

HEALTH AND SAFETY POLICY

ST. FRANCIS SCHOOL

Name of Unit/Premises/Centre/School	St. Francis School
Date of Policy Issue/Review	June 2019
Name of Responsible Manager/Headteacher	Rachel Weldon/ Fiona Proffitt
Signature of Responsible Manager/Headteacher	
Name of Responsible Governor	Ray Oakley
Signature of Responsible Governor	

INTRODUCTION

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
- Respond to any questions from the School Council

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

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at St Francis School is held by **Hampshire County Council** who will:

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

Responsible Manager

The responsible manager for the premises is the Executive Headteacher, who will act to:

- 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 school's 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

The Senior Site Manager/ Caretaker

The Senior Site Manager/Caretaker 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/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the Head of School or the Children's Services Health & Safety Team as required.

On-Site Health & Safety Manager

The on-site Health & Safety manager will advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and the Children's Services Health & Safety Team as required.

Teachers and Team Leaders

The responsibility of applying safety procedures on a day-to-day basis rests with teachers and team leaders. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the School Health and Safety Manager so that the associated risks are assessed and any precautions deemed necessary are implemented. They will frequently make inspections of their areas of responsibility and liaise with members of their team to identify problems. They will report to the Health and Safety Manager, assist with risk assessment and future planning. They will be involved with the induction and support of new members of staff. They will help promote a culture of health and safety within the school.

Employees

Employees have a responsibility to ensure they act in a responsible way towards the health and safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with supervisors and safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school. They must take an active part in promoting health and Safety within the school

The responsibility of applying local safety procedures on a day-to-day basis rests with the whole staff. Where any new process or operation is introduced 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 are aware of their own individual responsibilities with regards to health and safety, and they will appropriately monitor and support those new staff. They are to make periodic inspections of their areas of responsibility and working environment taking prompt remedial action where necessary to control risk. They must actively help promote a culture of health and safety awareness within the school

Safety Committee

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Executive 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 Head of School, Staff Health and Safety representative School Governor with responsibility for Health and Safety, Senior Site Manager, Caretaker and Off-Site Activity Coordinator (School Nurse will attend when required). The committee will meet at least monthly.

Fire Safety Co-ordinator

The Senior Site Manager/Caretaker 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. He/she will 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 will work within their level of competence and seek appropriate guidance and direction from the Executive Headteacher and the Children's Services Health & Safety Team as required.

Health & Safety Representative

The premises health and safety representative, will represent the staff with regard to their health and safety at work. He/she will promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to her role in accordance with current guidance and legislative requirements.

Legionella Competent Persons

The Senior Site Manager/Caretaker is the nominated competent persons for Legionella on the premises and acts on behalf of the Executive Headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she will annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent persons 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/she will advise the Executive Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she will work within their level of competence and seek appropriate guidance and direction from Executive Headteacher or the Children's Services Health & Safety Team as required.

Asbestos Competent Person

The Senior Site Manager/Caretaker is the nominated competent person for asbestos on the premises and will act on behalf of the Executive Headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she will annually complete the asbestos e-learning course and all training records are to be retained. The other members of the Senior Leadership Team also complete the e-learning course.

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

Accident Investigator

The on-site trained accident investigator is Senior Site Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

ARRANGEMENTS

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

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

Accident/Incident Reporting & Investigation

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

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils are to be reported and recorded on the HCC Accident/incident reporting form (on line or via the paper version. If the paper version is used then it will need to be added on to the on line system as soon as practical).

A copy of the completed form is then automatically sent to Children's Services Health and Safety Team the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded using the Accident Reporting Forms held in the school office. Accidents involving children locally considered to be of a more serious nature than the minor incidents that are notifiable to the Health and Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report.

All significant accidents, incidents and near-misses are to be immediately reported to the Executive 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 Executive Headteacher will ensure that the governing body and senior leadership team is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health and Safety 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 school, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration Of Medicines

(See School Health and Safety Folder- held by Senior Site Manager)

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

Asbestos Management

(Section School Health and Safety Folder - held by Senior Site Manager)

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 Head Teacher 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 Executive Headteacher and/or asbestos competent person.

Child Protection / Safeguarding

Arrangements regarding child protection are set out in the Safeguarding Policy.

Community Users/Lettings/Extended Services

St Francis School is used by :
Let Us Play Scheme who provide holiday play schemes.

The Executive 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

(See School Health and Safety folder held by Senior Site Manager/Caretaker)

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, and will be supervised by the Senior Site Manager/Caretaker or other delegated staff. 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.

Critical Incidents

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers and the Head of School using the appropriate codes of practice and safe working procedural guidance for all curriculum areas as issued by CLEAPSS, HIAS and Hampshire County Council. Teachers and the Head of School 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

(See School Health and Safety Folder –held by Senior Site Manager/Caretaker)

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 reviewed yearly or when there has been a significant change.

Electrical Equipment

(See School Health and Safety Folder - held by Senior Site Manager/Caretaker)

The responsible manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately 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 – Caretaker
- 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/Head of School 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 Senior Site Manager/Caretaker and attended to as soon as possible.

Equipment and Machinery

(See School Health and Safety folder - held by Senior Site Manager/Caretaker)

Emergency Procedures

(See School Health and Safety folder - held by Senior Site Manager/Caretaker)

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school 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 of the emergency evacuation plan at induction. They will be told the location of their team's Health and Safety folder 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 will be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. As all pupils at St Francis School have severe learning difficulties only those with additional needs not covered in the evacuation plan will be provided with a Personal Emergency Evacuation Plan

E Safety

(See separate Policy for E-safety)

Extreme Temperatures

(See School Health and Safety folder - held by Senior Site Manager/Caretaker)

Dealing with Heatwave and Icy conditions on site plan

Fire Safety

(See School Fire Safety Manual held by Senior Site Manager/Caretaker)

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

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

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of 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

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

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.

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.

Glazing Safety

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

St Francis School follows the County guidance on Windows and Glazing Safety. The school maintains risk assessments and policy documents.

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

Grounds

(See School Health and Safety Folder - held by Senior Site Manager/Caretaker)

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 Head Teacher. The premises COSHH assessor acting on behalf of the Executive Headteacher is Caretaker.

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 securely. The Senior Site Manager and Health and Safety representative will annually review hazardous substances and actively seek to replace them with other non-harmful products.

Hot Surfaces

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

St Francis School follows the County guidance on Hot Surfaces. Risk assessments and policy documents are maintained.

Hygiene

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

High standards of Hygiene are essential to the well being of the St Francis School community. Risk assessments and policy documents are maintained.

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 next to signing in log in entrance and reported to a member of the Health and Safety Committee or Senior Leadership Team.

Monitoring and inspections will be carried out more formally on a rota by all staff in turn. The Governor responsible for Health and Safety will also carry out random spot checks.

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule. Inspection findings are recorded.

Defects identified during these routine documented inspections are to be immediately reported to the Senior Site Manager/Caretaker and remedial action taken. Remedial action will be entered into the Caretaker's work book and prioritised for immediate action. Any identified high level risks or safety management concerns are to be actioned immediately.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Governor Responsible for Health and Safety accompanied by Senior Site Manager/Caretaker. 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.

Intimate care and Physical Contact

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

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 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.

Legionella Management

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

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

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

All lone working is to be approved by the Head of School 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 stated in the Lone Working Policy.

Medical Oxygen

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Guidelines exist for the safe use of medical oxygen in the school.

Medical Policy / Medical Information for Parents Supporting Pupils with medical conditions

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

These documents outline for staff and parents the school's policy and procedures regarding medical issues

Minibuses

See also Traffic and Transport

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

The Senior Site Manager/Caretaker is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the HCC corporate Minibus Policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

Moving and Handling – Manual Handling

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

As a minimum 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 pupil 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 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.

New and Expectant Mothers

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

St Francis School intends to reduce the health risks to pregnant employees and nursing mothers through risk assessment and management procedures.

Off-site Activities

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

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.

Premises

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Provision of Information

The Executive 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 :

- Information on the Health and Safety notice board.
- Signature based receipt of information
- Memos circulated to staff teams
- Information in the Health and Safety section of the weekly staff bulletin
- Information/briefings at staff meetings
- Email distribution
- Meeting minutes

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

The *Health and Safety Law* poster is displayed on the Health and Safety notice board in the Admin corridor on the right hand side before the staff room.

Reporting Incidents

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Resuscitation and Death in School

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Risk Assessment

General risk assessment management will be co-ordinated by Senior Site Manager/Caretaker 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 Senior Site Manager and 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.

Where appropriate risk assessments and associated control measures are to be approved by the Executive Headteacher and Governor responsible for Health and Safety) 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

(See School Health and Safety folder - held by Senior Site Manager/Caretaker)

Sharps and needles

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

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.

Smoking

Smoking is not permitted on the School Site. For the purposes of this policy smoking includes e-cigarettes/vaporizers.

Stairs, Balustrades and Handrails

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Risk assessments and a policy document ensures that stairs, balustrades and handrails are safe at St Francis School

Stress & Wellbeing

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

St Francis 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.

Swimming and Swimming Pool Management

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

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

Traffic and Transport

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site Traffic and Transport policy and procedures.

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 Executive 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 school admin office. The Head of School 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

Information included in Physical Intervention Policy.

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Francis 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. Violent Incident Reports must be recorded via the HCC online form.

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 a visitors badge and be required to sign in confirming that they have received and read the information sheet.

Work at Height

(See School Health and Safety Folder – held by Senior Site Manager/Caretaker)

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At St Francis School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course the Caretaker he/she 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

For further information please refer to the Health and Safety folder held by Senior Site Manager/Caretaker.