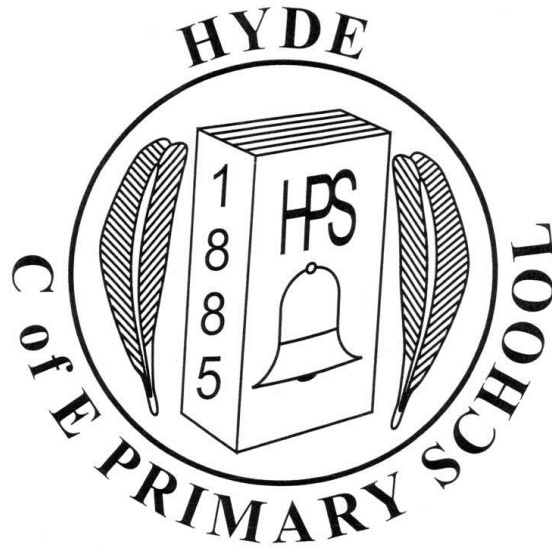
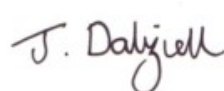
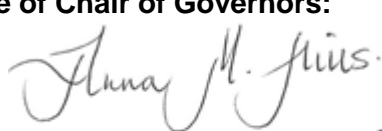


HYDE C. E. PRIMARY SCHOOL



HEALTH AND SAFTEY POLICY

Endorsed by Governing Body: June 2015	Review Date: June 2018
Headteacher: Julie Dalziell	Signature of Headteacher: 
Chair of Governors: Anna Hills	Signature of Chair of Governors: 

Part 1

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

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

Part 2

ORGANISATION

EMPLOYER RESPONSIBILITY

The overall responsibility for health and safety at **Hyde C. of E. Primary School** is shared by the **Head Teacher, the Governing body** and the **Local Authority**, 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 premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively

- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

ALL STAFF (INCLUDING VOLUNTEERS)

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

- Supporting the unit/centre/school/premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- 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

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.

HEALTH & SAFETY GOVERNOR / GOVERNORS' BUILDINGS COMMITTEE

The purpose of the role of the Health and Safety Governor is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager. The Governors' Buildings Committee has oversight of health and safety performance issues, and can recommend any actions necessary should this performance appear or prove to be unsatisfactory. The Buildings Committee members will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Health & Safety Governor is Mr Rob Shadbolt

The Buildings Committee consists of:

- **Mrs Anna Hills**
- **Mrs Fiona Leith**
- **Mrs Clare O'Shea**
- **Mr Rob Shadbolt**
- **Mrs Julie Dalziell, (Headteacher)**

The Buildings Committee meets at least once a term.

FIRE SAFETY CO-ORDINATOR

The fire safety co-ordinator is the Headteacher, who is the competent person for fire safety on the premises. 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.

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

LEGIONELLA COMPETENT PERSON

The nominated competent person for Legionella on the premises is Mrs A Curtis. She acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. She is to complete annually 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. She will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. She is to work within her level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

ASBESTOS COMPETENT PERSON

The nominated competent person for asbestos on the premises is the Headteacher. She provides the necessary competence to enable asbestos to be managed safely. She is to complete annually 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. She 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. She will advise the responsible Buildings Committee of any condition or situation relating to asbestos which may affect the safety of any premises users. She is to work within their level of competence and seek appropriate guidance and direction from Children's Services Health & Safety Team as required.

ACCIDENT INVESTIGATOR

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

COSHH MANAGER

The COSHH Manager is Mrs. Claire Baker.

The COSHH Manager is to ensure that all hazardous substances are locked away and that data sheets are maintained for any substances.

Part 3

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 Hyde C. of E. Primary School and are to be used alongside other school procedures & policies.

In carrying out their normal functions, it is the duty of all 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 school and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the HCC Accident Report Book held in the school office. A copy of the completed form is to be forwarded to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Minor accidents to pupils are to be recorded in the white accident books located in the school office and the servery.

Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained on site.

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

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. 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 Buildings Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Extended service/third party users, e.g. after school clubs must report all incidents related to unsafe premises or equipment to school staff, 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.

ADMINISTRATION OF MEDICINES

Arrangements regarding medicines are set out in the Supporting Children with Medical Needs Policy. It is our policy to administer medicines to children only with written parental/carers consent. Should a child

require medicine to be administered during the school day parents/carers are requested to complete a permission form which is available from the school office.

Medicines will be administered by Mrs. C. Baker, the Administrative Officer, or in her absence by the Headteacher. All medicines are locked securely in the First Aid cabinet located in the school office. In exceptional circumstances where a child has an assigned and named Learning Support Assistant, (LSA), and needs to take regular medication, e.g. Ritalin, this may be administered by the named LSA.

For children with asthma named inhalers are kept in the school office.

For children at risk of anaphylactic shock named Epipens are kept in the school office.

All staff are made aware of children with specific conditions and receive the relevant training.

ASBESTOS MANAGEMENT

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

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 competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher who will immediately act to cordon off the affected area and contact the PBRS 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.

CHILD PROTECTION

Arrangements regarding child protection are set out in our Child Protection Policy.

COMMUNITY USERS/LETTINGS/EXTENDED SERVICES

At present, the school premises are not hired out.

CONTRACTORS ON SITE

HCC approved contractors are always to be used for contractual work on the premises. 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 the school office where they will be asked to sign the Visitors' Book and asbestos register. All contractors must be issued with details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Due to the very small size of the school site at Hyde, all major work will be arranged to take place outside of normal school hours or during school holidays.

CURRICULUM ACTIVITIES

All safety management and risk assessments for curriculum based activities will be carried out under the control of the Headteacher and subject teachers using the appropriate codes of practice, i.e. The 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. The Headteacher 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 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/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is Safety Masters.
- 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 Headteacher in order that it can be added to future PAT testing schedules.

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

EMERGENCY PROCEDURES

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation procedure, which also includes a fire emergency plan for fire related emergencies.

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

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

EMERGENCY EVACUATION PROCEDURE

ON DISCOVERING A FIRE

- Adults will sound the fire alarm.
- Children will report the fire to the nearest adult who will sound the fire alarm.
- The Administrative Officer or other adult in the school office will dial 999 to call the Emergency Services.

ON HEARING THE FIRE ALARM

- The children will line up at the nearest exit.
- Evacuate the building in silence using the nearest exit.
- Support staff are to check that the toilets, servery and library have been evacuated.
- The last person out should close the door behind them.
- Assemble at the muster point **ON THE COMMON**.
- The Administrative Officer will take the class registers, signing in book, mobile phone, and First Aid box to the muster point.
- Assist disabled persons and visitors to evacuate the building.
- Do not stop to collect personal belongings.

WE ADOPT A FLIGHT, NOT FIGHT PLAN.

AT THE MUSTER POINT

- Class teachers will call registers to ensure everyone has evacuated the building.
- The Headteacher will ensure that all visitors have evacuated the building.
- The Headteacher will ensure that the Fire Brigade has been called.
- If required the school will then relocate to a final assembly point and parents will be informed to arrange for collection. The availability of premises in the immediate vicinity (within easy walking distance) is limited. If these premises are not available transport would need to be arranged to alternative sites.

FINAL ASSEMBLY POINT is Hyde Church.

In the event of an emergency evacuation being necessary and the road outside the school being blocked e.g. by a car accident, the children will evacuate via the rear gate situated on the right hand side of the triangle. They will exit the site via the gate in the railings opposite the paddock. The paddock will be used as the muster point with Hyde Church being the final assembly point.

FIRE SAFETY

Arrangements regarding fire safety are set out in the Fire Safety Manual. ***The Fire Safety Co-ordinator is the Headteacher*** and 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 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

FIRST AID

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

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

GENERAL EQUIPMENT

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

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

GOOD HOUSEKEEPING

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

- All 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 responsible manager/Headteacher.

The premises COSHH assessor acting on behalf of the Headteacher is Mrs Claire Baker.

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

All hazardous substances are to be stored in the cleaning cupboard which is locked when not in use. The cupboard is in the cloakroom adjacent to the toilets.

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 blue Health & Safety book held in the school office and reported to the Administrative Officer.

Routine documented inspections of the premises will be carried out half termly by **Mrs Clare O'Shea** in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be recorded in the defect book and actioned by the Headteacher with outcomes reported to the Buildings Committee. Any identified high level risks or safety management concerns are to be actioned at the Buildings Committee meeting.

Periodic detailed inspections of the premises' safety management system will be carried out every year by Health & Safety Governor. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

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 Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

LONE WORKING

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for teaching staff and administrative officer who may undertake lone working on this site are detailed in the H.C.C Lone Working Guide.

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.

OFF-SITE ACTIVITIES

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

PHYSICAL INTERVENTION

Arrangements regarding physical intervention are set out in the Physical Intervention Policy (appendix to the Behaviour 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:

- Health & Safety notice board
- Signature based receipt of information

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

The Health and Safety Law poster is displayed in the staff room.

RISK ASSESSMENT

General risk assessment management will be co-ordinated by the Headteacher 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 assessor on site is the Headteacher, who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved 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.

SECURITY

- The security gate at the rear of the school is closed from 8.55am and reopened at 3.20pm.
- During break times the gates is opened to allow pupil access to and from the school building.
- All visitors report to the office via the front door. This door is kept locked and is fitted with a remote access security camera.
- All visitors are asked to sign a visitors' book.
- Children who leave or arrive at school other than at the start and end of the school day must be signed in or out by their parent or carer.
- The door to the servery, should remain closed at all times.

SMOKING

Smoking is not permitted on the premises.

STRESS & WELLBEING

Hyde C. of E. 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.

SUPERVISION PROCEDURES

BEFORE SCHOOL:

Teachers are responsible for children from 8.40am onwards. Children should not be in the school building before this time.

MORNING AND AFTERNOON PLAYTIMES

i) Outdoor Playtimes:

- Outdoor playtimes are taken on the Common opposite the school.
- At least 2 members of staff will be on duty.
- Children line up at the front gate and cross over the road supervised by one of the duty members of staff.
- The school handbell and a whistle are to be taken out by the duty staff.
- The handbell is rung to signal the end of break time.
- The children line up and are supervised crossing the road back to school.
- The whistle is blown to signal danger e.g. galloping ponies. Children stand still and await instructions from duty staff.
- Children may play in the area bounded by the path leading towards the cricket pavilion, the pavilion itself, the nearest edge of the cricket square and the ditch which runs parallel to the road leading to Pentons Hill, (*path, pavilion, pitch, ditch*).
- The area of play does not extend beyond the nearest edge of the cricket square.
- The square and the area inside the fence surrounding the pavilion are out of bounds.
- Supervising staff are expected to patrol the play area with one based near the bench and the other supervising play further away. Staff should not stand together.
- Children must not retrieve any balls or play equipment from the road or the car park. Adult assistance must be sought.
- Children are not allowed to touch the animals.

ii) Indoor Playtimes:

- Children will remain in their own classrooms.
- One duty member of staff will supervise in Class 3
- The other member of staff will open the doors between Classes 1 and 2 and supervise in both classrooms.

LUNCHTIMES

- The children are supervised by at least 2 Lunchtime Supervisory Assistants.
- The children eat their lunches in the classrooms
- One Lunchtime Supervisor will be in Classroom 2
- The lunches taken in Classes 1 and 3 are supervised by the remaining staff
- Arrangements for lunchtime playtimes are as above.

END OF SCHOOL DAY

- The school day finishes at 3.20pm.
- Children in Year R must be collected from the classroom by their parent or carer.
- Children in Years 1 and 2 are collected by their parents from the side door of the school
- Children in Years 3 – 6 are dismissed from the classrooms to be collected by parents or carers at the school gate. If no-one is there to collect them, they must return to the classroom to wait.
- Teaching staff are only responsible for children waiting in classrooms until 3.30pm. Thereafter the Headteacher should be informed that the child has not been collected.

TRAINING

Health and Safety induction training will be provided and recorded for all new staff/volunteers in accordance with CSAF-017 New Staff Health & Safety Induction Checklist.

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

All staff will be provided with 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

Training records are held by the Headteacher, Mrs J Dalziell and located in the school office. The Headteacher is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

VEHICLES & TRAFFIC ON SITE

- There is no provision for vehicles on site.
- All vehicles associated with the school should be parked in the Forest car park opposite the school.

VIOLENT INCIDENTS

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Hyde C. of E. 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 CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07.

VISITORS

All visitors must initially report to the school office 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 will be provided with an adhesive badge, sign the guest book and read the safety information.

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.

WALKING ROUTES FROM SCHOOL

TO HYDE CHURCH

- The children will line up along the front path of the school and should be crossed over the road to the car park opposite in single file. The children should walk along the edge of the car park nearest to the Common towards the grass verge on the left hand side of the car park and stop.
- They should then be crossed over the road, in single file and walk towards the church keeping to the right hand side of the gravel lane and, facing any on-coming traffic, walk on the grass verge wherever possible,.
- At the end of the lane they should cross the car park and enter the churchyard through the lytch gate.

FROM HYDE CHURCH

- The children should exit the churchyard via the lytch gate and, keeping to the left-hand side of the gravel lane, should walk towards the school, walking on the grass verge wherever possible in single file. They should stop at the road.
- The children should then be crossed over the road to the grass verge that runs across the back of the car park next to the Common.
- The children should then walk through the car park and be crossed over the road to the gate of the school opposite.

When walking to and from the Church, the adult to child ratio used should be *at least* that recommended by Hampshire County Council for off-site activities.

WORK AT HEIGHT

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Hyde C. of E. 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.

Following training from Hale Primary School's Competent Person for Work at Height on the Premises, the following staff:

- ***Claire Baker***
- ***Julie Dalziell***
- ***Robert Dalziell***

are authorised to:

- Use steps and stepladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- 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

These 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.

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 step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- 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

THE FOLLOWING POLICIES SHOULD BE READ ALONGSIDE THIS POLICY:

- Child Protection Policy
- Emergency Evacuation Plan
- Fire safety manual
- First Aid Policy
- Physical Intervention Policy, (part of the Behaviour Policy)
- On-Site Security Policy and Procedures
- Lone Working Policy and Procedures
- Supporting Children with Medical Conditions Policy