




## Bushy Leaze Children & Families Centre

### HEALTH AND SAFETY POLICY

Date of last review:	<b>Summer Term 2024</b>
Name of Head teacher approving this policy:	<b>Becky Hussey</b>
Signature of Head teacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	<b>Summer Term 2025</b>

#### STATEMENT OF INTENT

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

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety, and welfare
- Provide and maintain safe systems, equipment, and machinery
- Ensure safe handling, storage, and use of substances
- Provide appropriate information, instruction, and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health
- Assess risks, record significant findings, and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

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

## ORGANISATION

Employer Responsibility	
The overall responsibility for health and safety is held by:	<b>Hampshire County Council</b>
<p>The employer is responsible for making sure that risks are managed so far as is reasonably practicable.</p> <p>The employer will:</p> <ul style="list-style-type: none"> <li>• Set clear Health and Safety policies and procedures</li> <li>• Ensure that health and safety has a high profile</li> <li>• Ensure adequate resources for health and safety are made available</li> <li>• Consult and advise staff regarding health and safety requirements &amp; arrangements</li> <li>• Periodically monitor and review local health and safety arrangements</li> </ul>	

Responsible Manager	
The Responsible Manager for the premises is:	<b>Becky Hussey</b>
<p>The Responsible Manager will act to:</p> <ul style="list-style-type: none"> <li>• Ensure the school adopts the employer's policies and procedures</li> <li>• Develop a safety culture throughout the school</li> <li>• Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively</li> <li>• Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees</li> <li>• Assess and control risk on the premises as part of everyday management</li> <li>• Ensure a safe and healthy environment and provide suitable welfare facilities</li> <li>• Make operational decisions regarding health and safety</li> <li>• Ensure periodic safety tours and inspections are conducted</li> <li>• Ensure significant hazards are assessed and risks are managed to prevent harm</li> <li>• Ensure employees are aware of their health and safety responsibilities</li> <li>• Periodically update governing bodies/partnerships as appropriate</li> <li>• Produce, monitor, and periodically review all local safety policies and procedures</li> </ul>	

COSHH Assessor	
The COSHH Assessor is:	<b>Tammy Parrott</b>
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 Head teacher and/or the Children's Services Health & Safety Team as required.	

## CHILDREN'S SERVICES HEALTH & SAFETY

DSE Assessor	
The DSE Assessor is:	<b>Tammy Parrott</b>
The DSE Assessor will attend the DSE assessor training course every 3 years.	
The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with departmental and corporate procedures.	

Caretaker/Handyman	
The Caretaker for the premises is:	<b>Anna Bevan</b>
The Handyman for the premises is:	<b>Rodney Cook</b>
The caretaker/handyman 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 Children's Services Health & Safety Team as required.	

Fire Safety Co-ordinator	
The Fire Safety Co-ordinator (FSC) is:	<b>Tammy Parrott</b>
The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.	
The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Head teacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.	
The FSC will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.	

On-Site Health & Safety Co-ordinator/Officer	
The H&S Co-ordinator is:	<b>Tammy Parrott</b>
The on-site H&S Co-ordinator/Officer for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager.	
They will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.	

## CHILDREN'S SERVICES HEALTH & SAFETY

Health & Safety Representative	
The H&S Representative is:	<b>Tammy Parrott</b>
The premises Health and Safety Representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and perform the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.	

Legionella Nominated Responsible Person	
The Nominated Responsible Persons (NRP) for Legionella are:	<b>Anna Bevan / Rodney Cook</b>
The NRP will complete the Legionella e-learning course annually.	
The Nominated Responsible Person for Legionella on the premises acts on behalf of the Head teacher to provide the necessary competence to enable Legionella to be managed safely.	
The NRP will ensure that all periodic and exceptional recording, flushing, cleaning, and general legionella management tasks, are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or Property Services as required.	

Risk Assessor	
The Risk Assessor is:	<b>Tammy Parrott</b>
The Risk Assessor will attend Risk Assessor training every 3 years.	
The Risk Assessor acts on behalf of the Head teacher to ensure risk assessments are completed and hazards are identified and managed.	
They will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services Health & Safety Team as required.	

Work at Height	
The competent person for work at height on the premises is:	<b>Rodney Cook</b>
They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.	
The competent person for working at height acts on behalf of the Head teacher and will ensure work at height is carried out safely.	

They will work within their level of competence and seek appropriate guidance and direction from the Head teacher and/or the Children's Services 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 Bushy Leaze and are used alongside other current school procedures & policies.

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

### Accident/Incident Reporting & Investigation

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

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

A copy of the completed form is then automatically sent to Children's Services Health & Safety Team. The person reporting the incident and the manager will receive a request to carry out an investigation via 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 on numbered loose leaf accident forms and filed in the folders in each room.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be reported by the Children's Services Health & Safety Team. An F2508 will then be completed and sent to the HSE. A copy of this form will be emailed to the school.

The head teacher will ensure that the governing body/partnership/ senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by termly inspection for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the unit/centre/school/premises 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.

### **Asbestos Management**

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The Alpha Tracker is our primary form of register and Contractors are expected to be competent in the use of the app. A paper copy is held in Emergency Fire pack

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.

The Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning annually. The NRP (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course once.

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

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

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 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 Head teacher and/or NRP.

### Community Users/Lettings/Extended Services

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 and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### 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 in electronically, be able to access Alpha Tracker on line, and will have their ID checked. All contractors must be issued with the local written contractor induction brief 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 teacher and SEYPs using the appropriate codes of practice and safe working procedural guidance (EYFS). The teacher /practitioners 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 actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

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

### Electrical Equipment

The Head teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Defective equipment is reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested at annual intervals.
- Equipment testing/inspection is conducted by a competent person. The competent person is Rodney Cook.
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use, reported to Tammy Parrott / Rodney Cook and repaired or disposed of as soon as possible.

### Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the centre emergency evacuation plan. The centre 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 will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident.

### Fire Safety

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

The Head teacher 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 Head teacher, 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

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 unit/centre/school/premises.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by Tammy Parrott 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.

### Glazing

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school. The survey and assessment document are kept electronically in the School Pool/Health & Safety/Glazing Survey folder and is reviewed three yearly or when there are changes to the premises.

Any damaged glazing will be reported to Tammy Parrott / Rodney Cook and made safe and replaced as soon as possible.

### Housekeeping

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported

### COSHH

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Head teacher

When using a hazardous substance, employees will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets.

Hazardous substances are stored in the Caretaker Cupboard which is kept 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 will be carried out by the Senior Early Years Practitioners in conjunction with the Early Years Practitioners. Monitoring of Family Support Team areas will be carried out by Family Support Co-ordinator and staff.

Periodic documented inspections of the premises will be carried out every term in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist.

All defects identified must be reported to Tammy Parrott (or the admin team in her absence) and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at Management Team meetings.

The termly H&S web monitoring form will be completed by Tammy Parrott. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

### Kitchens/Food Preparation Areas

Safe working procedures and authorised access for kitchen areas and food preparation areas are detailed in Risk Assessments and written instructions in food preparation areas.

### Legionella

The Legionella Nominated Responsible Person (NRP) – Rodney Cook, will manage and undertake all processes 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

### Lone Working

A risk assessment will be carried out to categorise each lone workers role and the risk presented, in accordance with the Corporate Lone Working Procedure.

Lone working will only take place:

- With the Head teacher's approval
- Following risk assessment
- Where it cannot be avoided

The lone working arrangements for employees who undertake lone working on this site is recorded in the Purple Folder in reception.

### Moving and Handling

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

Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training.

The Site Manager/Caretaker is expected to undertake regular physical work which would typically include regular moving and handling; therefore, they will attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

### Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoors procedures and guidance.

### Provision of Information

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, meeting minutes, email distribution and signature based receipt of information.

Visitors and Contractors are provided with Health and Safety Information on arrival in the form of a leaflet.

Local health and safety advice is available from the office and the Children's 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 in the Staffroom.

### Risk Assessment

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

The trained risk assessor will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed.

All risk assessments and associated control measures will be approved and signed by the Head teacher.

Completed risk assessments are listed in the assessment folder H:\School Pool\Health & Safety\Risk Assessments current\RA Sept 2020 onwards and will be reviewed periodically in accordance with the risk assessment review schedule.

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.

### Smoking

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises including the car park and garden areas.

### Stress & Wellbeing

Bushy Leaze 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:

- Regular opportunities to discuss with line managers and senior staff at Performance Management and job chats.
- Open door policy to meet the Head teacher in confidence.
- Regular questionnaires on stress management & wellbeing
- Consultation with staff, as appropriate, when change is planned
- Free access to the HCC confidential Well-being Support Line
- Mental Health and Wellbeing Ambassador and governor appointed.
- INSET training and/or opportunities on strategies to manage mental Health and Wellbeing.
- Clinical supervision for staff undertaking challenging roles e.g.: Child protection

### Traffic Management

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

### Training

Health and safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in accordance with the New Staff Induction Checklist.

The Head teacher will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

All employees will be provided with the following training as a minimum:

- Induction training including the requirements of the school health and safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Relevant annual e-learning courses to meet mandatory corporate training requirements
- Role specific training
- Refresher training as required

Training records are held by Tammy Parrott who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all employees.

All training is currently being input into Staffsafe, a subsidiary of CPOM's to which training records can be managed electronically.

### **Violent Incidents**

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

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.

Child on child violent incidents will be reported by the Nursery Team using the accident/incident forms

Violent incident reporting is completely confidential, using the incident 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 sign in via our digital system requiring a photo to be taken and sticker to be worn throughout visit.

Whilst on site visitors will be supervised by the member of staff they are visiting.

### Vulnerable Persons

Where there are vulnerable persons (for example a young person, new or expectant mother, someone with a disability or temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be implemented, and arrangements for the health, safety, and welfare of vulnerable persons on school premises will be suitably managed.

### Play Equipment

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to Tammy Parrott / Rodney Cook and repaired or disposed of as soon as possible.

### Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Work at Height, and the Children's Services Health and Safety Team guidance. All general work at height will be carried out in accordance with the on-site general risk assessment. A separate risk assessment will be carried out for higher risk tasks.

The trained competent person for work at height on the premises will:

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

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

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

## APPENDICES

### See Policy Folder in Main Office

- Supporting Pupils with Medical Conditions
- Child Protection/ Safeguarding Policy
- Emergency Evacuation Plan
- Fire Safety Manual – located in Admin Office
- First Aid Policy
- On-Site Security Policy & Procedures
- Lone Working Policy & Procedures
- Behaviour Policy