



HEALTH AND SAFETY POLICY

Date policy ratified by Governors: February 2025

(Reviewed annually or sooner if amendments are necessary)

Name of Responsible Manager/Headteacher approving this policy: **David Ware**

Signature of Responsible Manager/Headteacher approving this policy:

Signature of Chair of Governors approving this policy:

STATEMENT OF INTENT

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 employees 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

ORGANISATION

Employer Responsibility

The overall responsibility for Health and Safety at Compton All Saints' C of E Primary School is held by the Governing Body who will:

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

Responsible Manager

The Responsible Manager for the premises is the Headteacher who will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employees and provide information, training and instruction so that they 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 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 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

Accident Investigator

The on-site trained Accident Investigator is the Headteacher.

The Accident Investigator will attend accident investigator training every three years.

The onsite trained Accident Investigator will lead on all site accident investigations in accordance with departmental and corporate procedures.

Asbestos Competent Person

The Nominated Responsible Persons (NRPs) for asbestos are the Headteacher, Admin Officer and Caretaker.

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The NRPs will attend the Hampshire Scientific Services Asbestos Awareness taught course on appointment. They will 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 NRPs 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 Headteacher and/or the Children's Services Health & Safety Team, as required.

COSHH Assessor

The COSHH Assessor is the Headteacher.

The COSHH Assessor will attend the COSHH Assessor training course every three 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 Children's Services Health and Safety Team as required.

DES Assessor

There is no qualified DSE Assessor at Compton All Saints'.

Facilities Management Trained Staff

The Facilities Management trained member of staff is the Headteacher or Admin Officer.

The Facilities Manager will attend the Safety Awareness for Facilities Managers training course every three years.

The Facilities Management 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 Responsible Manager/Headteacher and/or the Children's Services Health & Safety Team as required.

Fire Safety Co-ordinator

The Fire Safety Co-ordinator (FSC) is the Headteacher.

The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principles and Practice training course every three 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 Children's Services Health & Safety Team and the Property Services Fire Team, as required.

On-Site Health & Safety Co-ordinator

The On-site Health & Safety Co-ordinator is the Headteacher.

The On-Site Health and Safety Co-ordinator for the school 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 Headteacher and/or the Children's Services Health & Safety Team, as required.

Health & Safety Representative

There is no Health and Safety Representative at Compton All Saints'.

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Legionella Nominated Responsible Person

The Nominated Responsible Person (NRP) for Legionella is the Caretaker.

The NRP will complete the legionella e-learning course annually.

The NRP 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 departmental and 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 Assessors are the Headteacher and Admin Officer.

The Risk Assessors will attend Risk Assessor training every three years.

The Risk Assessors act 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 Children's Services Health & Safety Team, as required.

Work at Height

The competent person for Work at Height on the premises is the 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 Children's Services Health & Safety Team, as required.

Caretaker/Site Manager

The Caretaker is responsible for undertaking a wide range of typical Health and Safety related duties on behalf of, and under the daily direction of, the Health and Safety Co-ordinator who works under the direction of the Responsible Manager. The Caretaker and Health and Safety Co-ordinator work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team, as required.

Teachers & Supervisors

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

Resources Committee (With Health & Safety Responsibility)

The purpose of the Resources Committee's safety role is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The committee is to periodically meet to monitor and discuss on-site Health and Safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Committee members will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Resources Committee includes one governor with responsibility for Health and Safety issues. Prior to each meeting they complete a Premises Safety Inspection in conjunction with the Admin Officer, Caretaker and representatives from the school council. Findings from this inspection are fed back to the committee. Health and Safety is a standing item on the Resources Committee agenda.

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 Compton All Saints' Primary School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and employees 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 & Investigation

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

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

https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-82e60dfc-9b26-4578-9334-87b3bb78b6b3/AF-Stage-a499b8b9-2169-48fa-82a5-b026438409c7/definition.json&redirectlink=%2F&cancelRedirectLink=%2F

An electronic copy of the completed incident report is then automatically sent to Children's Services Health & 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 a request to carry out an investigation via a link to the investigation form.

Minor accidents to pupils and adults will be recorded on Minor Injury Log Forms located in the file on top of the first aid box in the staff room. Archived Minor Injury Forms are periodically scanned and stored electronically.

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.

The Headteacher will ensure that the governing body/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Headteacher and Admin officer, in conjunction with the first aiders, 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/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.

Administration of Medicines

Full arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Persons for asbestos. The asbestos register as issued by the Asbestos Team is located on the desk in reception and is to be shown to all contractors

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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 Persons must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must 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 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.

Child Protection

Arrangements relating to child protection are currently set out in the Child Protection Policy and the Safeguarding Policy.

Community Users/Extended Services

The 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 risk assessment for the premises is shared with the users/hirers
- 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 schools management surveyor will be contacted for further guidance.

All Contractors must report to the school office where they will be asked to sign in and sign the asbestos register. Access to the site is through the secure main visitors' entrance only during the school day. Contractors and maintenance personnel are required to make clear any dangers or hazards to children and staff. 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 supervision.

Curriculum Activities

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All safety management, risk assessments and maintenance of equipment for curriculum based activities will be carried out under the control of the relevant subject co-ordinators using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

Display Screen Equipment

All regular users must complete the display screen equipment e-learning course annually. All 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 equipment.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired or disposed of.
- All portable electrical equipment will be inspected/tested as per HCC guidelines.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is 'The Pat Testing Company'.
- Personal electrical equipment, including phone chargers, is not to be brought onto the premises or used unless its use is approved by management and it has been tested.
- New equipment must be advised to the Responsible Manager/Headteacher in order that it can be added to future PAT testing schedules.

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Admin Officer/Site Manager and/or Caretaker for removal and/or attending to 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 (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

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 enquiries on site.

The Headteacher, as Responsible Manager, will ensure, through the fire safety co-ordinator, that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety information is provided to all 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, the Headteacher and Governors and amended as new hazards or required amendments are identified
- Information from the fire risk assessment is shared with the employees annually

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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 and the Supporting Pupils with Medical Conditions Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted on the Health & Safety noticeboard in the staffroom.

A needs assessment of the first aid requirements is completed annually by the Headteacher. This details the number of first aid staff required. 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 and 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 and outside play equipment) will be inspected by appropriate competent contractors as provided by the term contractor under Property Services arrangements, or as locally arranged.

Equipment will not be used if found to be defective in any way. Defective equipment will be reported and immediately taken out of use until repairs can be carried out.

General Organisation

The general organisation of the school day is set out in the General Organisation of the School Day procedure attached to this document.

Glazing

Glass and glazing on site has been surveyed by Property Services and risk assessed by the school. The survey and assessment are kept electronically on the Schoolpool and are reviewed annually or when there are changes to the premises.

Any damaged glazing will be reported to the Admin Officer and Caretaker and made safe and replaced as soon as possible.

Good Housekeeping

Good housekeeping is an essential factor in effective Health and Safety. The following conditions will be adhered to at all times:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean and 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 cleared and removed at the end of each working day
- Poor housekeeping or hygiene conditions reported

Hazardous Substances (COSHH)

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

- safety data sheets have been obtained

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- a documented COSHH assessment is completed by the trained COSHH assessor
- the product is approved for use on site 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 in the Cleaner's store cupboard in the main building and in the Caretaker's shed.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day.

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

All defects identified will be reported to the Admin Officer and Caretaker. Any identified high-level risks or safety management concerns will be addressed/actioned as soon as possible.

The termly H&S web monitoring form will be completed by the Admin Officer. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Kitchens

The main kitchen area is only to be used by authorised employees/third parties. The main kitchen is managed by 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.

Other kitchen areas, canteens, food preparation areas are managed by the school.

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 Management

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

Lone Working

A risk assessment will be carried out to categorise each lone worker's 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

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The lone working arrangements for employees who undertake lone working on this site are recorded on the lone working risk assessment record.

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/Site Manager 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 Outdoor Education Service's procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy.

Provision of Information

The Headteacher will ensure that staff are periodically provided with information regarding safety arrangements. Information is provided through annual Health and Safety refresher training, staff meetings, meeting minutes, risk assessments. Information is stored in the Health and Safety section of the cupboard in the school office and displayed on the Health and Safety noticeboard in the staffroom.

Visitors and Contractors are provided with Health and Safety Information on arrival via the online sign-in system.

Local Health and Safety advice is available from the Headteacher and Admin Officer. The Children's Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed on the Health and Safety notice board in the staffroom

Risk Assessment

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

The trained risk assessors 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 are to be approved and signed by the Headteacher.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

Security

Arrangements regarding security are based on the premises Security Risk Assessment and are set out in the Security Policy and On-Site Security Procedures document attached which includes emergency unlock routines.

Smoking and Vaping

Smoking and vaping are not permitted on the premises or grounds; see Smoke-Free Policy attached.

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Stress & Wellbeing

Compton All Saints' Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards – staff questionnaire, and through discussions at regular staff meetings and staff H&S training sessions.

On-site arrangements to monitor, consult and reduce stress situations are addressed in the Stress Risk Assessment. All staff are required to complete the Stress e learning module. Details of the Employee Support Line are displayed in the staffroom.

Traffic Management

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and are set out in the Traffic Management Plan and the On-Site Traffic Procedures document attached.

These measures have been shared with employees and relevant provisions communicated to parents/visitors.

Training

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

The Headteacher is responsible for ensuring that all employees /volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive Health and Safety training plan will be developed and maintained.

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

- Induction training including the requirements of this Health and Safety Policy
- Local training regarding risk assessments and safe working practices
- Information following any significant Health and Safety or procedural changes
- Role specific training
- Relevant annual e-learning courses to meet HCC mandatory corporate training requirements
- Refresher training as required.

Training records are held by the Admin Officer who, with the Headteacher, 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.

Transporting Children

- Only companies providing coaches with seat belts will be used.
- Children will be instructed to wear a seat belt and staff are responsible for checking they are being properly used.
- Children will not travel on the front seats of buses or coaches or adjacent to any emergency exits.
- Staff will be seated at various points along the coach.
- Parents who offer to transport children for nearby activities will complete a "vehicle insurance voluntary helpers" form, volunteer declaration and have a "Disclosure and Barring Service Certificate (DBS)" carried out by the school. Volunteers should contact the school office for details on how to apply for a DBS certificate.
- A register of these parents is held on the computer system and is password protected.
- Such parents will confirm that they are comprehensively insured for transporting children other than their own, for school purposes.
- Permission from parents for their children to travel by car will always be requested.

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- Children travelling in cars will use seat belts and, if appropriate, booster seats supplied by parents. Parents transporting children will agree to fit the booster seats where necessary and ensure seatbelts are used.
- Whenever children are being transported a record is made of the cars they are travelling in, the adult in charge and a contact point. Each adult involved in the activity will be given a copy of this by the activity organiser and a copy is left with the school office. Staff wishing to use their cars for transporting children will ensure they have the necessary insurance for business purposes.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated at Compton Primary 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. This 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. 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 and 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 asked to sign in and read the Health and Safety information provided before being issued with a visitor's badge.

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 Equipment

All work equipment requiring statutory inspection and/or testing on site (for example, boilers, 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 the Admin Officer and Caretaker and repaired or disposed of as soon as possible.

Work at Height

Work at Height will be undertaken in accordance with the Corporate Procedure on Work at Height and the CSHST guidance. At Compton All Saints' Primary School 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 trained competent person for work at height on the premises will:

- Use steps, stepladders and leaning ladders in accordance with the training;
- Provide step stool instructional training briefs to employees
- Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety User Training presentation;
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps;
- Remove access equipment from use if defective or considered inappropriate for use.

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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.

The Caretaker has undergone training in the use of mobile scaffold towers.

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

This policy should be read in conjunction with other relevant policies and plans, namely:

- The Emergency Evacuation Plan;
- The Fire Safety Manual;
- The First Aid Policy;
- The Restrictive Physical Intervention Policy;
- The Security Policy;
- The Child Protection Policy, Procedure and Safeguarding Guidance;
- The Traffic Management Procedure.

APPENDICES

- Staff Health and Safety Responsibilities
- Smoke-Free policy
- Lone Working procedures
- Asbestos Management
- On-Site Traffic Procedures
- Guidelines for parking and road safety
- Local security procedures
- General organisation of the school day procedures
- Guidelines for playtime duty assistants
- Guidelines for lunchtime supervisory assistants
- Local foods allergy procedure
- Corporate Health and Safety Policy Statement

Staff Health and Safety Responsibilities

Role	Responsible Person	Comments
Accident Investigator	David Ware	
Asbestos Competent Person	Tim Bergstrom	
	David Ware	
	Shilene Bhardwaj	

CHILDREN'S SERVICES HEALTH & SAFETY

COSHH Assessor	David Ware	
DSL	David Ware	
	Emily Giles	
	Mary Munro	
Fire Safety Co-ordinator	David Ware	
Fire Safety for Responsible Persons	David Ware	
First Aid Trained Staff	Sarah Hill	First Aid at Work
First Aid (Early years)	Sarah Hill	
	Iris Whiteley	
	Hannah van Greunen	
	David Ware	
Food Safety		No single person responsible
Health and Safety Governor	Jo Goulding	
Health and Safety Representative	Vacant	
Legionella Competent Person	Tim Bergstrom	
On-Site Health and Safety Co-ordinator	David Ware	
Physical Intervention Trained Staff (Team Teach)	Eva Dittmarne	
	Emily Giles	
	Georgina Chaplin	
	Josie Wooton	
	David Ware	
Risk Assessment Management	David Ware	
	Vacant	
Site Manager	Vacant	
	Tim Bergstrom	
Work at Height Trained Staff	Tim Bergstrom	

Smoke Free Policy

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Compton All Saints' C of E Primary School that all our workplaces are smoke free, and all employees have a right to work in a smoke-free environment. The policy came into effect on Sunday 1st July 2007. Smoking and vaping are prohibited in all enclosed and substantially enclosed premises in the workplace. This applies to all employees, parents, governors and visitors.

Implementation

CHILDREN'S SERVICES HEALTH & SAFETY

Overall responsibility for policy implementation and review rests with David Ware. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, parents and visitors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

CHILDREN'S SERVICES HEALTH & SAFETY
Lone Working Procedure

If working alone the type of work carried out should initially be in line with your job description taking into account the Health and Safety Policy, Corporate Lone Working Procedure and Working Alone in Safety guidance. This work should be undertaken with prior agreement with the Headteacher.

During holiday periods and out of school hours, when in school the type of work which requires a further member of staff to be present must be organised in advance.

During these periods a member of staff working alone should ensure that someone is aware they will be on the school site alone and for how long. This needs to be someone who can check to ensure that person has left the site safely or can raise the alarm if they have any concerns. This could be a family member or friend. It could also be the Admin Officer or, if unavailable, the Headteacher. Whoever it is should be contacted by telephone on arrival and then every 3 hours and again on departure.

The working alone in safety guidance from the Health and Safety Executive should be followed.

If needed, first aid kits are available in The Den and in the Staff Room and are clearly marked.

In the case of a fire or other emergency, call the emergency services and evacuate to the assembly point on the playground through the nearest exit. Then contact the Headteacher and Admin Officer.

Lone workers should take a phone with them at all times and ensure that the control measures detailed in the Corporate Lone Working Procedure are applied.

CHILDREN'S SERVICES HEALTH & SAFETY
ASBESTOS MANAGEMENT PROCEDURE
Important Information Regarding Asbestos Management

Awareness of the Asbestos Register

- The Asbestos Register for your premises is an important working document
- Employees should view it in order that they are aware of the location of materials likely to contain asbestos in their workplace
- Employees will then know not to do anything that might inadvertently disturb the asbestos and enable them to monitor others (who may be unfamiliar with the building) so that they too do not disturb the asbestos

Showing Contractors the Asbestos Register

- The Asbestos Register must always be available for contractors to study before they commence work at your establishment
- Property, Business & Regulatory Services (PBRS) issue a set of minimum Health and Safety requirements when instructing contractors. These require the contractor to check and sign the site copy of the Asbestos Register before undertaking any work or disturbing existing materials
- If the work involves the removal of Asbestos Containing Materials, a licensed asbestos removal contractor must be used

Prior To Any Work

- Before allowing any contractor to undertake work at your premises **it is essential to show them the Asbestos Register** – this is a statutory obligation
- **Do not rely on contractors to ask to see the Asbestos Register**
- Contractors would include computer installers, cable installers, window-blind installers and telecommunications fitters or any person who may possibly disturb walls or fittings
- The Site Manager and or Caretaker in particular should be familiar with the Asbestos Register and anyone else proposing to carry out work
- When you show the Asbestos Register to anyone, you must ensure that they sign and date it as evidence that they have been made aware of potential asbestos hazards

Additional Asbestos Safety Advice

- Before any work that is likely to disturb asbestos commences, refer back to PBRS who will ensure that appropriate investigations and precautions are taken
- An asbestos survey will (as appropriate) be arranged to advise on the presence (or otherwise) of asbestos in the materials that are to be disturbed
- If there is any uncertainty about whether a material contains asbestos, work must be put on hold until assistance has been given by PBRS

In cases of emergency

Following an accidental disturbance of asbestos, the following procedure must be followed:

- Cease work immediately
- Evacuate and seal off the immediate area – prevent access to the area
- Report the incident to PBRS via the Customer Services Helpdesk (01962 847778)
- Follow instructions given by PBRS and contact the Children's Services Health & Safety Team
- Raise an Accident/Incident Report Form and forward to the Children's Services Health & Safety Team
- Raise an F2508 Form and forward to the HSE & Children's Services Health & Safety Team

CHILDREN'S SERVICES HEALTH & SAFETY

Reporting Damage

- If any materials thought to contain asbestos are noticed to be damaged, the responsible person/premises manager is responsible for ensuring that PB&RS are contacted

CHILDREN'S SERVICES HEALTH & SAFETY

On-Site Traffic Procedures

Parking in the school car park is for staff only. The car park is fenced off from the rest of the school site and accessed via a pedestrian gate or an emergency vehicle access gate. Both gates remain locked during the school day. The gate from the road into the car park is open during the school day to allow easy access and egress for staff.

Contractors including Grounds Maintenance staff must report to the school office before accessing the site to ensure safety measures are in place for the duration of their visit to the site.

No vehicles should use the school playground unless this has been arranged with the office prior to access and necessary safety measures have been put into place.

Community groups who use the school car park and/or playground for parking for special events outside of school hours must include traffic safety measures within their activity risk assessment.

Safe and courteous parking and use of the road outside of the school site along Compton Street and elsewhere in the village is strongly encouraged. New parents are issued with guidelines on induction to the school and occasionally this is reissued. Regular information/updates are included in the school newsletter with regard to parking and to the school crossing. The local police will be contacted to enforce traffic regulations should problems arise and to occasionally visit the school to talk to the children about road safety. See Guidelines for Parking and Road Safety document attached.

CHILDREN'S SERVICES HEALTH & SAFETY

GUIDELINES FOR PARKING AND ROAD SAFETY

PLEASE READ THIS LEAFLET AND KEEP IT WHERE IT WILL ACT AS A REMINDER

- Do not park on the white lines – these are passing places for cars.
- Do not park opposite or beyond the school car park gates towards the Otterbourne Road. This causes great danger to cars and pedestrians entering Compton Street from Otterbourne Road.
- Park your car facing towards the main road. This helps the flow of traffic when cars pull away from their parking spaces.
- Do not allow your child to get out of the car at the school gates – i.e. do not drop the children off to avoid parking.
- Do not park across, or turn around in, residents' driveways.
- Only allow children to get out of cars directly onto the pavement, not into the middle of the road.
- Always keep close control of your children as you walk along Compton Street and as you leave the school site.
- Always come onto the school site to collect your children. They are not allowed to wait at the school gates.
- The safest place for you and your child to cross the road is via the main pedestrian entrance of the school. Make sure that your child crosses the road under your direct guidance.
- The pedestrian gate at the corner of the field is for the benefit of people who walk to school from the direction of Compton Down, Shawford or Otterbourne; it means that they do not need to cross Compton Street.

It is important that all those who take children to and from school should read these guidelines – partners, grandparents, nannies, childminders, friends etc. Please ask in the office if you need another copy of this leaflet.

CHILDREN'S SERVICES HEALTH & SAFETY

LOCAL SECURITY PROCEDURES

Parents and children should enter and leave the site via:

- the main pedestrian gate at the front of the school, or
- the gate located in the north east corner of the field.

All gates are locked between 9.00 am and 3.20 pm. Staff entering or leaving the site between these times must ensure that **the pedestrian gate from the car park** is locked behind them.

Class teachers will lock classroom doors shut by 5pm each day. They will notify the school cleaner if they are the last person to leave that end of the school, so that all the doors can be checked and locked.

All parents are encouraged to bring their child/children onto the school site each morning and to collect them from the relevant playground at the end of the afternoon session. If they wish their child/ren to walk to and from school unaccompanied, they must inform the school office in writing.

EMERGENCY CALL OUT

A first response key holder service is provided by Kestrel Guards who will automatically be alerted in the event of a break in or fire.

FULL KEYHOLDERS

Headteacher
Kestrel Guards
Class Teachers
Caretaker
Cleaner

General Organisation of the School Day

- Children are not expected to arrive at school before 8.45am when they go straight into their classrooms.

CHILDREN'S SERVICES HEALTH & SAFETY

- At the end of the day, all children from Classes 1 and 2 are released from the classroom door nearest the playground specifically to parents or parents' representatives. Children from Classes 3 & 4 do not have to wait in the classroom to be 'sent' to their parent or carer; they may leave the classroom without direct supervision. However, there is usually an adult at the door of class 3 and on the playground with class 4 checking that all children in the class have been collected.
- KS2 children whose parents are not on the playground to meet them must return to the school building and inform a member of staff. They will be asked to wait at the office or in the library until their parent arrives. Any parent who wishes their child to walk home unaccompanied must inform the school office in writing.
- The children are expected to move about the site in an orderly manner. Running along corridors or around corners of buildings is not allowed.
- There will be adequate lighting, heating and ventilation appropriate to conditions.
- Children should not enter the following areas:
 - the caretaker's/cleaner's strong room or outbuildings
 - the boiler house
 - the school kitchen
- Children will not enter the churchyard unless instructed to do so by an adult.
- Children will not be permitted to leave school during school time without authorisation from their parents and the Headteacher.
- Parents or their representatives must report to the office when taking a child out of school or returning them during the school day. Office staff will sign children in/out if leaving or returning during the school day outside of normal registration times.
- Any member of staff who encounters a stranger in the school should challenge them and escort them to the school office to establish their identity and the purpose of their visit.
- Visitors are asked to sign in at reception and a visitor's badge will be provided.
- Dogs, with the exception of guide dogs or therapy dogs, are not allowed onto school premises.
- In the event of an intruder gaining access to the building, posing a threat to staff or pupils, the appropriate emergency procedure will be followed.
- Parents are asked to ensure children bring water bottles, labelled with their name into school on a daily basis. The bottles should be filled with plain water only, no squash, fruit juice or other drinks.

Classroom Supervision

Class teachers are responsible for the health and safety of children in their own classrooms. The organisation of activities which include the use of tools and equipment should be monitored with care. Children are not left in the classroom without adult supervision unless risks have been assessed and control measures put in place.

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Children from Classes 3 and 4 are occasionally allowed to work in their classroom or the library area at playtimes. At these times they are monitored by the class teacher and/or LSA.

See also Guidelines for Playtime Duty and Guidelines for Lunchtime Supervisory Assistants.

Playground Supervision

Children on the playground are supervised by a minimum of 2 adults. If a problem arises, the adult on duty will choose and send a child to the staffroom.

Walkie talkies are used by those on duty to call for help in emergency situations or with specific pupils. Walkie talkies are stored and charged in Class 4 and the receivers are monitored in the office and staff room.

Guidelines for playtime duties are attached.

Lunch time Supervision

If a minor injury/illness occurs at lunchtime children will be asked to sit quietly on a bench in the first instance. If they continue to feel unwell or if the accident or illness is more serious the Lunchtime Supervisory Assistants will send children (accompanied) into the library for first-aid and liaise with Headteacher/class teacher at the end of play if necessary. Guidelines for Lunchtime Supervisory Assistants are attached.

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Guidelines for Playtime Duty

1. All children are expected to be outside at playtime. Any Class 3 or 4 children on library duty or completing work will be monitored by the class teacher/LSA.
2. The class teacher is responsible for ensuring their own class is empty of children when play starts and they themselves go to the staffroom.
3. All staff must ensure that they are on time for their duty.
4. Each adult on duty will wear a whistle and will be given a walkie talkie.
5. There are to be two adults on duty at all times, one monitoring the use of the play equipment and raised bed area, the other monitoring the playground. If for some reason the second adult is delayed at the start of their duty, children must remain on the playground and not go down to the play equipment area.
6. Walkie talkies are used by those on duty to call for help in emergency situations or with specific pupils. Walkie talkies are stored and charged in Class 4 and the receivers are monitored in the office and staff room.
7. Those on duty must patrol their area, not remain in one place.
8. The teacher on duty will decide whether or not the field is suitable for play.
9. All staff have a responsibility to ensure the site is secure and if they are outside will visually check that gates are shut and/or locked. The three gates around the playground must be shut and/or locked before and during playtimes.
10. Any child wishing to go to the toilet or return to the class for any reason must ask permission from the teacher on duty.
11. During playtimes, children will use the toilets in their own classes except for Class 4 who will use toilets in Class 3 as necessary.
12. The children are not allowed to play on the bank beneath the trees. Neither should they go beyond the playground on the path to the hall.
13. Rough games involving children being "brought down" are not to be played.
14. A soft football can be used by particular classes on the field; this is organised on a rota basis, weather permitting. There are also boxes of playground toys available for each class.
15. Football can be played on the playground on the third of the netball court closest to the car park. It is organised on a rota basis between upper and lower KS2 classes on Monday to Thursday. KS1 children can play a small game of football against the fence on these days and may use the big goals on Fridays. Further details are included in Rules for Playtime Balls which is displayed in the staffroom. No other football games can be played on the playground when these two areas are in use.
16. The person on duty near the woodland play area will decide if the equipment is safe to play on – i.e. not slippery with ice or rain - and will do visual checks for damage, wear and tear etc. Cones will be used on the steps/slopes to clearly show areas of the equipment that cannot be used. A similar approach applies to the wooden boat on the playground.
17. Children are not allowed to bring in their own balls from home. The acceptability of other playground toys will be discussed when the need arises.
18. Fruit snacks or plain crackers only are allowed.
19. All children are expected to behave courteously and considerately towards each other and adults. Children who break this rule can be told to stand away from the playground on the path to the hall or, if necessary, sent (accompanied) to the staff in the staff room.
20. If a child sustains a minor injury they will be asked to sit on a bench in the playground and staff will monitor their condition to see whether or not they need to go inside for treatment.

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21. If a child sustains a significant injury but is able to walk to the library, they will be accompanied by a friend and the member of staff on duty will use the walkie talkies to notify a first aider that a child is coming in.
22. When the teacher blows the whistle the children must stand still. When a second whistle is blown they walk to where they line up outside their classrooms.
23. Play equipment must be collected by **all** the children as they walk up from the field, and returned to their respective class boxes. At the end of morning and lunch breaks a nominated child from each class takes the relevant box back to their classroom.
24. **Wet Playtimes**
 - The teacher on duty is responsible for deciding whether or not it is indoor or outdoor play and for informing the rest of the staff.
 - Children must not be left in the classroom without adult supervision. Arrangements for staff to take a short break will be made on the day depending on the relief available.
 - Wet weather games are available in the classrooms for the children to use if the teacher wishes.

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Guidelines for Lunchtime Supervisory Assistants

1. The lunch break at Compton Primary School is from 12.00 until 1.00. Staff must be ready to start promptly at 12.00.
2. There must always be two staff outside to ensure the good behaviour and safety of the children. In the event of an accident, one person is available to supervise the remaining children.
3. Lunchtime staff must be prompt for their duty, especially if outside. If there is an unforeseen delay, a message must be sent to the staffroom or Headteacher's office so that cover can be quickly arranged.
4. Children must remain on the playground if there is only one adult outside.
5. Each adult on duty will wear a whistle and have a walkie talkie.
6. Walkie talkies are used by those on duty to call for help in emergency situations or with specific pupils. Walkie talkies are stored and charged in Class 4 and the receivers are monitored in the office and staff room.
7. In the event of absence of a lunchtime supervisor, the Admin Officer or Admin Assistant should be informed. They will arrange extra cover as necessary.
8. Lunchtime staff working in the hall need to check the floor for food and water spillages as they work and be vigilant in cleaning up spillages immediately to avoid trips and slips. If an area of the floor is wet as a result the warning signs should be used.
9. LSAs are responsible for overseeing handwashing for the first sitting. Handwashing monitors from Class 3 and Class 4 are responsible for overseeing handwashing for the second sitting.
10. Those outside on lunchtime duty are responsible for:
 - making regular checks to ensure the children are not in the classrooms or toilets without permission.
 - making sure that the pedestrian gates are locked at all times.
 - keeping regular checks on the bank area.
 - ensuring children do not play on the path leading down from the Otterbourne Road gate.
 - ensuring children do not play rough "take down" games.
11. Lunchtime supervisors are encouraged to report good and considerate behaviour at lunchtimes.
12. Behavioural problems should be reported first to the Headteacher who might record the incident on CPOMS. **Lunchtime Supervisors must keep class teachers informed of any concerns about behaviour.** At Compton we consider the following behaviour to be unacceptable:
 - Wilfully breaking the school rules
 - Hurting others physically including, hitting, kicking and pushing
 - Hurting others by teasing, calling names, labelling
 - Bullying
 - Swearing
 - Telling lies
 - Taking other people's belongings
 - Causing damage to our school buildings or grounds
 - Causing damage to other people's property or work

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13. If a child sustains a minor injury they will be asked to sit on a bench in the playground and staff will monitor their condition to see whether or not they need to go inside for treatment.
14. If a child sustains a significant injury but is able to walk to the library, they will be accompanied by a friend and the member of staff on duty will use the walkie talkies to notify a first aider that a child is coming in.
15. Lunchtime play should finish promptly so that lessons can start as soon after 1pm as possible. When the supervisor blows the whistle the children must stand still. When a second whistle is blown they walk to where they line up outside their classrooms.
16. At the end of lunchtime, play equipment must be collected by **all** the children as they walk back up from the field and returned to their respective class boxes. At the end of lunchtime a nominated representative from each class takes the relevant box back to their classroom. A lunchtime supervisor must remain on the playground until this is completed and the children return to class.

Local Food Allergy Procedure

- Parents of children with allergies are asked to notify the school on the registration form when the pupil starts at Compton or at such time as a diagnosis is made.
- Parents are asked to discuss the medical need with the school First Aider and, if anaphylactic, a form with photograph and protocol for administering medication will need to be completed

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and, in agreement with the parents, displayed in the relevant classroom, school kitchen and staff room, and key staff informed.

- Information provided to parents, both on the website and in letters sent home, states that children are not to bring nut products into school in lunchboxes or for snacks. This message is reinforced with occasional reminders in newsletters.
- Staff may consume nut containing products within the staff room but are advised to seriously consider the impact this may have on any pupils in their class with allergies or other members of staff. Staff must always wash their hands after touching/eating nut products to minimise the risk of contamination.
- All staff are made aware of the location of medicines on induction.
- An "at risk" register is kept in school for children with medical needs.
- Termly letters are sent home to parents to remind them to check medicines held in school are within date and replace them as necessary.
- Individual food allergy risk assessments are carried out for each pupil where appropriate.

The school position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies.

CHILDREN'S SERVICES HEALTH & SAFETY

Corporate Health and Safety Policy Statement of Intent

Hampshire County Council recognises that good health and safety management supports the delivery of our services for the people of Hampshire. As part of the overall risk management process and culture, good health and safety management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the County Council's services.

This policy, and the management structure and arrangements that support it, contribute to the achievement of the four aims set out in the Serving Hampshire – Strategic Plan:

- Hampshire maintains strong and resilient economic growth and prosperity
- People in Hampshire live safe, healthy and independent lives
- People in Hampshire enjoy a rich and diverse environment
- People in Hampshire enjoy being part of strong, inclusive, resilient communities.

Hampshire County Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The County Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted the Plan, Do Check, Act approach set out in the Health & Safety Executive's "Managing for Health and Safety" (HSG 65) document. The County Council will monitor and review the effectiveness of its health and safety management system.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The County Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the County Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.