



## Health and Safety Policy

Approved and Adopted

Policy Author:	Kristy Gilkes
Approved by:	Governing Body
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## **Rationale**

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 students, 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.

## **Purpose**

The purpose of a written health and safety policy is to ensure that there is a plan for how health and safety is managed and organised, and to ensure that employees are aware of all their responsibilities and the arrangements in place to ensure safe levels of health and safety.

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.

## **Procedures**

### **Employer Responsibility**

The overall responsibility for health and safety at Cranbourne is held by the Governing Body and is shared with Hampshire County Council who will:

- Set clear Health and Safety policies and procedures
- 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 – Sarah Conlon**

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

- Ensure the school adopts the employer's policies and procedures
- 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

### **Site Manager – Adam Kyc**

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They will work within their level of competence and seek appropriate guidance and direction from the Business Manager, Headteacher and/or the Corporate Health & Safety Team as required.

### **On-Site Health & Safety Officer - Kristy Gilkes**

The On-Site Health & Safety Officer to Cranbourne will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher as Responsible Manager. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher as Responsible Manager, and/or the Corporate 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.

### **Health and Safety Committee**

The purpose of the Health and Safety Committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher as Responsible Manager. The Health and Safety Committee is to meet every half term to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health and Safety Committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters as appropriate.

The Health and Safety Committee consists of both staff and governor representatives and is chaired by the Headteacher. The committee consists of the Business Manager, Site Manager, Headteacher and at least one Governor.

### **Governors – Health and Safety Governor: Mike McCarthy**

The H&S Governor will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements
- Ensure that schools Health and Safety 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 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

- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff 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 Health and Safety where there is a significant implication in terms of cost
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts
- Comply with any directions given by Hampshire County Council concerning Health and Safety
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing
- Contribute to the schools Health and Safety culture

### **Fire Safety Co-Ordinator - Kristy Gilkes**

The Business Manager 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. 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 attend the Fire Risk Assessment Principals and Practice training course every 3 years.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher as Responsible Manager, line manager and/or the Corporate Services Health & Safety Team and the Property Services Fire Team as required.

### **Site Safety Trained Staff – Adam Kyc**

They will attend the Safety Awareness for Facilities Managers training course every 3 years.-The site safety trained employee is the competent person for the overall management of school premises and facilities and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.

They will work within their level of competence and seek appropriate guidance and direction from the Business Manager, Headteacher and/or the Corporate Services Health & Safety Team as required.

### **Health & Safety Representative - Lesley Gray**

The premises health and safety will represent the staff 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.

## **Heads of Department**

The Head of Department is responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher as Responsible Manager. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. They will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

## **Legionella Nominated Responsible Person (NRP) – Adam Kyc**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher as Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the Headteacher as Responsible Manager of any condition or situation relating to Legionella 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 Business Manager, Headteacher and/or Property Services as required.

## **Asbestos Nominated Responsible Person (NRP) – Adam Kyc**

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

The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that 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 Headteacher 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 Headteacher and/or the Corporate Health & Safety Team as required.

## **ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Cranbourne and are to be used alongside other current School 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 themselves and others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident Investigator - Kristy Gilkes**

The on-site trained accident investigator is the Business Manager who will lead on all accident investigations in accordance with departmental and corporate procedures. The Accident Investigator will attend accident investigator training every 3 years.

### **Accident/Incident Reporting & Investigation**

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

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded on the Hampshire County Council corporate incident recording platform: [HCC - Report an accident or incident](#) Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

A copy of the completed incident report is automatically received by the Corporate Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

Following the completion of an online incident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

Minor accidents to pupils are to be recorded by the Welfare Assistants on Evolve Accident book (online). A paper copy of the written 'Day Book' will still be able to be located in the Medical Room in case of wi-fi outages or first-aiders responding to calls.

The Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Corporate Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school.

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 Headteacher as Responsible Manager 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 Business Manager and shared with the Health and Safety Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school, via the finance manager or site team who will as appropriate 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 – Lesley Gray**

Arrangements regarding medicines are set out in the Procedures for Administration of Medicines, which can be found in the Medical Room.

### **Asbestos Management – Adam Kyc**

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team is via the online Alpha Tracker system on the marked iPad in Reception and is to be shown to all contractors who may need to conduct 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.

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

On appointment the NRP (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course.

After this the Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning annually.

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 NRP.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and/or the NRP 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 will be immediately stopped from working and immediately reported to the Headteacher and/or NRP.

### **Child Protection – Klara Reddy**

Arrangements regarding child protection are set out in the Child Protection Policy. The Deputy Headteacher is the Child Protection Officer.

### **Community Users/Lettings/Extended Services – Adam Kyc and Karen Mead**

The Site Manager and Lettings Co-ordinator, on behalf of the Headteacher as Responsible Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047B which is sent to all hirers in the lettings pack
- The premises are safe for use and are always inspected prior to, and after each use by the member of the site team on duty
- 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**

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

All contractors must report to Reception where they will be asked to sign the visitor's book and asbestos register and will follow the procedures as explained in the contractors file located in reception. It is the responsibility of the member of the site team on duty to ensure that all procedures are followed. In addition, all contractors must be issued with the local written contractor induction brief by a member of the site team that includes all relevant details of fire safety procedures & local safety arrangements.

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 Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS (Hampshire Inspection and Advisory Service) and Hampshire County Council. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

### **Display Screen Equipment**

All Display Screen Equipment (DSE) users will complete the display screen equipment e-learning course annually.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be submitted to the business manager as necessary 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 Headteacher as Responsible Manager will ensure through the Site Manager that:

- Only authorised and competent persons are permitted to install or repair equipment
- 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 or disposed of
- All portable electrical equipment will be inspected/tested at appropriate intervals All electrical equipment will be tested annually
- Equipment testing/inspection can only be carried out by a competent person. From July 2026, the competent people are Sam Ryan (Site Assistant) and Karen Mead (D&T Tec/Lettings Manger)
- 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
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules and the School Asset Register if appropriate

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

### **Emergency Procedures – Kristy Gilkes**

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, which also includes a lock down procedure.

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 (PEEP's) are to be completed via the Welfare Assistants and signed off by the Business Manager, for any vulnerable persons to ensure safe, assisted evacuation in the event of an emergency incident.

### **Fire Safety – Kristy Gilkes**

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the Business Manager who 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 as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Headteacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

The Responsible Manager will ensure that trained Fire Marshals are in place to assist in fire evacuation.

### **First Aid – Lesley Gray**

Arrangements regarding first aid provision are set out in the First Aid procedures. It is the responsibility of the Welfare Assistant(s) to ensure that the names and locations of the first aid trained staff on site are listed in the first aid procedures and also clearly signposted around the School including the medical room and staff room.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by Lesley Gray annually. First aid provision will be regularly monitored, and equipment checks recorded.

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 Property Services 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 to the Site Team as appropriate and immediately taken out of use until repairs can be carried out.

### **Good Housekeeping & Hygiene**

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 – Adam Kyc**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH (Control of Substances Hazardous to Health) assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Headteacher as Responsible Manager. The premises COSHH assessor acting on behalf of the Headteacher as Responsible Manager is the Site Manager. The COSHH Assessor will attend the COSHH assessor training course every 3 years. The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Health & Safety Team as required.

The cleaning contractor has responsibility for ensuring that the correct systems are in place for and followed by their own staff.

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. These locations are identified on a site map in the Fire Manual and these areas are to remain locked at all times.

### **Inspections and Monitoring**

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual departments is carried out by Department Heads and/or the subject teachers as nominated by the Headteacher.

Periodic documented inspections of the premises will be carried out every six weeks in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted Premises Safety Inspection Checklist. This checklist must be shared with the Headteacher as Responsible Manager.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager and Business manager and reported in writing via email. Any identified high-level risks or safety management concerns are to be actioned at weekly SLT meetings, the Health and Safety Committee or meeting the Headteacher as Responsible Manager.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Senior Site Manager alongside the Headteacher as Responsible Manager or a member of the Governing Body. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted Annual H&S Inspection Checklist.

### **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 are shared by the contractor, the onsite Catering Manager and the Business Manager. 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 – Adam Kyc**

Legionella management on site is controlled by the Site Manager who is the Legionella NRP who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council 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 NRP the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school

### **Lone Working**

All lone working is to be approved by the Headteacher as Responsible Manager 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 recorded for the Parent Support Advisor and the Site Team in accordance with the Lone Working Procedures. All lone working staff are issued with a school mobile phone for use when lone working.

### **Minibuses – Jen Cripps**

The Finance Manager is responsible for the operation and maintenance of the minibus 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.

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 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 Site Manager is responsible for ensuring that all members of the site team attend a formal moving and handling course specific to the work requirements, as it is expected that they will undertake regular physical work which would typically include significant moving and handling.

### **Off-site Activities –Nominated Educational Visits Coordinator (EVC)**

Arrangements regarding off-site activities are managed by the Educational Visits Co-ordinator in accordance with the Hampshire Outdoors procedures and guidance.

### **Restrictive Interventions**

Arrangements regarding Restrictive interventions, including use of reasonable force are set out in the Behaviour Policy.

### **Provision of Information**

The Headteacher as Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, the publication of minutes from the Health and Safety Committee meetings and email distribution as appropriate.

Visitors and Contractors are provided with Health and Safety Information on arrival by Reception staff.

Local health and safety advice is available from the Business Manager and the Corporate Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

The Health and Safety Law poster is displayed at Reception and the Staff Room.

### **Radiation Protection Supervisor - Chris Beattie**

A member of the Science teaching staff who has received external training as a Radiation Protection Supervisor will lead on matters relating to the handling of any radioactive materials that are held in the school.

This includes :

- Ensuring the security and safe storage of any radioactive materials held on site
- Training relevant staff in the safe use of radioactive materials on site
- Advising trained staff on the use of radioactive materials when a change of circumstances arises e.g. pregnancy
- Regular testing, inspection and monitoring of all radioactive materials held on site
- Liaising with the Fire Safety Co-Ordinator in the event of a fire on the whereabouts of any radioactive materials held on site

### **Risk Assessment**

General risk assessment management will be co-ordinated by the Business Manager.

Risk assessments will be carried out where a significant risk is identified or is reasonably foreseeable.

The trained risk assessor on site will oversee the correct completion of appropriate risk assessments is the Business Manager. Risk assessments will be carried out by staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher as Responsible Manager or their delegated members 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.

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 – Adam Kyc**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security procedures which include emergency unlock routines.

### **Smoking/Vaping**

Smoking and vaping is not permitted on the premises.

## **Stress & Wellbeing - Christie Ryan**

Cranbourne 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- staff questionnaire.

On-site arrangements to monitor, consult and reduce stress situations include an open door policy, supportive line management, back to work interviews, availability of the Employee Support Line.

## **Swimming Pool Management – Adam Kyc**

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

## **Traffic Management – Lesley Gray**

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

## **Training**

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

The Headteacher as Responsible Manager 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:-

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 Business Manager and Headteachers' PA. The Business Manager 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.

### **Violence and Aggression**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Cranbourne.

In accordance with the 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. The risk assessment will be shared with relevant employees and reviewed on a regular basis.

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. All incidents of violence or aggression should be reported, and appropriately investigated, using the corporate online system. Guidance on this can be found in the Corporate health and safety procedure for accident/incident reporting. Appropriate recommendations from incident investigations must be implemented to prevent recurrence.

Violent incidents between children will be reported locally via CPP investigation. 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 a visitor's lanyard clearly displaying their DBS status. They will be asked to sign in using the iPad in reception which will indicate that they are onsite and have read the information relevant to them. All visitors will sign out using the same system. This process is the responsibility of the member of the site team on duty when visitors arrive out of school hours.

## **Work at Height**

Work at height is always to be undertaken in accordance with the Corporate Procedure for work at height. At Cranbourne 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 people for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course are members of the site team and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- 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

School employees are not permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.

This policy takes account of all relevant legislation including those specifically mentioned within this policy. This policy is constructed in line with Part 4 and Part 5a of the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) so that disabled people are not treated less favourably without justification, and at all times reasonable adjustments are made to ensure that they are not disadvantaged compared to their peers. The SLT of the School will plan strategically, as part of the improvement cycle, with the intention to increase provision and access for Disabled people over time.

## **EVALUATION AND MONITORING**

The governing body will monitor and evaluate the effectiveness of this policy considering as appropriate:-

- Health and Safety Committee meetings
- Regular updates via Resources Committee
- Governor participation in site walks
- County Audit Reports
- Governor involvement in major building works