

PETERSFIELD INFANT SCHOOL



A POLICY FOR HEALTH AND SAFETY

STATEMENT

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

Our aims are to:

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

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

ORGANISATION

Employer Responsibility:

The overall responsibility for health and safety at **Petersfield Infant School** is held by **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 and arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager for the premises is **Crissy Hodgkinson (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
- Consult and work with recognised Trade Union safety Representatives/employee representatives and safety committees
- 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'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 representatives **Tracy Starley or Steve Hedicker (Health and Safety Officers)**
- 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 is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or the Children's Services Health and Safety Team as required.

On-Site Health and Safety Officer

The on-site health and safety officers **Tracy Starley or Steve Hedicker (Health and Safety Officers)** will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health and Safety Team as required.

All Teachers and Supervisors

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

Safety Committee

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee consists of the health and safety officer, site manager and health and safety governor. The health and safety officer and site manager meet half termly and they both then meet with the health and safety governor at least annually.

Fire Safety Co-ordinator

Steve Hedicker 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. He is to attend the fire safety co-ordinator training course (IOSH fire risk assessment principles and practices) and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health and Safety Team as required.

Facilities Management Trained Staff

The facility management trained member of staff is **Tracy Starley**. She is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. She is to attend the facilities management training course and refresh this training every six years. She is responsible for the local management and completion of day-to-day premises matters and duties. She is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health and Safety Team as required.

Health and Safety Representative

The premises health and safety representatives, **Tracy Starley and Steve Hedicker (Health and Safety Officers)** 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.

Year Group Leaders

The **year group leaders** are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the headteacher. 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 year group 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 Competent Person

Steve Hedicker (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 is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He

is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health and Safety Team as required.

Asbestos Competent Person

Steve Hedicker (site manager) is the nominated competent person for asbestos on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. He is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He will advise the responsible manager/headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health and Safety Team as required.

Accident Investigator

The on-site trained accident investigators are **Crissy Hodgkinson (headteacher) and Tracy Starley (health and safety officer)** 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 **Petersfield Infant School** and are to be used alongside other current school premises procedures and policies.

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

Accident/Incident Reporting and 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 the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting system (on line or via the paper version stored in 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 incident report is automatically received by Children's Services Health and Safety Team the person reporting the incident and the manager/accident investigator.

Following the completion of an online accident 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 in the Minor Accident Book located in **the First Aid area in Year R**.

The Children's Services 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 Children's Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be

sent to the school. *(In Non-HCC controlled schools, the report to the HSE will need to be completed by the Employer.)*

The headteacher will ensure that the governing body and senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by **the Health and Safety Governor's termly First Aid Reports** 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 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 asbestos competent person. The asbestos register as issued by the Asbestos Team is located in **the central office** and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

They will also complete the Asbestos E-learning on an annual basis. The nominated person will additionally attend the Hampshire Scientific Services half day attendance course as a one off. As will any other school staff that are likely to carry out any invasive works.

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 staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

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

Community Users/Lettings/Extended Services

The responsible manager/headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- 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

It is recommended HCC minor works framework is always to be used for contractual work on the premises. Where minor works frame work is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services. The school's management surveyor should be contacted for further guidance.

All contractors must report to **Petersfield Infant School**, where they will be asked to sign the visitors book and asbestos register, and will read the **Builders and Contractors Introduction Pack** (located by the front office). All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

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

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant **year group leaders** and **subject teachers** using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. **Year group leaders** 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 (office staff only)

All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using Corporate 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 responsible manager/headteacher 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 and immediately taken out of use until repaired or dispose of
- All portable electrical equipment will be inspected/tested **annually**
- Equipment testing/inspection can only be carried out by a competent person
- 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 must be advised to the responsible manager/headteacher in order that it can be added to the work equipment inventory and PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to **Steve Hedicker (site manager)** and attended to as soon as possible.

Emergency Procedures

The headteacher will ensure that emergency evacuation for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place.

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 reviewed for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator, **Crissy Hodgkinson (headteacher)** 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 responsible manager/headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety information is provided to all staff at induction and periodically thereafter
- 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 manual is reviewed annually by the fire safety co-ordinator and amended as required amendments are identified
- Information from the fire risk assessment is shared with employees annually

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 listed in the staffroom and general accident book.

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

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 and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure that there is suitable safety glass in the area which the glazing is located, this includes taking into account the activities undertaken and types of children at the school. The survey and assessment are kept electronically on Office Share and is reviewed and updated 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 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

COSSH

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a material safety data sheets have been obtained and 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 responsible manager/headteacher. The premises COSHH assessor acting on behalf of the responsible manager/headteacher is **Steve Hedicker (site manager)**.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the **site manager's room** for this premises. **This is to remain locked at all times.**

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to **Steve Hedicker (site manager)**.

Monitoring and inspections of individual departments will be carried out by **year group leaders** and/or the **subject teachers** as nominated by **the headteacher**.

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted Premises Safety Inspection Checklist.

All defects identified during these routine documented inspections are to be immediately reported to **Steve Hedicker (site manager)** and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at the **Governors' Resources Committee meetings**.

It is the school's responsibility that the termly H&S web monitoring form is completed by **Tracy Starley (health and safety officer)**. This monitoring form will focus on different areas each term and the integral part of the school and CSHST monitoring programmes.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is **HC3S**. 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.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are identified in **our school's specific risk assessments**.

Legionella Management

Legionella management on site is controlled by the Legionella competent person, **Steve Hedicker (site manager)**, 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

Lone Working

Lone working increases the risk 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, for example:

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

When lone working is undertaken it must only take place:

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

The lone working arrangements for staff who may undertake lone working on this site are in the Lone Working policy.

Moving and Handling

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

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

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

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

Off-site Activities

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

Provision of Information

The responsible manager/headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are: **staff meetings, meeting minutes , email distribution and signature based receipt of information.** Local health and safety advice is available from **Hampshire Health and Safety representatives** and the Children's Services Health and 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 co-ordinated by **Tracy Starley and Steve Hedicker (Health and Safety officers)** in accordance with guidance contained in the Children's Services Risk Assessment Document.

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

The trained risk assessor on site who is **Crissy Hodgkinson (headteacher)** 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 responsible manager/headteacher or their delegated member of staff prior to implementation.

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

Smoking

Smoking and use of e-cigarettes/vaporisers is not permitted on school premises.

Stress and Wellbeing

Petersfield Infant School is committed to promoting a high level of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health and Safety Executive's Stress Management Standards.

On-site arrangements to monitor, consult and reduce stress situations are: **consultancy during performance management.**

Training

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

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

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

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety changes
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals as relevant
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by **Tracy Starley (Health and Safety Officer)** who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

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

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

Violent incidents between children will be reported locally on CPOMS. 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 **lanyard, are required to sign in and read general fire and safety information.**

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Work at Height

Work at height is always to be undertaken in accordance with the Corporate Procedure on Work at Height. And the CSHST guidance. At **Petersfield Infant School**, all general work at height will be undertaken in accordance with the on-site generic risk assessment. A separate risk assessment will be carried out for higher risk tasks.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder and Stepladder Safety half-day course is **Steve Hedicker (site manager)** and he is 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 and Steps Safety* using PowerPoint presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

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

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

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in 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 attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Stepladder and Step Safety PowerPoint presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder and Stepladder Safety half - day course within the last 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

This policy should be read in conjunction with:

Child Protection Policy
 Emergency Evacuation Plan
 Fire Safety Policy
 Physical Intervention Policy
 Onsite Security Procedures
 Lone Working Risk Assessment
 First Aid Policy and Guidelines for First Aid
 Policy for Supporting Pupils with Medical Needs

Staff: May 2023
 Govs: July 2023

