3 years		Training for all persons nominated to assist in the evacuation of buildings during fire alarm activations or other emergency; includes training on other fire related duties commensurate with the role. Course includes fire extinguisher practical use.
•	General Fire Safety Training	All staff	Essential	Annual	As per H&S schedule of training	In – house training to include areas set out in the Fire Manual's fire safety training programme (should include fire safety e-learning/DVD's evacuation plan, part 8 of the Fire Safety Management plan and any significant outcomes from the risk assessment), conducted by the Fire Safety Co-ordinator.

H&S Course		Who needs the training	Requirement	Frequency of training		Information
•	IOSH Fire Risk Assessment Principles & Practice Refresher	Fire Safety Co-ordinator	Essential	Every 3 Years		Refresher training for the fire safety co-ordinator
	First Aid Training - Non HCC Courses					
	Emergency first aid at work	As identified in the First Aid Needs Assessment Admin Manager	Essential	Every 3 years		Provides staff with the practical skills/competency needed to administer emergency first aid to <u>adults</u> in the workplace.
	First aid at work (including refresher)	As identified in the First Aid Needs Assessment Admin Manager	Essential.	Every 3 years		Will provide staff with the competency and practical skills needed to administer first aid to <u>adults</u> in the workplace.
	First Aid in Schools	As identified in the First Aid Needs Assessment 12 x Learning Coaches	Essential	Every 3 years		Provides staff with the practical skills/competence to administer emergency first aid to <u>children</u> in an educational/care setting. This training may also include practical skills/competency needed to administer first aid to adults in the workplace – HTs/managers need to check the syllabus content with the trainer provider to ascertain this.
•	Paediatric First Aid Training	As identified in the First Aid Needs Assessment 12 x Learning Coaches All office staff	Essential	Every 3 years		This is an Early Years Foundation statutory requirement. Training for staff working with children aged 5 and under that provides the practical skills needed to administer emergency first aid to young children in educational and other care settings.

H&S Course		Who needs the training	Requirement	Frequency of training		Information
	• Meds training	All office staff		Every 2 years		To be able to administer prescribed and non-prescribed medicine
Local Induction training		All Staff	Essential	At Induction		Locally provided by the Manager/Headteacher for all new members of staff and volunteers to familiarise themselves with the premise, key staff, local H&S arrangements and emergency procedures.
<u>Managing Contractors in Schools</u>		Staff who are required to plan, instruct or manage contractors/construction work in Schools. Site Manager	Recommended	Every 3 years		Provides specific knowledge required to ensure that all work is planned and carried out safely in accordance with HCC procedures.
Moving and Handling – Please contact Tracey Savage to organise training						
	• Moving & Handling of Children Risk Assessor Course (Schools)	Nominated school Moving and Handling of Children Assessor Site Manager	Essential - Schools	Every 3 years		1 day attendance training course on risk assessing the moving and handling of children in schools. If the school has a Moving and Handling trainer this is day one of the course.

H&S Course		Who needs the training	Requirement	Frequency of training		Information
•	Moving & Handling of Children Train the Trainer Course TtT (Schools)	Nominated school Moving and Handling Trainer/s	Essential - Schools	Once (as long as annual refreshers are attended)		Training for the nominated in-house M&H trainer. Any Special Schools who have children who require M&H are to have at least two members of staff with this qualification. Please note that Day 1 is the Moving & Handling of Children Risk Assessor course.
•	Moving & Handling of Children Train the Trainer Course TtT (Schools) Refresher	Nominated school Moving and Handling Trainer/s	Essential - Schools	Annual		Refresher training for the nominated in-house M&H of people trainer.
•	Moving & Handling of Objects	Staff who are required to lift, move or handle objects as part of their core duties. All staff	Essential	Every 3 years	See separate list of dates completed in H&S training manual	Where the Headteacher's Manual Handling of Objects risk assessment identifies a medium to high risk M&H activity then staff should undertake the ½ M&H of objects course. Corporate course and for those without Caretaking Support SLA.

H&S Course		Who needs the training	Requirement	Frequency of training		Information
	Moving & Handling of Objects Risk Assessment Course.	Nominated Moving and Handling of Objects Assessor	Essential	Every 3 years		1 day course provided on risk assessing the moving and handling of children in schools.
	Portable Workshop Hand Tools – Safe use of	Staff that use portable hand held work equipment Site Manager	Essential	Every 3 years		Training for school site staff and other staff that use a range of portable wood cutting, planers and sanding portable power tools. Participants will also learn the basic statutory safety regulations which apply to portable power tools and how to use them safely.
	Risk Assessor	Risk Assessor Site Manager	Essential	Every 3 years		Training for those required to carry out and/or oversee risk assessments undertaken in schools. CS requires premises to have at least one trained risk assessor, to meet & understand the legal requirements, principles of risk and the assessment process. Refresher – Children's Services Risk Management Refresher
	Safe use of Woodwork Machinery	Design and Technology teachers, technicians, support staff or site staff	Essential	Every 3 years		Participants will cover the training syllabus for D&TA Courses S1HS and S8HS, including knowledge of relevant legislation and regulations, safe use of machines, machine settings, personal protection, switch controls, dust extraction and safe working space

H&S Course	Who needs the training	Requirement	Frequency of training		Information
<u>School & Community Minibus Licences (including MIDAS) training</u>	HCC Minibus Drivers	Essential	Every 4 Years		Practical instruction and driving test for school staff requiring entitlement to drive a minibus
<u>Understanding Health & Safety in Schools For Governors</u>	H&S Governors and Chairs of Governors	Recommended	As and when required		Training to provide governors with information and instruction on what their roles are in relation to the management and oversight of H&S in schools.
Working at Height					
<u>Ladder & Stepladder Safety</u>	Caretaking/Site management staff	Essential	Every 3 years	Autumn Term	Training for staff who are required to use ladders and stepladders whilst at work and for persons who are required to deliver on site training to other staff who only carry out occasional lower risk work at height using stepladders and step stools.
<u>Scaffold Tower Assembly training</u>	Staff who are required to erect and/or dismantle mobile or static scaffold towers	Essential	Every 5 years		The course covers standard mobile prefabricated towers to a height of 12 metres when used internally and 8 metres when used externally.
Stepladder & Steps disseminated information	Staff who may be required to undertake lower risk work at height using stepladders only. Delivered by Site Manager	Essential	Annually		The presentation is available from the CSHST web site but must be delivered by a member of staff who has previously attended a ladder & stepladder training course and who is considered to be competent to deliver such local training by the Headteacher/ Headteacher

H&S Course	Who needs the training	Requirement	Frequency of training		Information
Step stool instruction	Staff who may be required to undertake lower risk work at height using step stools	Essential	Annually		An instructional training brief that all users should be carried out by a local, competent person. The content, delivery and format of this instructional training brief should be determined locally and be carried out in accordance with the guidance document called Step Stools – Instructional Training Brief Guidance