



# Health and Safety Policy

Signed by headteacher: *A Hughes*

Signed by Chair of Governors: *David Bradley*

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# Health and Safety Policy

## **Bitterne Manor Primary School – Health & Safety Policy (Summary)**

Bitterne Manor Primary School is committed to providing a safe and healthy environment for pupils, staff, visitors, and contractors. The Governing Body reviews the Health and Safety Policy annually in line with Local Authority requirements.

### **Key Aims**

- Keep the school environment safe and well-maintained.
- Control and reduce health and safety risks.
- Follow all legal requirements.
- Consult with staff on safety issues.
- Provide safe systems, equipment, and materials.
- Train staff so they are competent in their roles.
- Encourage a positive "safety culture" to prevent accidents and illness.
- Regularly review and update procedures

### **Responsibilities**

- **Governing Body:** overall responsibility, ensuring resources, consultation, and monitoring.
- **Head Teacher (Responsible Manager):** leads on safety culture, training, risk assessment, inspections, reporting, and decision-making.
- **Site Manager:** manages daily safety duties, asbestos and Legionella controls, and ensures safe working practices.
- **Business Manager:** acts as Fire Safety Coordinator and Accident Investigator.
- **Resource Committee:** meets half-termly to monitor performance and recommend improvements.
- **Teachers, Support Staff & Supervisors:** apply safety procedures daily, train new staff, inspect areas, and report risks.
- **All Staff and Volunteers:** must follow procedures, take care of themselves and others, report hazards/accidents, and not misuse equipment.

### **Key Arrangements**

- **Accidents/First Aid:** All incidents logged and serious cases reported to the Local Authority and governors. First aid is provided only by trained staff, and parents are informed where appropriate.
- **Fire Safety:** Fire drills held termly, alarms tested weekly, and annual risk assessments carried out. Staff must know exits and assembly points.
- **Hazards:** Asbestos, Legionella, chemicals, and electrical equipment are strictly controlled and monitored.
- **Curriculum & Activities:** Risk assessments apply to PE, science, design, off-site trips, and other activities.
- **Contractors & Community Users:** Must follow site safety rules, including asbestos awareness and safe access.
- **Lone Working & Manual Handling:** Restricted and only allowed with prior approval and training.
- **Monitoring:** Daily checks, half-termly inspections, and termly reports ensure standards are met.
- **Wellbeing:** The school promotes staff health and wellbeing and manages stress through consultation and support
- **Other Provisions:** Clear rules exist for security, jewellery, supervision at playtimes, kitchen use, medicines in school, visitors, transport, and work at height.

## **Statement of Intent**

This policy gives the framework for health and safety provision at Bitterne Manor Primary School. It concurs with the Local Authority's health and safety policy for schools and seeks to make clear how health and safety will be managed locally. The policy will be reviewed every year by the school's Governing Body.

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 cooperate and coordinate with partnerships, contractors, sub-contractors, employers and Southampton County Council departments 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.

## Employer Responsibility

### Organisation

The overall responsibility for health and safety at Bitterne Manor Primary is held by the Governing Body who will:

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

### Responsible Manager

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

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

### All Staff (including volunteers)

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

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

- Not acting or omitting to act in any way that may cause harm or ill-health to others

### Site Manager

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He/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 SCC Corporate Health and Safety Team. The site manager is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual, under guidance of the fire safety coordinator.

### All Teachers, Support Assistants & Lunchtime Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the Teachers, Support Assistants & Lunchtime 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.

### Resource Committee

The purpose of the Resource committee is to assist in the assessment of safety related matters and provide appropriate support to the head teacher. The 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. Resource committee members will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. The Resource committee consists of 4 Governors, the Head teacher and Business Manager and they meet every term.

### Fire Safety Coordinator

The Business Manager is the fire safety coordinator who is the competent person for fire safety on the premises and acts on behalf of the head teacher. He/she is to attend the fire safety coordinator training course and refresh this training annually. The fire safety coordinator is responsible for overseeing the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The fire safety coordinator is to work within their level of competence and seek appropriate guidance and direction from the head teacher and SCC Corporate Health and Safety Team.

### Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete necessary Legionella training and all training records are to be retained. The local authority monitors Legionella in accordance with the schedule set out in the Water Services Legionella Control Records Log Book stored in the office. 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 local authority requirements set out in the Water Services Legionella Control Records Log Book stored in the office. He/she will advise the responsible manager/headteacher 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 responsible manager/headteacher and/or Property Services as required.

### Asbestos Nominated Responsible Person

The Site Manager 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 Local Authority 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 which is kept in the main office and that asbestos is managed in accordance with the requirements of Southampton City Council. 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 Southampton Health & Safety Team as required.

### Accident Investigator

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

## Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Bitterne Manor Primary and are to be used alongside other current school procedures & policies. In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### Accident and Injury (see also First Aid)

All major and minor accidents and occurrences of violence or abuse are recorded using the online system supplied by the Local Authority. All accidents are reported to full governing body meetings in the Head teacher's report.

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with the 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 SCC Accident/incident reporting form online.

A copy of the completed form is then automatically sent to Southampton City Council's 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.

Minor accidents to pupils are to be recorded in the accident file located in the school office.

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

The Head teacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Resource Committee for trend analysis in order that repetitive causal factors may be identified to prevent recurrences.

Premises hirers and community/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

In the event of an accident or injury the adult in charge will:

- Administer first aid (e.g. bump, bruise, small cut, etc).
- Inform the class teacher, Head teacher and send a pro-forma letter home to the parents
- It is essential that parents are informed if the injury is connected with the head and/or has involved some bleeding or bruising.
- If the injury/accident is more serious (e.g. a potential fracture) then the Head teacher will be informed immediately, parents informed who will come to school or if they are not available transport/ambulance arranged to hospital as necessary
- All minor accidents should be logged in the accident book.
- Any violent incidents or serious attacks, accidents or hospitalisation concerning pupils or staff should be recorded on the relevant online report form.
- All staff should use the gloves provided when dealing with body fluids.
- All staff should wear gloves when changing wet or soiled underwear.
- All staff should know where to find the accident book and first aid equipment.
- First aid equipment should comply with City Council recommendations.

### Asbestos Management

Asbestos management on site is controlled by the Site Manager. The Asbestos Management Plan as issued by the Local Authority is located in the office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the Asbestos Survey Log as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will be notified to the local authority 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 site manager.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the head teacher and/or the site manager who will immediately act to cordon off the affected area and contact the Local Authority 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 head teacher and/or the site manager. The contact details of the Asbestos Team at the local authority are: [asbestos@southampton.gov.uk](mailto:asbestos@southampton.gov.uk), 02380832170.

The Asbestos Management Plan will be formally reviewed at least annually or following any structural changes. Refurbishment and demolition surveys will be commissioned prior to any intrusive works.

All relevant staff will receive periodic asbestos awareness information to ensure they understand location risks and reporting procedures.

### Climate / severe weather resilience (see adverse weather policy)

The school will plan for severe weather and climate-related risks, including extreme heat, flooding, snow and high winds.

Control measures may include:

- Premises adaptations
- Activity modification
- Communication with parents and staff
- Site closure procedures where necessary

### Community Users/Lettings

The Head teacher 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 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

### Counter-terrorism / Martyn's Law preparedness

The school recognises its duty to consider the risk of terrorism and serious violence in line with current government guidance and the anticipated requirements of the Terrorism (Protection of Premises) legislation (Martyn's Law).

The school will:

- Undertake a protective security risk assessment of the premises.
- Maintain and periodically review lockdown and evacuation procedures.
- Provide staff with guidance and training relating to hostile intruder incidents.
- Liaise with local police and relevant authorities where appropriate.
- Ensure security arrangements (access control, visitor management and site supervision) reflect identified risks.

### Contractors

The school uses Local Authority approved contractors or its own appointed contractors for works to the school site. Where non-SCC (Southampton City Council) 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 local authority's Safe Selection of Contractors Checklist is to be used to determine competence of non-SCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

The Head teacher will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site. Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work. All contractors must report to the school office where they will be asked to sign the visitor's book and asbestos register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Any proposed work for the period leading up to the next Governors meeting will be reported on. The term contract or contractor can also extend to parents in a school or voluntary groups. The Head teacher is responsible for ensuring the work does not present a hazard to pupils, staff or visitors.

### Control of Hazardous Substances (Chemicals, Cleaning Equipment)

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the head teacher. The premises COSHH assessor acting on behalf of the responsible head teacher is the site manager.

The site manager and cleaning staff follow the guidelines laid down in the Local Authority's Caretaking/Site Management Training Manual. 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 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. Cleaning products are purchased through Hampshire County Supplies or other Local Authority approved suppliers. There is a COSHH file for the products/substances used in the school office or classrooms. COSHH (The Control of Substances Hazardous to Health) Assessments take place and records kept. All hazardous substances are to be stored in the secure and signed storage when not in use which is in the Site Manager's Office for this premises. This is to remain locked at all times.

Any chemical or cleaning material must only be used in the manner and for the purpose intended and with due regard to all legislation, which may govern its use.

### Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant 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 Southampton City Council. We follow guidance provided by Hampshire County Council to manage the risk assessments for off-site activities. 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 from CLEAPSS.

### Display screen Equipment

Assessments (through conversations with staff) take place to reduce physical problems, visual fatigue and mental stress when working at computer workstations. Staff who spend much of their time using display screens undertake an online training unit to ensure their knowledge of display screen safety is accurate. All users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

### Electrical Equipment

The head teacher will ensure 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
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is approved by SCC
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager/headteacher in order that it can be added to future PAT testing schedules
- Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Head teacher and attended to as soon as possible.

### Emergency Contacts

A list of contacts within the Local Authority in case of disaster or emergency is emailed to relevant adults within the school via the local authority.

### Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

### Environment

- Heating - the school should be kept at a temperature suitable for children who may be sitting still.
- Lighting - the classrooms, offices and corridors should be well lit. Any faulty lighting should be reported to the office.
- Sanitation - soap and paper towels / hand dryers are provided in children's and staff toilets.

### Equipment & Resources

The Governors and Headteacher will commit suitable financial resources to the achievement of a safe working environment. School managers recognise that a proactive approach to health and safety is cost effective.

- No machine, including those powered by electricity, will be used without supervision by a competent person. Such machines include computers and projectors. Following use, machines must be switched off and put away.
- Any damage must be reported immediately.
- All electrical equipment to be tested annually.
- Paper cutters should not be used by children unless supervised and should not be left in the classroom or corridor unattended.

### Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Policy. The fire safety coordinator 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 head teacher will ensure through the fire safety coordinator that:

- All staff complete the mandatory fire safety induction e-learning course every 2 years
- 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. Fire evacuation practices are carried out every term and procedures revised where necessary.
- 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 and amended as new hazards or required amendments are identified
- Fire safety equipment is serviced annually and staff members are given awareness training in its use. However, the prime responsibility remains to evacuate in the event of a fire, not fight it.
- The school site manager performs a weekly fire alarm test. Records are kept of fire safety checks.

In accordance with the Fire Safety (England) Regulations 2022, the school will ensure that:

- Fire risk assessment records are current and accessible.
- Personal Emergency Evacuation Plans (PEEPs) are in place where required.
- Fire doors and escape routes are subject to periodic inspection.

- Emergency plans reflect the needs of all site users, including vulnerable persons.

### Fire Evacuation Procedure

On the sounding of the fire alarm, class teachers are to evacuate the building immediately and assemble on the playground (end furthest away from building) where the registers will be checked. All staff including catering staff must assemble on the playground.

A check of the toilets in KS1 will be made by the L.S.A. in Year 1, in KS2 an L.S.A. or Y4 teacher, the office corridor will be checked by admin or HT.

A fire drill will be practised at least once a term and alarms should be tested weekly.

All staff should be aware of all exits and where necessary the key to that exit should be accessible.

All emergency exits are to be clearly marked and directions of where to go if an emergency occurs

### First Aid

The school has first aiders who are either First Aid at Work or Paediatric trained with at least one being on site at any given time. Their details are displayed in the school office. All staff members are offered awareness training to cope with everyday minor accidents within the school. First aid equipment is kept in the school office. A portable first aid box is taken on all school visits.

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.

### Fixtures/Fittings and the Fabric of the Building

Any defect must be reported to the site manager, business manager or head teacher, who will assess the situation and take appropriate action to eliminate or minimise the effects to health and safety of all persons within the school or in its near environment. 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 Southampton City Council's Property Service, or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### Glazing

School glazing must comply with the Workplace regulations 1992. Glass and glazing on site has 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 premises risk assessment are kept electronically and are reviewed annually or when there are changes to the premises.

### 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, including routes to and from classrooms, within classrooms and to and from the building to the playgrounds, 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

### Illness (See Accidents & Injuries)

If a child is ill in school, efforts will be made to contact the parents. The child will be made comfortable and kept under observation. If it is not possible to contact parents, they will be informed at the end of the day. If a child has head lice the parents will be informed and asked to treat the child. If the problem is persistent in a class/school all parents will be notified. The school may also refer to social services.

### 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 site manager, business manager or head teacher. Routine documented inspections of the premises will be carried out every half term in accordance with the termly premises inspection schedule. Inspection findings are to be recorded on the locally adapted Hampshire County Council Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the site manager, business manager or head teacher and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned immediately.

It is the school's responsibility that the termly Health & Safety web monitoring form provided by Hampshire County Council is completed by the Business Manager. This monitoring form will focus on different areas each term and is an integral part of the School's monitoring programmes supported through our service level agreement with Hampshire County Council.

### Jewellery

Children may not wear more than one pair of stud earrings. Children may wear one non-audible watch. Jewellery may be worn for religious reasons with prior consent of the Head teacher.

### Kitchen

The 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 kitchen is with City Catering. 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 Site Manager who will manage and undertake all procedures regarding Legionella in accordance with SCC policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. The local authority monitors Legionella in accordance with the schedule set out in the Water Services Legionella Control Records Log Book stored in the office. 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 local authority requirements set out in the Water Services Legionella Control Records Log Book.

### 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 Headteacher and is to be carried out in accordance with the premises lone working policy. The lone working arrangements for staff, who may undertake lone working on this site are included as: The Headteacher, the Deputy Headteacher and the site manager. When lone working is undertaken it must only take place:

- With the Responsible Manager/Headteacher's approval
- And be in accordance with the SCC 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 to report by text or phone to the head teacher, site manager or business manager upon arrival and leaving the school.

### Manual Handling

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 expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements. The site manager must complete the moving and handling e-learning course every year without exception.

Thirty to forty percent of all accidents are caused by bad techniques when lifting and handling. Correct lifting and handling techniques are therefore vital. The following techniques should be followed:

- To jerk, shove, or twist the body can cause injury.
- The back should be kept straight and the chin tucked in with the feet firmly placed on the floor.
- The weight should be evenly distributed and held close to the body.
- The palms should be used for gripping the load- not the fingertips-the grip must not be changed whilst carrying.
- The load must not obscure one's view.

### Medical Needs & Medicine in School (See School Admin of Medicines Policy, medical conditions policy & health plans)

Head teacher to develop, in consultation with his/her staff, policies and procedures that not only provide appropriate care for children but are practicable from the school's point of view. If children need long term medication (e.g. for asthma) it must be taken to the office where it will be labelled and returned to the child's class for easy access. A record should be kept each time a child uses their inhaler.

Staff will not usually give medicine to children, but parents can come into school to administer medicine to their own child. In exceptional circumstances or for long-term illness, the Head teacher will nominate a member of staff, to administer prescribed medicines to a child and records must be kept. Medication that is not prescribed (in its original container) cannot be administered by school staff. Children with ongoing injuries or stitches will be allowed into school at the Head teacher's discretion.

### Minibus and Transport

The Site Manager is responsible for the operation and maintenance of the minibus in accordance with requirements set out in the SCC corporate Minibus Policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive the minibus. The following staff are MIDAS trained: Andy Finn, David Puckett, David Bradley (Governor).

Pupils will not be transported in staff vehicles, unless staff have the appropriate vehicle insurance for business use. In emergency cases the Head teacher could override this, if in the best interest of the child. Pupils will not be permitted to travel in cars of parents (other than their own parents) even if parental permission has been granted as the school would not have evidence that a particular vehicle has the appropriate road tax, insurance and is road worthy.

### Offsite Activities

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoor Education Service's procedures and guidance (Evolve). All such visits are to be planned well in advance. Staff should ensure adequate arrangements for First Aid are in place and it is recommended someone trained in emergency First Aid should be present on every trip. Visit leaders are responsible for recording risk

assessments for each visit. A register of attendees with contact numbers, an itinerary and relevant medical information is provided for each group leader and left with school. At least one mobile phone is taken on each visit and more if groups separate during the activities. Where road transport is used, only companies that provide seat belts to all seats will be hired. Further guidance is available within Hampshire C.C. Offsite Activities File or on the Hampshire EVOLVE site. The guidelines and regulations issued by SCC regarding First Aid, hazards and staffing ratios must be consulted and adhered to. Guidelines and regulations are kept within school as a reference source.

### Physical Education

The teacher must take into account the age and physical development of the child under instruction in ascertaining the type of activity and apparatus used.

Watches and earrings should not be worn.

All PE equipment to be serviced annually.

### Physical intervention

Arrangements regarding physical intervention are set out in the Behaviour and the Physical Intervention Policies. All instances of physical intervention, where a person has been restrained, will be recorded using the restraint form, signed by relevant staff, reviewed by the Head Teacher and stored in the Head teachers office.

### Plant Maintenance

The school has a service level agreement with the Local Authority to maintain and service plant and equipment. Any plant or equipment that the school purchases themselves will also be subject to a regular maintenance contract.

### Playtimes

All children must be closely supervised to ensure that activities are not of a nature that could cause injury. Children must not be allowed to play on equipment when it is wet/icy.

### Provision of Information

The business manager/head teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include staff meetings, meeting minutes and email distribution.

Local health and safety advice is available from the head teacher and the Children's Services Health & Safety Team can provide both general and specialist advice. The Health and Safety Law poster is displayed in the staff room.

### Risk Assessment

General risk assessment management will be coordinated by the business manager 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 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 stored in the office and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the school google calendar system.

### Security

Visitors to the school need to sign in and out and wear appropriate identity badges located at the office. Staff will be vigilant in challenging unauthorised adults on the site.

## Smoking

Smoking is not permitted on the premises. For the purpose of this policy smoking includes cigarettes/vaporizers.

## Stress risk assessment (HSE Management Standards)

The school will undertake stress risk assessments in line with the Health and Safety Executive Management Standards.

This includes consideration of:

- Workload and work demands
- Role clarity
- Support and supervision
- Working relationships
- Organisational change

Outcomes will inform action plans aimed at reducing work-related stress and promoting staff wellbeing.

## Training

Governors are made aware of all training to staff including health and safety training through the Headteacher's report. Relevant and appropriate health and safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and workplace trainees will be given specific induction in health and safety matters relevant to the school. The Head teacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A whole school training needs analysis will be carried out annually by the SMT 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 as necessary within their role
- 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 interval

Appropriate annual e-learning courses to meet SCC mandatory corporate training requirements (Fire Awareness, Slips, trips and falls and Manual Handling). Training records are held by the Admin Officer, who along with the Head Teacher is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

The Head teacher 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, briefing minutes and email. Local health and safety advice is available from the Young Southampton website <http://www.youngsouthampton.org/working-with-children/> and the Children's Services Health & Safety Team can provide both general and specialist advice. The Health and Safety Law poster is displayed in the staff room corridor.

## Vehicles

There is separate vehicular and pedestrian access to the school site and these are clearly marked. When vehicles have to enter or cross areas of the school site that are frequented by pupils and other pedestrians (e.g. grounds maintenance, contractors) drivers have to report beforehand to the school office. Staff oversee such movements where there is the likelihood of pedestrian presence (e.g. break times, outside sports activities). There is a marked bay in the car park for use by Blue Badge holders.

Pupils are taught what to do when vehicles are moving around the school site.

### Ventilation & indoor air quality

The school recognises the importance of maintaining good indoor air quality.

The school will:

- Ensure classrooms and workspaces are adequately ventilated through natural and/or mechanical means.
- Monitor ventilation where necessary, including the use of CO<sub>2</sub> monitors where provided.
- Take reasonable steps to improve airflow during periods of increased infection risk.
- Balance ventilation with thermal comfort and energy efficiency.

### Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated. Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported to the head teacher.

### Visitors

Appropriate signage directing visitors to the school office will be maintained. 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 are required to sign in and wear a visitor's badge whilst on site. The school will provide essential health and safety information for visitors when signing in.

### 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.

### Well Being

The Governors and Headteacher recognise their responsibilities towards addressing issues arising from work related stress. They will seek advice from the Local Authority's Corporate Health and Safety Unit and make staff aware of the relevant sources of support. The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements. On-site arrangements to monitor, consult and reduce stress situations are managed and monitored by the Senior Leadership Team.

### Work at Height

Work at height is always to be undertaken in accordance with Southampton City Council's Working at Height guidance. At Bitterne Manor Primary 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 have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course, is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SCC guidance
- Provide stepladder and steps training to the site manager using the SCC Working at Height guidance

- 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

Related School Policies and Procedures, Further sources of information and associated documents

There are several policies and procedures relating to this policy which staff are made aware of in school.

<http://www.bitternemanor.co.uk/health-safety/>

SCC Generic Health & Safety Policy for Schools

<http://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/>

[Child Protection policy](#)

Fire Policy

Lone Working Policy

First Aid Policy

Administration of Medicines

[Behaviour Policy](#)

[Physical Intervention Policy](#)

Review date: March 2026

To review: March 2027