

## Health and Safety

<b>Approved</b>	March 16	<b>Responsibility</b>	Resources Committee
<b>Review</b>	Annual		



This policy is linked to the following:

Fire policy Teaching and Learning, Inclusion/SEN, Behaviour, PSHE, over arching Safeguarding policy, Child Protection, Equalities policies, Complaints.

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# HEALTH AND 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, security 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.

## ORGANISATION

### Overall Responsibility

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

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

### Responsible Manager

The school's **Responsible Manager** is the Headteacher. The Responsible Manager is supported by the designated **Health and Safety Governor**. Together they:

- Develop a safety culture throughout the unit/centre/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
- They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

#### **The School Admin Officer/staff will**

- Observe the school health and safety policy.
- Liaise, together with the site manager, with contractors and outside maintenance personnel to ensure all machinery, plant and equipment are in safe order.

Make visitors to the school aware of health and safety issues/duties whilst in the school

#### **Site Manager**

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. 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 their level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or the Children's Services Health & Safety Team as required.

#### **Resources/Safety Committee**

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

The safety committee consists of 1 Governor, Site Manager and staff representative and they meet termly.

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

Headteacher is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. 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. This is designated to the Site Manager for day to day review as part of general health and safety checks.

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

### **Health & Safety Representative**

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

Site Manager, is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager/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 responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

Site Manager, is the nominated competent person for asbestos on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable asbestos to be managed safely. He is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. 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/she will advise the responsible manager/headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

## **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 Greenfields Junior School and are to be used alongside other current unit/centre/school/premises 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 departmental 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 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.

<http://intranet.hants.gov.uk/healthandsafety/healthsafetyreport.htm>

Minor accidents to pupils are to be recorded in the accident report book located in the reprographics room near the staffroom

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 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 responsible manager/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 responsible manager/headteacher will ensure that the governing body/partnership/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by Designated H&S Governor/Resources Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the unit/centre/school/premises 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 Conditions Policy, found on the school website.

Details of any child with a diagnosed medical condition are kept in the staffroom, and appropriate training for dealing with any situation which arises from this condition is given to staff, by the school nurse. School Admin officer is the main First Aider and is responsible for the creation and review of care plans in liaison with class teachers and parents.

In the case of diabetes, if a child needs to administer insulin a member of staff will be in attendance. The school nurse will be contacted where a diabetic child enters school so that relevant staff have suitable training to support the child.

Details of children with allergies are identified in the staffroom and school office room.

An adrenaline pen will be kept in the school office for any child requiring it and clearly marked with the child's name.

Asthma sufferers will keep their inhalers, clearly marked, in a box in their class and will be taken out for PE/visits. Children have access to their inhalers as required. All medicines will be kept in a secure cabinet in the school office, with the exception of insulin, which will be stored in the staffroom fridge. The school Admin Officer will only administer proprietary medicines if specifically requested to do so, in writing, by parents.

If a child becomes ill at school they will be assessed by a member of staff on duty (all staff have basic first aid training) If the level of support required is greater than basic first aid deliverable outside, the child will be taken to the medical room, where a member of staff will administer further aid. A child will only be escalated up to the main office if further advice is required or parents need to be called.

If a child has been sick in school the recommendation is that they remain off school for at least 48 hours.

The school will follow Hampshire guidelines following bouts of specific illnesses eg flu. Parents will be informed of these measures via the school's newsletter as appropriate.

<O:\Admin Folders\04 Policies\POLICIES\Health and Safety and Medical\First AID 15.docx>

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRs is located at 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 responsible manager/headteacher and/or the asbestos competent person 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 responsible manager/headteacher and/or asbestos competent person.

### **Child Protection**

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

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

The responsible manager/headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### **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 school office where they will be asked to sign the visitors book and asbestos register, as relevant. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, moreso 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 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. 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/tested at intervals annually
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is Site Manager

- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager/headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported Site Manager/School Office 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 premises emergency evacuation plan. The school premises has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire 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.

### **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual and the Fire Safety Policy. 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. Fire Safety Policy is a separate policy to this document.

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

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

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

All hazardous substances are to be stored in the secure and signed storage when not in use which is Care taker cupboard in the hall. 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 and reported to Site Manager or the school office

Routine documented inspections of the premises will be carried out every *term* in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to *Site Manager and Headteacher* and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned via School office/site manager File stored in Staff room It is the schools responsibility that the annual self assessment return (CSAF-011) is completed each year/term by Headteacher in conjunction with Site Manager. This return examines all areas of the safety management system and forms integral part of the School and CSHST monitoring programmes.

### **Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. 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 monitored by HC3S

### **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 policy and guidance. 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 responsible manager/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 staff who may undertake lone working on this site are appendix to this document.

### **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.

Non fire evacuation procedures are recorded in the HCC School Emergency Response Plan Template.

### **Off-site Activities**

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

Risk assessments must be completed and given to Headteacher 2 weeks prior to the trip for approval. Before any trip off site, parents and volunteers will be briefed.

### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

### **Provision of Information**

The responsible manager/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, signature based receipt of information

Local health and safety advice is available from H&S Governor, Site Manager 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 staff room.

### **Risk Assessment**

General risk assessment management will be co-ordinated by 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 who is *Headteacher* 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 responsible manager/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**

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

### **Smoking**

Smoking is not permitted on the premises.

### **Stress & Wellbeing**

Greenfields Juniors 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.

### **After School Clubs**

The after school sports club will adhere to the procedures of the school Health and Safety Policy.

The school's Responsible Manager oversees all health and safety aspects of the Clubs.

The Resources Committee informally monitor and audit activities regularly

**GASP** - see separate policy

### **TRAFFIC MANAGEMENT**

Greenfields Junior School is a relatively small site in terms of traffic management and such issues as arise are managed for parents through weekly newsletters and signposting, and for contractors through direct contact information. Liaison with HCC and HW Parish Council is being developed.

### **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 responsible manager/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 *School Office* and 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.

### **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Greenfields Junior 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 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 will be provided with H&S, Safeguarding information, signed in, badge to be worn.

### **Vulnerable Persons**

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

### **Work at Height**

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Greenfields Junior 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 *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 in accordance with SGP 23-08
- 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.

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

## APPENDICES

Staff:

Headteacher: Emma Stacey

Site Manager: Rob McLennan

Admin officer: Tina McLennan

A. Security Policy

B Lone Working

Appendix A:

## Security Policy

### Policy Statement

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

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

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

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

Responsibility for security at Greenfields Junior is held Emma Stacey, Headteacher, who is the responsible manager.

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

### Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- That the latest recommendations of the DfES, Government guidelines and the advice of Hampshire County Council, *Children's Services/Children and Families* dept are adhered to
- Identifying and minimising the risk as far as reasonable practicable and sensible
- Controlling access to and movement within the premise and its grounds by people and vehicles
- Responding effectively and in good time to identified security issues

### SCOPE

This policy covers the following areas:

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

### Roles and Responsibilities

#### Responsible Manager

Governors and Headteacher will:

- Ensure that the premise has a security policy and that this has been implemented.
- Will monitor the performance of the site security measures. This will be achieved by.
  - Monitoring performance on visits via the Responsible Manager/Headteacher
  - By all Governors observing its implementation when they visit the school

The Headteacher/Site Manager will:

- Implement the security policy approved by the Governors

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

All staff will:

- Comply with this policy and the arrangements made by the Governors and Headteacher to ensure the safety of children, employees and others on the site
- Report any shortcomings to the senior leadership team.

Governors will review the premises security policy as part of the H&S review schedule

Governors will delegate the day to day implementation of the policy to the Headteacher/Site Manager

Pupils will:

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

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the staff or Governors.

## **ARRANGEMENTS**

### **CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY**

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

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

### **BUILDINGS AND GROUNDS**

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

The access control procedures for the building/s are:-

- The main building has only single access entrance via the reception area. Only authorised visitors are allowed access
- Unauthorised visitors will be challenged by staff
- The school operates a signing in/signing out system for all parents visitors and pupils who are late/leaving early
- Caretaking/Admin staff closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site

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

The access arrangements for the grounds are-

- School field - access to school field for PE - always under control of staff. Staff would challenge any person not wearing a photo ID or visitor badge
- Lunchtime - children use school field are always under control of staff. Staff would professionally challenge any person not wearing a photo ID or visitor badge
- Playground - This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing a photo ID or visitor badge

## CONTROL OF VISITORS

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

Our policy is that -

- All visitors must report to the reception desk on arrival after being allowed entrance via locked door
- Staff are encouraged to use the classrooms/HT office when conducting interviews with visitors
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not GJS staff
- Visitors on site, who are not regular visitors, will be accompanied by a member of staff to their destination
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the Headteacher
- Any acts of violence or aggression will be reported to the police at the discretion of the Headteacher
- Visitors will not remove any items of the school property without the express permission of site staff
- For their own safety authorised visitors will be given appropriate information on the health & safety procedures such as parking, fire safety and first aid

## SUPERVISION OF PUPILS

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

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

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

**Community use/extended school activities** - Although not extensively used, community groups may use facilities during school holidays. When inside the building access to the rest of that site/building is **not permitted**. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreement. Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with DBS clearance will be allowed on site for extended site activities.

## SUPERVISION OF CONTRACTORS

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



- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by site staff
- Contractors will comply with the contractors risk assessment

### **LONE WORKERS**

Our school has lone working risk assessment/s in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training. Appendix B to this document.

### **PHYSICAL SECURITY MEASURES**

The Governors will review the provision of physical security measures eg CCTV, on a regular basis in the form of a security risk assessment.

The risk assessment will take into account -

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.

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

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

### **SECURITY OF THE BUILDING**

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by 'The Alarming Company'
- A separate list with the names of the key holders who are responsible for the security of the building/s is retained by the Site Manager and Headteacher
- It is the responsibility of the class teacher to make sure that their classroom is secure windows closed and equipment switched off before leaving the premises

### **UNLOCKING AND LOCKING ARRANGEMENTS**

The site will be unlocked daily at 7 am and 6pm (approx.)this will be the responsibility of the site manager during (term time). At weekends the responsibility to unlock the site will be with the key holder ; Headteacher or Site Manager by agreement.The daily locking of the building entry doors will be performed by Site Manager. The normal hours for public access to the buildings will be 8.30-4.30

### **EMERGENCY CALL OUTS**

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

### **CASH HANDLING**

Staff should avoid keeping cash on the premises whenever possible. Safes/secure locked cupboards should be used and kept locked. Staff should avoid handling cash in visible areas; any

money requiring banking should be carried out at irregular times, particularly where substantial sums are involved. All monies received on site are signed for and receipt given. Where possible cheques or online payments are preferred.

### **VALUABLE EQUIPMENT**

All items above the value of £50 will be recorded in the stock book/asset register.

Items of value, including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will not be left where visible from outside.

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

### **VEHICLE MOVEMENT**

The car park is for the use of the school staff, visitors, parents and contractors.

Vehicles that enter or leave the main car park when pupils are arriving at the beginning and end of the school day are requested to following signage and drive with caution and care.

### **PERSONAL PROPERTY**

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

Lost property should be handed to the office where it will be kept for 1 term before disposal.

### **Staff and pupil involvement**

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding the school

They should be told:

- The school's procedure on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in the school

### **RISK ASSESSMENT**

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

## **CHILDREN'S SERVICES HEALTH & SAFETY TEAM**

For advice and guidance when writing your local security policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>

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CHECK LISTS, FLOW CHARTS, ETC.	
	<a href="#">Appendix 1 – Lone worker category flow chart</a>
	<a href="#">Appendix 2 – Control measures menu</a>
	<a href="#">Appendix 3 – Lone working risk assessment record</a>

## 1.0 Purpose

1.1 Hampshire County Council (HCC) employs many people in varying roles which require them to work, at times, alone. Working alone can present additional or increased risks to individuals and complications which may, in turn increase risks to colleagues. This procedure recognises these risks and sets a structured way to determine appropriate systems and equipment that can be used to reduce these additional risks. It only addresses the additional risks arising from working alone and not the normal risks of the role. These should be addressed through the normal risk assessment process.

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## 2.0 Scope

- 2.1 This procedure requires managers of employees to assess the additional risks that working alone creates for their staff. It sets out a framework for categorising the type of lone worker to ensure there is consistency in how the risk is assessed and managed. It also identifies control measures that may reduce the risks adequately. Appropriate control measures should be to be discussed and agreed with colleagues and recorded in individuals' lone working risk assessments. However, this procedure does not seek to limit a manager's authority to go beyond these controls when the risk assessment concludes they will not be suitable or sufficient in adequately reducing a risk adequately. At times the risk of lone working may not be able to be adequately controlled and a manager may decide not to allow lone working, requiring more than one person to carry out a role/task or, in extreme cases, not carry out the task at all.
- 2.2 **Appendix 1** provides a flow chart for categorising types of lone workers to guide managers and simplify the risk assessment process.
- 2.3 **Appendix 2** provides a menu of suggested control measures for each category of lone worker.
- 2.4 **Appendix 3** contains a standard form for recording lone working risk assessments.

*This procedure replaces all previous corporate lone working policies and procedures.*

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## 3.0 Terminology

Lone workers are those who work by themselves without close or direct supervision. Examples include social workers visiting domestic premises and maintenance staff working outside normal hours.

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## 4.0 Guides

TITLE
<a href="#">HSE leaflet INDG73(rev3) "Working alone"</a>
<a href="#">HSE advice for lone workers and work-related violence</a>

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## 5.0 Procedure

Managers should consult with employees when making decisions in this procedure to ensure all parties are content risks are controlled adequately.

### **Categorisation process**

Managers should categorise each employee's role and risk using the flow chart in Appendix 1. Conclusions of this should be recorded on the risk assessment form.

Should the role not appear to fit a suitable category, or naturally falls within a category that appears incorrect, the manager can over-ride the decision from the chart in agreement with the employee.

### **Categories of lone worker role**

The following categories describe general types of lone worker and should assist managers to categorise relevant roles. However the descriptions below have been produced to enable discussion between colleagues to ensure individual roles are correctly categorised.

#### **Category 1**

Lone workers who are at risk from people around them. This category would include roles such as Social Workers, Trading Standard Officers etc. Often there will be an enforcement type role or a role where they have authority or power over people who potentially pose a threat.

#### **Category 2**

Lone workers who have nobody around and carry out work which poses a significant risk of serious harm. This category would include. working with dangerous machinery, or livestock, in a remote area.

#### **Category 3**

Lone workers who work in the wider community but the people around them do not pose an elevated threat. This category would include roles such as School Crossing Patrols, some Highways staff, delivery drivers etc. They will be the only HCC employee at work but they are in the normal community and so there is no reason for an elevated threat from other people. In many cases the people around them would come to their assistance in an emergency and therefore reduce the risk of lone working.

#### **Category 4**

Lone workers who work in isolated locations where the work does not pose significant risk. This category would include lone working in a data centre out of hours or a caretaker/site manager in a school. The environment and equipment in general does not pose a significant risk however, in the event of a medical issue (heart attack etc.) the person may not be detected for some time which may affect the medical outcome.

### **Control Measures Menu**

Appendix 2 contains 4 sections. Each section has a menu of control measures which are available to control the risk from lone working. Some control measures are only available in certain sections. Therefore as a School Crossing Patrol colleague your safety from lone working will not probably be enhanced by an electronic tracking device. Whereas just carrying a mobile phone may not be adequate if you are potentially subject to physical violence in a role. However, all measures are available at the manager's discretion and managers are authorised to over rule these menu choices where necessary. Moreover managers can chose to not deploy staff to work alone if they feel the risks associated with lone working are not acceptable.

Managers should discuss with their staff their role and suitable lone working controls. Agreement should be sought on the appropriate controls and application. Should no agreement be reached the decision should be escalated to the next senior manager to decide on appropriate controls to be put in place.

#### **Lone Working Risk Assessment Record**

Appendix 3 contains a form to record your assessment of the risks from lone working and to record you discussions with colleagues and finally what control measures you have decided to put in place to reduce the risk to an acceptable level. Alternative departmental recording arrangements may be substituted.

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# Health and Safety Policy March 17

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Clipboard

APPENDIX 1 – LONE WORKER CATEGORY FLOW CHART

Do you undertake lone working? No NFA  
Yes

Do people pose a significant risk? Yes Category 1  
(e.g. Social Work, Trading Standards)

Does your work pose a significant risk? No  
Yes Category 2  
(e.g. work with dangerous machinery or livestock)

Do you undertake lower risk lone work where other people are present? No  
Yes Category 3  
(e.g. Crossing patrol, delivery driver)

Do you undertake lower risk lone work where other people are not present? Yes Category 4  
(e.g. Out of hours work at a data centre)

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APPENDIX 2 – CONTROL MEASURES MENU

CATEGORY OF ROLE	DESCRIPTOR	MENU OF POSSIBLE CONTROL MEASURES
1	Lone workers who are at risk from people around them	No visit Police escort where appropriate Visits to be carried out in pairs Installing worker’s mobile phone with suitable Lone Working Monitoring App ( <i>App to meet BS8484 standard</i> ) Buddy system Panic alarms Details of visit recorded in an Outlook Calendar, team diary or on an office whiteboard – e.g. location, reference number and timings
2	Lone workers who have nobody around and carry out work which poses a significant risk of serious harm.	Visits to be carried out in pairs Installing worker’s mobile phone with suitable Lone Working Monitoring App ( <i>App to meet BS8484 standard</i> ) and/or “Man Down” facility Vehicle location by GPS Two-way radio communication system Buddy system Details of visit recorded in an Outlook Calendar, team diary or on an office whiteboard – e.g. location, reference number and timings
3	Lone workers who work in the wider community but the people around them do not pose an elevated threat	Mobile phone Phone in at end of shift
4	Lone workers who work in isolated locations where the work does not pose significant risks.	Installing worker’s mobile phone with suitable Lone Working Monitoring App ( <i>App to meet BS8484 standard</i> ) and/or “Man Down” facility Two-way radio communication system /Buddy system Details of visit recorded in an Outlook Calendar, team diary or on an office whiteboard – e.g. location, reference number and timings

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**APPENDIX 3 – LONE WORKING RISK ASSESSMENT RECORD**

<b>NAME OF EMPLOYEE</b>	<b>ROB MCLENNAN</b>	<b>EMMA STACEY</b>	<b>TINA MCLENNAN</b>		
Lone working role	<b>Site manager</b>	Headteacher	Admin officer		
Category of lone working	<b>3</b>	<b>4</b>	<b>4</b>		
Control measures selected from menu	Mobile phone Phone in at end of shift	Details of visit recorded in an Outlook Calendar	Details of visit recorded in an Outlook Calendar		
Is employee aware of what they are required to do?	Yes (via this)	Yes (via this)	Yes (via this)		
Does the employee and manager agree on suitable controls?	Yes	Yes	Yes		

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