Health and Safety Policy 2026-2027

APPROVED AND ADOPTED

Policy Author: Headteacher (County model policy)
Approved by: Full Governing Body
Approved on: October 2026
Date of issue: 16th May 2024
Review Date: October 2027

Hatch Warren Junior School

Health & Safety Policy

Statement of Intent

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

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

Employer Responsibility

The overall responsibility for health and safety at Hatch Warren Junior is held by the Hampshire County Council who will:

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

Responsible Manager

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

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

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

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Caretaker

The caretaker is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the head teacher. 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 teacher and/or the Children's Services Health & Safety Team as required.

On-Site Health & Safety Co-ordinator/Officer

The on-site Health & Safety Officer/Co-ordinator in our school is the School Admin Officer. The roles of Health and Safety Co-ordinator is to manage, 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/head teacher and/or the Children's Services Health & Safety Team as required.

All Teachers & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

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 the headteacher, a nominated member of the governing body, the school business manager and the caretaker and they meet at least annually.

Governors

The Governing Body recognises its responsibility for ensuring that suitable arrangements are in place for managing health and safety and promoting the wellbeing of staff, pupils and visitors.
The nominated Health and Safety Governor is:

Nick Robinson

The Governing Body will:

- Monitor the effectiveness of health and safety arrangements.
- Ensure the Health and Safety Policy is reviewed annually and formally approved.
- Ensure suitable and sufficient risk assessments are in place.
- Ensure adequate resources are allocated to health and safety.
- Monitor accident and incident trends.
- Ensure compliance with Hampshire County Council and statutory requirements.
- Promote the physical, mental and emotional wellbeing of staff and pupils.
- Support the development of a positive safety culture throughout the school.

Fire Safety Co-ordinator

The School Admin Officer is the fire safety co-ordinator who is the competent person for fire safety on the premises. They are to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

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

Facilities Management Trained Staff

Children's Services Department require that every site have a facility management trained member of staff who is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He/she is to attend the Safety Awareness for Facilities Managers training every three years He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she 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

The caretaker is the nominated competent person for Legionella on the premises and acts on behalf of the head teacher to provide the necessary competence to enable Legionella to be managed safely. He / she 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 head teacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He / she is to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or the Children's Services Health & Safety Team as required.

Asbestos Nominated Responsible Person

The care taker is the nominated responsible 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 in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. 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/she 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

Accident / Incident Investigator

The on-site trained accident investigator is the School Headteacher who will lead on all accident / incident investigations in accordance with departmental and corporate procedures. The AO will involve the Headteacher by letting them view and sign the report and ensure that all major incidents are reported to the Governing Body.
Major Incidents are defined as:

- A pupil / member of staff has to attend hospital after an injury sustained on site
- A member of staff is absent for more than seven working days following an onsite incident
- The incorrect medication / dosage was given to a pupil
- Procedures not followed in the case of first aid

DSE Assessor

The School Admin Officer is the DSE Assessor.

They are responsible for:

- Supporting DSE users.
- Overseeing workstation assessments.
- Maintaining DSE assessment records.
- Completing refresher training every three years.

Risk Assessor

The Risk Assessor is the School Admin Officer.

They are responsible for:

- Maintaining the Risk Register.
- Coordinating risk assessment reviews.
- Providing advice to staff undertaking assessments.
- Completing refresher training every three years.

Work at Height Competent Person

The school's competent person is the Caretaker.

They are responsible for:

- Ladder inspections.
- Staff briefings.
- Monitoring work at height arrangements.
- Completing ladder and stepladder training every three 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 Hatch Warren Junior School and are to be used alongside other current schools' procedures and 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 children are to be reported and recorded on the HCC Accident/incident

reporting form (on line or via the paper version stored in the main school office). If the paper version is used then it will need to be added on to the on-line system as soon as practical). Any minor injuries for staff and children are recorded on Meditracker.

A copy of the completed form is then automatically sent to Children's Services Health & 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.

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

The 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 the school business manager 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.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person (the caretaker). The Nominated Responsible Person will attend the Hampshire Asbestos Awareness Course upon appointment. Furthermore, the Responsible Manager, and the NRP will complete annual Asbestos awareness e-learning. The asbestos register as issued by the Asbestos Team 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.

The Responsible Manager and the Nominated Responsible Person must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.

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

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher and the asbestos nominated responsible person who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work

on the fabric of the building should be immediately stopped from working and immediately reported to the headteacher and the asbestos competent person.

Community Users/Lettings

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared
- Schools premises risk assessment to be shared with the hirer
- 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
- There is an agreement of first aid arrangements before activities begin

Contractors on Site

It is recommended HCC registered contractors are always to be used for contractual work on the premises. Where non-HCC registered contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the school business manager at the school office where they will be asked to sign in using the computer-based sign in system and to sign the asbestos register and will then be directed by the school business manager throughout the duration of their work on site All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

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

COSHH in School

All users of any chemicals / glues / inks or paints in school must comply the *COSHH regulations issued by HCC.* The COSHH trained person is school is the Senior Admin Assistant and he/ she will complete at least a termly spot inspections of the whole building and report the findings to the Governors.

Any new items arriving in school have to be passed by the Senior Admin Assistant to be registered on the COSHH register.

Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant subject managers 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 managers and class teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum or classrooms 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 the county training provided on ESS Lite. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at intervals of one year.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used will be a Hampshire approved contractor: currently Hoopers.
- 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 head teacher 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 Care taker and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The unit 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 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.

All major incidents are to be reported to the Governors by the Headteacher.

Fire Safety

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

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

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified
- There is an annual review of the Fire Safety Manual
- There is annual sharing of Fire Risk Assessment findings with Staff
- Fire Marshals are in place to support the evacuation procedure

First Aid

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

A needs assessment of the first aid requirements is completed annually. 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.

Glazing

Glass and glazing on site have been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically in the school office and is reviewed every three years or when there are changes to the premises.

Hot Water and Hot Surfaces

Arrangements are in place to protect staff, pupils and visitors from hot water and hot surfaces.
Control measures include:

- Clearly identifying hot water outlets where appropriate.
- Maintaining temperature controls.
- Boxing-in or protecting hot pipework where required.
- Restricting unsupervised pupil access to hot water sources.

- Including hot water and hot surfaces within premises risk assessments.

Any newly identified risks will be referred to the Risk Assessor and appropriate controls implemented.

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 Headteacher. The premises COSHH assessor acting on behalf of the Headteacher will be the Senior Admin Assistant

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 at the caretaker's room for this premises. 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 the caretaker.

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

Defects identified during these routine documented inspections are to be immediately reported to the caretaker and recorded in the defect book. Any identified high-level risks or safety management concerns are to be actioned by the Head teacher and in discussion with the Chair of the Resources committee.

It is the school's responsibility that the termly Health and Safety web monitoring form is completed is by the Headteacher and School Admin Officer. This monitoring form will focus on different areas each term and is an 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 maintained by kitchen staff employed by Compass Group. 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

Legionella management on site is controlled by the Legionella competent person, (Caretaker) who will manage and undertake all procedures regarding Legionella in accordance 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

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

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

When lone working is undertaken it must only take place:

- With the Responsible Manager/Headteacher's approval
- And be in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

The lone working arrangements for staff who may undertake lone working on this site are that all lone working is to be approved by the head teacher 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 that they must inform another adult that they are lone working and for how long and must have access to a phone and to first aid equipment.

Minibuses

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

Moving and Handling

All staff must complete the *moving and handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The caretaker is expected to undertake regular physical work which would typically

include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

New and Expectant Mothers

When a member of staff notifies the school of a pregnancy, an individual risk assessment will be undertaken by the line manager and the employee.

The assessment will:

- Identify workplace risks.
- Consider reasonable adjustments.
- Be reviewed regularly during pregnancy.
- Continue to be reviewed following return to work where appropriate.

Off-site Activities

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

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. Information is provided through staff meetings and staff sign up to indicate when they have received the relevant information. Local health and safety advice is available from the school business manager or caretaker 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 reception and on the health and safety notice board.

Public Health emergencies

The school will follow nationally produced guidelines when responding to national situations (for example the Covid 19 pandemic). The school will complete any necessary risk assessments in order to comply with government guidance. This risk assessment process will be reviewed regularly in light of new government updates.

Risk Assessment

General risk assessment management will be co-ordinated by the head teacher in accordance with guidance contained in the Children's Services Safety Guidance.

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 the school business manager 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 head teacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Smoking

For the purposes of this policy smoking includes e-cigarettes/vaporizers and tobacco products. Smoking is not permitted on the premises.

Stress and Wellbeing

Hatch Warren Junior School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and 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.

On-site arrangements to monitor, consult and reduce stress situations are through performance management and through team meetings where staff have an opportunity to raise concerns.

Traffic Management

A written Traffic Management Plan is maintained and reviewed regularly.
The plan includes:

- Site plan showing vehicle and pedestrian routes.
- Parking and delivery arrangements.
- Visitor and contractor arrangements.
- Risk assessments where required.
- Measures to separate pedestrians and vehicles wherever reasonably practicable.

The Traffic Management Plan is shared with relevant staff, visitors and contractors.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance the with the Staff Induction Checklist.

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

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

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices

- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Admin Officer who 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.

Driving for Work

Where employees drive on school business, the school will comply with Hampshire County Council Driving for Work arrangements.
Employees must:

- Hold a valid driving licence.
- Be medically fit to drive.
- Hold business-use insurance.
- Ensure any private vehicle used for work is taxed, roadworthy and has a valid MOT where required.

The school will retain records of checks undertaken.

Violence and Aggression

Violent, aggressive, threatening or intimidating behaviour towards employees will not be tolerated.
The school will:

- Assess violence and aggression risks.
- Implement controls using Hampshire guidance.
- Record and investigate incidents.
- Review control measures following incidents.
- Record pupil-on-pupil incidents through the school's behaviour recording system.
- Report injuries resulting from violent incidents through the accident 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 a badge and asked to sign in at reception using the electronic signing in system. At this time, they will be issued with health and safety guidance.

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 corporate policy on Work at Height. At Hatch Warren Junior 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 will attend the Caretaker Support Service Ladder & Stepladder Safety half-day course will be the Caretaker and he / she will be 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.

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

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be 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

Work Equipment and Lifting Equipment (LOLER)

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.

Hot Drinks in school

Given that hot drinks are inherently dangerous, especially to young people, the policy encourages safe practice to:

- Ensure that no child is put at risk as a result of an accident involving a hot drink being carried around the school and school grounds.
- Eliminate the risk of children sustaining burns and scalds as a result of hot drinks being served in the school and school grounds.
- Recognise the dangers of having hot drinks around all children.
- Take action to avoid/remove the danger.
- Change the behaviour, to reduce and eliminate burns and scald accidents.

All individuals delivering services within the setting must adhere to this policy.

Hot Drinks being consumed in around the school or school grounds

- Parents are welcome to have a hot drink within the confines of the staff room or the meeting room.
- All hot drinks transported from the staff room to a meeting room must be carried securely with a silicon lid or in a 'safety cup' with the lid attached
- Hot drinks in an unsealed cup may be consumed where there are no children present, and where children are not expected to be present.
- If a child should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the child.
- Staff must NOT have hot drinks with them whilst they are on duty anywhere in the presence of children.

Health and Safety Team

Roles and Responsibilities

Responsible Manager	Headteacher
On-site H&S Co-ordinator	Admin Officer
Safety Committee	Headteacher, Caretaker, Admin Officer and a Governor
Fire Safety Co-ordinator	Admin Officer
Facilities Management staff	Caretaker
H&S Representative	Headteacher
Legionella Competent Person	Caretaker (Practical)
Asbestos Competent Person	Caretaker
Accident Investigator	Headteacher
Premises COSHH Assessor	Senior Admin Assistant
Legionella Management Competent Person	Caretaker (Practical)
Trained Risk Assessor(s) (on site)	Admin Officer
Responsibility for training records	Admin Officer
Fire duty officer	Headteacher
Educational Visits Co-ordinator	PE Lead Teacher
Site Security	Admin Officer

Updated 02.10.2026