Dream Big, Aim High
& Make a Difference

Potley Hill Primary School

HEALTH AND SAFETY POLICY

Date of last review:	*October 2026*
Name of Headteacher approving this policy:	*Mrs N Wallace*
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	*Mrs A Neville*
Date for next review of this policy:	*October 2027*

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:	***Hampshire County Council***

The employer is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

- Set clear Health and Safety policies and procedures
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangement

Responsible Manager

The Responsible Manager for the premises is:	*Mrs N Wallace*

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees 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 conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees 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 Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

All employees 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 always remains safe
- 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

Class Teachers
Department Heads/Line Managers 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 their department complies with overall school policies and procedures, all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

Safety Committee	
The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The safety committee periodically meet to monitor and discuss on-site health and safety performance and recommend any actions necessary should performance appear or prove to be unsatisfactory. The safety committee will be informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.	
The safety committee consists of:	4 staff members and ad hoc 2 school councillors
Who hold meetings every:	Once per half term

Governors	
The Health and Safety Governor responsible for the premises is:	Mrs A Neville
The H&S Governor will: • Ensure that Hampshire County Councils Health and Safety policy is enacted. • Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements. • Ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it up to date).	

- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

Specific Health and Safety Responsibilities

Accident Investigator	
The Accident Investigator is:	Mrs N Wallace – HT
The Accident Investigator will attend accident investigator training every 3 years.	
The on-site trained accident investigator will lead on all on site accident investigations in accordance with corporate procedures.	

Asbestos Nominated Responsible Person	
The Nominated Responsible Person (NRP) for Asbestos is:	Mrs V Conroy SAO
The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.	
The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Asbestos Team, Property Service, the Headteacher and/or the Corporate Health & Safety Team as required.	

COSHH Assessor	
The COSHH Assessor is:	Mrs V Conroy SAO
The COSHH Assessor will attend the COSHH assessor training course every 3 years.	
The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Health & Safety Team as required.	

DSE Assessor	
The DSE Assessor is:	Mrs N Wallace - HT
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 corporate procedures.	

Fire Safety Co-ordinator	
The Fire Safety Co-ordinator (FSC) is:	Mrs V Conroy SAO
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 Headteacher. 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 Headteacher and/or the Corporate 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:	Mrs V Conroy SAO
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 Headteacher and/or the Corporate Services Health & Safety Team as required.	

Health & Safety Representative	
The H&S Representative is:	Mrs D Watson - HLTA
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 Person (NRP) for Legionella is:	Mrs V Conroy SAO
The NRP will complete the Legionella e-learning course annually.	
The Nominated Responsible Person for Legionella on the premises acts on behalf of the Headteacher 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 corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.	

Risk Assessor	
The Risk Assessor is:	Mrs V Conroy SAO
The Risk Assessor will attend Risk Assessor training every 3 years.	
The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified, assessed and managed. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Services Health & Safety Team as required.	

Site Safety Trained Staff	
The Site Safety Manager for the premises is:	Mrs V Conroy SAO
They will attend the Safety Awareness for Facilities Managers training course every 3 years.	
The site safety trained employee is the competent person for the overall management of school premises and facilities and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Corporate Services Health & Safety Team as required.	

Work at Height	
The competent person for work at height on the premises is:	Mr R Poole Caretaker
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 Headteacher 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 Headteacher and/or the Corporate 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 Potley Hill Primary School 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 conducted in accordance with the governing body's procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting system online.

Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

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

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

Minor accidents to pupils will be recorded in the accident book in the medical room, or the accident sheet for the classroom in which the accident happened.

The Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Corporate Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school. (*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/senior management is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Head Teacher for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Community Users/Hirers/Extended Services must report all incidents related to unsafe premises or equipment to the school, who will 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 asbestos register, as issued by the Asbestos Team is available online (Alpha Tracker) and a paper version with sign in sheet is available in the main office and is shown to all contractors who may need to conduct work on site. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

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

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

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

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

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

Community Users/Hirers/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under/within 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
- First aid procedures are agreed
- 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 the main reception office where they will be asked to sign in on the iPad system and asbestos register. They will be directed to the specific work area or member of staff they have come to see. All contractors will be issued with the local written contractor's 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	
The curriculum leads for the school are:	
Art	*Miss Miles*
Design and Technology	*Mrs Rutter*
Science	*Mrs Guillaume*
P.E.	*Miss Freeman*
These staff have attended various training which is refreshed every 2 years	
The curriculum lead/s will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried safely and in accordance with the requirements and best practice. They will ensure that all employees have a reasonable awareness the hazards and the control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety of any premises users. They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art,	

Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

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 Headteacher 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 intervals of 12 months generally during October half term
- Fixed Electrical Equipment testing/inspection is conducted by a competent body. The competent body is HCC
- 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 Mrs V Conroy and repaired or disposed of as soon as possible.

Emergency Procedures

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

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be

periodically provided with updated information as the emergency procedures are routinely reviewed, and amendments are introduced.

Personal Emergency Evacuation Plans 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 Headteacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

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

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

First Aid

Arrangements regarding first aid provision are set out below. The names and locations of the first aid trained staff on site are listed and clearly signposted in the Medical room

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by Mrs V Conroy 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 employees 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 is kept electronically SLT Folder on Server and is reviewed and updated annually or when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to Mrs V Conroy and made safe and replaced as soon as possible.

Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect, students, staff and members of the public. The hazards have been identified and recorded in Premises Risk Assessment, all hot taps have warning stickers as an indication to all stake holders.

Control measures have been put into manage the risk and these have been shared with staff and where necessary others. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measure to be put into place.

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised.
- Hot pipes and surfaces being boxed in

Housekeeping & Hygiene

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

Hazardous Substances (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 Headteacher

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 Cleaner Cupborad, Caretakers Cupboard and outside Shed.

Inspections and Monitoring

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

Periodic documented inspections of the premises will be carried out every half 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 Mr R Poole or Mrs V Conroy and recorded in the weekly log. Any identified high-level risks or safety management concerns will be addressed/actioned at the point of identification and appropriate contractors requested to attend to rectify.

Kitchen

The main kitchen area is only to be used by authorised employees/third party.
The main kitchen is managed by STIR FOODS…. 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.

Other kitchen areas, canteens, food preparation areas are managed by Food Technology Room, by school staff.

Where kitchens are managed by third parties, relevant safe systems of work and risk assessments will be shared between the third party and school.

Legionella

The Legionella Nominated Responsible Person (NRP) 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

In the absence of the NRP the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

Lone Working

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 Headteacher'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 on the Lone Working Risk Assessment,.

Minibuses

All minibus drivers will complete MIDAS training prior to being permitted to drive work minibuses and carry out checks the required checks.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

Moving and Handling

All 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 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 following the HSE simple filter tool, before they are undertaken in accordance with the Corporate Moving and Handling Procedure.
For tasks that fall outside of the HSE filter tool, risk assessments will be carried out by the trained moving and handling risk assessor.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by their Headteacher and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

Off-site Activities

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

Provision of Information

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is shared during 'Staff Meetings' or via email

Visitors and Contractors are provided with Health and Safety Information on arrival by office staff in leaflet form.

The Health and Safety Law poster is displayed The Staff Room

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

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 Headteacher.

Completed risk assessments are listed in the assessment register online 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. The Campus is a SMOKE FREE SITE

Stress & Wellbeing

Potley Hill Primary School is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.
Stress management through risk assessment and appropriate consultation with employees will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards - staff questionnaire.
School arrangements to monitor, consult and reduce stress situations are;

- Discussion at Senior Leadership Team meetings
- Annual staff well-being surveys
- Regular check-ins with all staff
- Staff well-being representative
- Yearly 'well-being' weeks (no meetings scheduled)
- Use of e-learning course

Swimming Pool Management

Arrangements regarding swimming pool management are set out in the Pool Safety Operating Procedure provided by St Neot's school where Year 4 and 5 swimming takes place.

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 Headteacher 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 Mrs V Conroy online in SLT drive 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.

Transport – Driving for Work

In accordance with the Corporate Procedure - Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff that does need to drive for work purpose must be fit to drive and:

- Have the correct license to drive the vehicle
- If they are driving their own vehicle the school must ensure that it is taxed and safe to drive/has a current MOT
- Have business insurance

Records of checks will be kept online in the Shared Office drive

Transport - Traffic Management

The school will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet
- Safe system of work; this can be included in the site plan check sheet
- Risk assessments where necessary

A copy of which is Staff Drive and paper copy for visitors

Arrangements will be shared with employees and relevant third parties.

Violence and Aggression

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

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.

Employees must report all violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated, and control

measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

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 expected to sign in via the front desk
- Be issued with a badge
- Be directed to the school's Health and Safety information
- Be expected to wear their visitors' badge at all times
- Return the badge and sign out on exiting the premises.

Whilst on site visitors will be supervised appropriately.

Vulnerable Persons

Where there are vulnerable people (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 people on school premises will be suitably managed.

Work Equipment and Lifting Equipment (LOLER)

All work equipment requiring statutory inspection and/or testing on site (for example, boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to Mrs V Conroy SAO 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 Corporate 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.

Policies used in Conjunction with this H and S Policy
Emergency Management Plan –in the staff section, school policies on the school network
Traffic Management Plan – in the staff section, school policies on the school network
First Aid Policy – on school website and in the staff section, school policies on the school network
Pool Safety Operating Procedures provided by St Neot's School and found in Office area of School Network

Reviewed October 2026
Next Review Date October 2027