



**GRANGE INFANT SCHOOL**  
**HEALTH & SAFETY POLICY**

<b>Date of Policy</b>	November 2025
<b>Accident / Incident Investigator (AI)</b>	Sam Myers Headteacher (HT) Sue Fairs School Business Manager (SBM)
<b>Asbestos Nominated Responsible Persons (ANRP)</b>	Graham Urry – Site Manager (SM) Sue Fairs School Business Manager (SBM)
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<b>COSSH Assessors</b>	Graham Urry – Site Manager (SM) Sue Fairs School Business Manager (SBM)
<b>DSE Assessor (DSE)</b>	Sue Fairs School Business Manager (SBM)
<b>Educational Visits Co-ordinator (EVCo)</b>	Sam Myers Headteacher (HT)
<b>Facilities Manager (Site Safety)</b>	Graham Urry – Site Manager (SM) Sue Fairs School Business Manager (SBM)
<b>Fire Safety Co-ordinator (FSC)</b>	Sue Fairs School Business Manager (SBM)
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<b>Health &amp; Safety Governor (HSG)</b>	Lynn Reynolds – Co-opted Governor
<b>Health &amp; Safety Representative (HSR)</b>	Sue Fairs School Business Manager (SBM)
<b>Health and Safety Co-Ordinator (HSC)</b>	Sue Fairs School Business Manager (SBM)
<b>Legionella Competent Person (LCP)</b>	Graham Urry – Site Manager (SM) <del>Sue Fairs School Business Manager (SBM)</del>
<b>Responsible Manager (RM)</b>	Sam Myers Headteacher (HT)
<b>Site Manager (SM)</b>	Graham Urry – Site Manager (SM)

## **STATEMENT OF INTENT**

It is our policy to conduct 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 (HCC) departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety (H&S) 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 employees 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 employees 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 employees and governors will be instrumental in its implementation.

Where referred to in this policy, 'all employees', will refer to teaching employees, support employees and volunteers unless specifically stated otherwise.

### **ORGANISATION**

#### **Employer Responsibility**

The overall responsibility for health and safety at Grange Infant School is held by HCC. The employer is responsible for making sure that risks are managed so far as is reasonably practicable. The employer will:

- Set clear Health & Safety policies and procedures
- Ensure that health and safety have a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise employees regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

#### **Responsible Manager (RM)**

The RM for the premises is the Headteacher (HT) who in conjunction with the Health & Safety Coordinator (HSC) will act to:

- Ensure the school adopts the employer's policies and procedures
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Develop a safety culture throughout the school and premises
- Consult employees and provide information, training and instruction so that employees 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 employees 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
- Carry out a Health & Safety checklist through induction for all new employees and volunteers

#### **All Employees**

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

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

#### **Health & Safety Governor (HSG)**

- Ensure that HCC H&S policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of H&S arrangements.
- Ensure that schools H&S policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it is up to date).
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.

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- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to employees
- and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Make decisions on H&S where there is a significant implication in terms of cost.
- Make decisions on H&S standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by HCC concerning H&S.
- Promote wellbeing for employees
- and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools H&S culture.

### **SPECIFIC HEALTH & SAFETY RESPONSIBILITIES**

#### **Accident / Incident Investigator (AI)**

The on-site AI is the HT and SBM who will lead on all accident investigations in accordance with departmental and corporate procedures and direction from the CSHST as required. The AI will attend accident investigator training every 3 years.

#### **Asbestos Nominated Responsible Person(s) (ANRP)**

The SBM and SM are the nominated ANRP's on the premises and acts on behalf of the RM to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. The ANRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.

The ANRP will ensure that all employees have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate employee sare competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the RM of any condition or situation relating to asbestos which may affect the safety of any premises users.

They will work within their level of competence and seek appropriate guidance and direction from the Asbestos Team, Property Service, the HT and/or the CSHST as required.

#### **COSHH Assessor**

The SBM and SM are the on-site trained COSHH Assessors, they are the competent persons for the assessment of all the hazardous substances on the premises. They will work within their level of ability and seek appropriate guidance and direction from the HT and the CSHST as required. The COSHH Assessors will attend the COSHH assessor training course every 3 years.

#### **DSE Assessor**

The SBM is the on-site trained DSE Assessor who will support the school with assessing the needs of the DSE Users in accordance with HCC guidance and corporate procedures. The DSE Assessor will attend the DSE assessor training course very 3 years. DSE users will completed the DSE e-learning annually.

#### **Fire Safety Co-ordinator (FSC)**

The SBM is the on-site FSC and is the competent person for fire safety on the premises and acts on behalf of the RM. 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 FSC is to work within their level of competence and seek appropriate guidance and direction from the RM/HSC/HSG and/or the CSHST and the Property Services Fire Team as required. They will attend the - Fire Risk Assessment Principals and Practice training course every 3 years.

### **Health and Safety Coordinator (HSC)**

The SBM is the on-site HSC for the school and will manage, advise and co-ordinate the day-to-day local safety matters on behalf of, and under the direction of the RM. They are to work within their level of competence and seek appropriate guidance and direction from the RM/HSG and/or the CSHST as required.

### **Health & Safety Representative (HSR)**

The school's HSR (whether a member of employees who is union appointed, or non-union and locally nominated) will represent the employees with regard to their health and safety at work. They are 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 Nominated Responsible Person (LNRP)**

The SM is the LNRP on the premises and acts on behalf of the RM to provide the necessary competence to enable Legionella to be managed safely.

The LNRP will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will advise the RM of any condition or situation relating to Legionella 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 RM/HSC/HSG and/or the CSHST as required. They are to annually complete the Legionella e-learning course and all training records are to be retained.

### **Risk Assessor (RA)**

The SBM is the on-site RA for the school and acts on behalf of the RM to ensure risk assessments are completed and hazards are identified and managed. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the CSHST as required. The RA will attend Risk Assessor training every 3 years.

### **Site Safety Trained Employees**

The SBM and the SM are the on-site site safety trained members of employees, they are the competent persons for the overall management of school premises and facilities and acts on behalf the RM. They are responsible for the local management and completion of day-to-day premises tasks and duties. They will work within their level of competence and seek appropriate guidance and direction from the RM/HSC/HSG and/or CSHST as required. They will attend the Site Safety Awareness for Facilities managers training course every 3 years.

### **Work at Height**

The competent person for work at height on the premises is the SM. The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely. They will work within their level of competence and seek appropriate guidance and direction from the RM and/or the CSHST as required. They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.

### **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 Grange Infant School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all employees 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, injuries and near misses is conducted in accordance with the corporate procedure requirements.

HCC has an online system for reporting and recording work related accidents, near misses, road traffic incidents, dangerous occurrences, occupational ill health and incidents of aggression and violent behaviour. This is a mandatory reporting system for all HCC employees, sites, and schools.

Any accident, incident, injury or near miss involving employees, visitors or contractors, and the more serious accidents/incidents to children are to be reported and recorded on a Grange Infant School internal accident/incident reporting form which can be found in the accident folder in the Medical Room. Once completed this must be handed to the AI, RM or HSC, who will be responsible for reporting the accident/incident directly to the CSHST using the online system.

The online system is in place to enable HCC to maintain visibility of all work-related incidents that happen on their sites. The CSHST review all the incidents that are reported on the system and take further action where necessary. If any of the incidents need reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) then the CSHST will report these and send a copy of the report to the school.

The person reporting the accident/incident and the RM 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 in the School First Aid book located in the Medical Room and classrooms.

The RM will ensure that the Governing Board is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the HSG for trend analysis in order that repetitive casual factors may be identified to prevent reoccurrences.

Premises hirers and community users must report all incidents related to unsafe premises or equipment to the school employees, 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 and the school's Administration of Medicines policies.

### **Asbestos Management**

Asbestos management on site is controlled by the ANRP's. The asbestos register, as issued by the Asbestos Team, is held electronically online, all admin office users have access and it is to be shown to all contractors who may need to carry out work on site. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

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The RM and an ANRP will complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register. They will also complete the Asbestos e-learning on an annual basis. The ANRP's will additionally attend the Hampshire Scientific Services half day attendance course once.

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

Under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first checking the register to ensure it is safe to do so and/or obtaining approval from the ANRPs.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to an ANRP or the RM/HSC who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to an ANRP or the RM/HSC.

Further direction and support may be sought from the HCC Corporate Asbestos Procedure guidance document, December 2023, issue 6.

### **Child Protection**

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

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

The RM and HSC will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access 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
- A pre-hire H&S checklist is completed with the hirer before the event takes place

### **Contractors on Site**

Contractors will be selected from HCC minor works framework where possible. Where the minor works framework cannot be used, the Selection of Safe Contractor's Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The schools Management Surveyor will be contacted for further guidance.

All contractors must report to the RM/HSC/SM where they will be asked to sign the visitors book and asbestos register. Contractors working on site, and those managing them must comply with the requirements of the following documents:

- Information for Contractors in School
- Management of Contractors working on site
- Contractors on site Risk Assessment
- Contractors Induction brief

All employees are responsible for monitoring work areas and providing appropriate levels of supervision.

### **Curriculum Activities**

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant Class Teacher and Year Group Leaders using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport as issued by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Hampshire Inspection & Advisory Services (HIAS) and HCC. Subject Leaders 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 (DSE)**

All DSE users will complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

### **Electrical Equipment**

The RM will ensure that, acting through the SM:

- Only authorised and competent persons are permitted to install or repair electrical 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/disposed of
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by the competent person (the SM)
- Personal electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested by the competent person (the SM),
- New equipment must be advised to the SM in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc will be removed from use, reported to the RM, HSC or SM and repaired or disposed of as soon as possible.

### **Emergency Procedures**

General emergency evacuation for non-fire related emergencies (gas leak, bomb threat, flooding etc) are in place.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed, and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPs) 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.

### **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual and Fire Evacuation Policy. The FSC 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 RM will ensure through the FSC that:

- All employees, complete the mandatory *fire and non-fire emergencies e-learning course* every year
- Fire safety procedures and policies are readily available for all employees to read
- Fire safety information is provided to all employees at induction and periodically thereafter



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- 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
- Employees are aware of their own responsibilities for knowing the location of fire points and fire exits, including the location of the assembly point in the event of fire
- All employees 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 (provided through the HCC services portal under – Corporate Procedures and Departmental Guidance for School Health and Safety) and the premises Fire Safety Manual
- The Fire Safety Manual and the Fire Evacuation Policy are reviewed annually by the RM/HSG/FSC and amended as new hazards or required amendments are identified

The RM will ensure that trained Fire Marshals are in place to assist in the fire evacuation.

### **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 Medical Room and staff Room. A first aid needs assessment requirement is completed annually by the HSC. This details the number of first aid staff required. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training. First aid provision will be regularly monitored, and equipment checks recorded.

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*e.g. boilers, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under Property Services arrangements, or as locally arranged by the SM or HSC. 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 or disposal.

### **Glazing**

Glass and glazing on site is surveyed by Property Services and risk assessed by the school to ensure that there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey and assessment are kept electronically on the HCC Property Asset Management System (Concerto). This is reviewed and updated annually or when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to the SM and made safe and replaced as soon as possible.

### **Hazardous Substances (COSHH)**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless material safety data sheets have been obtained and a documented Control of Substances Hazardous to Health (COSHH) assessment has been undertaken by a trained COSHH assessor and the product has been approved for safe use by the RM. COSHH responsible persons on site are the HSO and the SM.

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.

When not in use, all hazardous substances are to be stored in the secure and signed storage cupboard in the SM's Store Room. This is to remain locked at all times with only authorised access.

### **Hot Water and Hot Surfaces**

Control measures have been put into manage the risk and these have been shared with staff and where necessary others. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measure to be put into place.

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised
- Hot pipes and surfaces being boxed in where possible

### **Housekeeping & Hygiene**

Tidiness, cleanliness and efficiency are essential factors in the promotion of effective 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

### **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and employee's awareness, is expected to identify general safety concerns and issues which should be immediately recorded and reported to the SM or the HSC.

Periodic 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 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to RM/HSC/SM and recorded in the defect book. Any identified high-level risks or safety management concerns are to be actioned as soon as practically possible.

It is the RM/HSC responsibility to complete the mandatory Corporate H&S Monitoring programme. This programme has been developed in collaboration with the Children's Services Directorate to support schools in maintaining a safe and healthy environment and ensuring compliance with corporate H&S requirements.

The programme will run in two phases:

Phase 1 – Self-Assessment

Phase 2 – Monitoring Visits

### **Kitchens**

The main kitchen area equipment is only to be used by authorised staff and third-party contractors in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the school's catering contractor and the HSC. Any persons not normally authorised but wishing to use the kitchen area must gain approval before prior to entry and must strictly adhere to the kitchen safe working practices. Children must never be unaccompanied in the kitchen area.

### **Legionella**

The Legionella Nominated Responsible Person (LNRP) will manage and undertake all processes regarding Legionella in accordance with HCC corporate procedure. They will:

- Record sentinel point temperatures on the online reporting system

- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

In the absence of the LNRP the HT will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

### **Lone Working**

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.:

- Working at height
- Using hazardous equipment/tools (i.e., hedge trimmers)

All lone working is to be approved by the RM and is to be carried out in accordance with the Corporate Lone Working Procedure where employees have been appropriately categorised and control measures have been identified and put into place. The school's premises lone working risk assessment is reviewed annually by the HSC for approval by the RM. The lone working arrangements for employees who undertake lone working on this site is recorded in the Health & Safety Lone Working folder on the school's network system.

### **Minibuses**

All minibus drivers will complete MIDAS training prior to being permitted to drive work minibuses and carry out checks the required checks.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

### **Moving and Handling**

All employees must complete the moving and handling e-learning course every year without exception. Employees 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.

The SM is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed following the HSE simple filter tool, before they are undertaken in accordance with the Corporate Moving and Handling Procedure. For tasks that fall out of the SE filter tool, risk assessments will be carried out by the trained moving and handling risk assessor.

### **New and Expectant Mothers**

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by the HT and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

### **Off-site Activities**

Arrangements regarding off-site activities are set out in the Educational Visits Policy and are managed in accordance with the Outdoor Education Service's procedures and guidance. The school's Educational Visits Co-ordinator (EVC) is the Headteacher.

### **Physical Restraint-Intervention**

Arrangements regarding physical restraint are set out in the Physical Restraint Policy.

### **Provision of Information**

The HT will ensure that information systems are established so that employees are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, INSET training days, meeting minutes and signature-based receipt of information. Local health and safety advice is available from RM/HSC/HSG and the CSHST can provide both general and specialist advice which is available on their website or on request.

The *Health and Safety Law* posters are displayed in the staff room, servery and the hall main corridor.

Visitors and Contractors are provided with Health and Safety Information on arrival by the office admin team.

### **Risk Assessment**

General risk assessment management will be co-ordinated by the HSC in accordance with guidance contained in the Children's Services Risk Assessment Guidance Document.

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

HSC, will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those employees with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the RM prior to implementation.

Completed risk assessments are listed in the Risk Assessment file 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.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

### **Security**

Arrangements regarding security are set out in the School Security Policy.

### **Smoking**

Smoking is not permitted on the premises this includes e-cigarettes/vaporizers.

### **Stress & Wellbeing**

Grange Infant School is committed to promoting a high level of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. Stress management through risk assessment and appropriate consultation with employees will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards – employees' questionnaire.

On-site arrangements to monitor, consult and reduce stress situations are to periodically review guidance and attend support groups.

### **Training**

Health and safety induction training will be provided and recorded for all new employees/volunteers in conjunction with the Staff Health & Safety Induction Checklist. The RM is responsible (acting through the HSC) for ensuring that all employees/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training record will be developed and maintained to ensure health and safety training is effectively managed for all employees who require it.

All employees (including volunteers as appropriate) 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 HSC who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training record, and managing the planning of refresher training for all employees.

### **Transport - Traffic Management**

The school will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet
- Safe system of work; this can be included in the site plan check sheet
- Risk assessments where necessary

Arrangements will be shared with employees and relevant third parties.

### **Transport – Driving for Work**

In accordance with the Corporate Procedure - Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff that does need to drive for work purpose must be fit to drive and:

- Have the correct license to drive the vehicle
- If they are driving their own vehicle the school must ensure that it is taxed and safe to drive/has a current MOT
- Have business insurance

Records of checks will be kept by the school business manager

### **Violence and Aggression**

Violent, aggressive, threatening or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated at Grange Infant School.

In accordance with corporate procedure on violence and aggression, employees should be categorised using the control Menu. Control measures will be documented on the Violence & Aggression Risk Assessment. This is shared with relevant employees and reviewed on a regular basis.

Employees 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. Intentional violent and aggressive incidents towards members of staff are to be reported using the on-line incident reporting system. Incidents will be reported as close to the incident date as possible and not in batches.

## CHILDREN'S SERVICES HEALTH & SAFETY

Child on child violent incidents will be reported to the RM. If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

### **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 the appropriate badge. Whilst on site visitors will be supervised by staff at all times.

### **Vulnerable Persons**

Where there are vulnerable persons (young, new or expectant mother, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed (by the HSC or SENDCO on behalf of the RM) and appropriate procedures will be implemented to ensure their health, safety and welfare whilst on site will be suitably managed.

### **Work Equipment**

All work equipment requiring statutory inspection and/or testing on site (for example, boilers, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the RM/HSO or SM and repaired or disposed of as soon as possible.

### **Work at Height**

Work at height is always to be undertaken in accordance with the Corporate Procedure on Work at Height and the CSHST guidance. At Grange Infant 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 (undertaken by the HSC on behalf of the RM) for that task.

The SM is the competent person for work at height on the premises (and must attend the Site Manager Support Service Ladder & Stepladder Safety half-day course), and is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to employees
- Provide stepladder and steps training to employees using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps used on site
- Remove access equipment from use if defective or considered unsuitable for use

The SM and all other employees are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Children's Services employees will not be permitted to access an area where there is a risk of a fall from height until suitable and sufficient precautions are in place to reduce the risk to an acceptable level. No person shall carry out work on, near, over or from fragile surfaces unless adequate control measures are in place. It should not be assumed that fragile surfaces give any fall protection.

Work at height on the premises is only permitted to take place under the following conditions:

- Work to be carried out at heights over 3 metres must be underpinned by a risk assessment (undertaken by the HSC on behalf of the RM),
- Access equipment selected for work at height must be selected by the SM and only used as specified in the risk assessment.

## CHILDREN'S SERVICES HEALTH & SAFETY

- Any employees working at height must be appropriately trained to use the access equipment
- Employees 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
- Employees may only use step stools/stepladders if they have received a local instructional training brief from the ladder and stepladder competent person
- Employees may only use leaning ladders if they have personally attended the SM 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

### **Guidance documents to be read in conjunction with this policy**

- Administration of Medicines
- Child Protection
- Emergency Evacuation Plan
- Fire Safety Manual
- Fire Evacuation
- First Aid Policy
- HCC H&S Policy Template 6.1 – October 2025
- Lone Working Risk Assessment
- On-Site Traffic Management Plan
- On-Site Security Risk Assessment
- Premises Risk Assessment
- Physical Restraint
- School Security Procedures
- Security Policy
- Supporting Pupils with Medical Conditions
- Working at Height Risk Assessment
- Violent Incidents

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**Approved by the Full Governing Board 19<sup>th</sup> November 2025**

**Date for review: November 2026**


Responsible Manager



Health & Safety Officer



Health & Safety Governor



Chair of Governors

