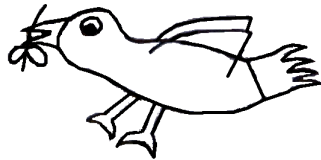


Mengham Infant School

Health & Safety Policy



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Mengham Infant School
where a happy child is a learning child

Approved by: RC/Full Board
Review: Annually
Reviewed: 24/1/17

Mengham Infant School

Policy for Health and Safety

Responsible Manager:

Signed: **Date:**

Lindsay Rebbitt, Headteacher

STATEMENT OF INTENT

It is our policy to carry out the school's 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 and equipment
- 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 circumstance may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

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

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Mengham Infant School is held by Hampshire County Council who will:

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

Responsible Manager

The responsible manager for Mengham Infant School is the Headteacher who will act to:

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

All Staff (including volunteers)

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

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

Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

On-site Health & Safety Co-ordinator

The On-site Health & Safety Co-ordinator (Finance Manager) to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. She is to work

within her level of competence and seek appropriate guidance and direction from the Headteacher and or the Children's Services Health & Safety Team as required.

All Teachers and Supervisors

The responsibility of applying 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 & safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Safety Committee

In 2016 the Safety Committee (SC) was merged into the Resources Committee (RC) to ensure that safety was given the utmost importance and as a result, all aspects of Health and Safety are discussed at every Resources Committee meeting (doubling the number of previous SC meetings) and that financial commitment was given the right level of priority when financial matters are discussed. The resources committee includes the relevant school personnel (Headteacher, H&S Co-Ordinator and Site Manager, as well as 5 Governors) and as such provides the appropriate level of support to the Headteacher and assists in the assessment of safety related matters.

Half termly, the Resources committee monitors and discusses on-site health and safety performance, and recommends any actions necessary should H&S performance appear or prove to be unsatisfactory. The Resources Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Should a serious matter arise then a working group from RC personnel would be instructed at short notice to work with the school so that a solution is put rapidly into place.

Fire Safety Co-ordinator

The Finance Manager is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. She is to attend the fire safety co-ordinator training course and refresh this training every three years. The Fire Safety Co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the Fire Safety Manual.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Facilities Management Trained Staff

The facility management trained member of staff, the Site Manager, is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He is to attend the facilities management training course and refresh this training every 6 years. He is responsible for the local management and completion of day-to-day premises matters and duties. His is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and the Children's Services Health & Safety Team as required.

Health & Safety Representative

The premises Health & Safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to health and safety at work. She is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the Legionella E-Learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Asbestos Nominated Responsible Person (NRP)

The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. He is to annually complete the Asbestos E-Learning course and all training records are to be retained.

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

Accident Investigator

The on-site trained accident investigator is a Senior Admin Assistant who will lead on all accident investigations in accordance with departmental and corporate procedures.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Mengham Infant School and are to be used alongside other current school procedures and policies.

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

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

Asbestos Management

The HCC H & S Corporate Procedure for Asbestos Management is in place.

Asbestos management on site is controlled by the asbestos competent person, the Site Manager. The asbestos register as issued by PBRS is located in the School Office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

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 asbestos competent person who will immediately act to cordon off the affected area and contact the PBRS 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 Headteacher and/or asbestos competent person.

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Community Users/Lettings/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 using RATF-047A or RATF-047B
- 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
- Users are responsible for their own Health & Safety during their activities

Contractors on Site

It is recommended HCC registered contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the School Office, where they will be asked to sign the visitors book and asbestos register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

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

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject co-ordinator using the appropriate codes of practice and safe working procedural guidance for Art, Craft & Design, Science and Physical Education and Sport as issued by CLEAPSS, HIAS and HCC. Subject co-ordinators will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Where risk assessments are not carried out for specific subjects, safety procedures will be contained within the individual curriculum policies.

Display Screen Equipment

Regular users must complete the Display Screen Equipment E-Learning Course every year without exception. These users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Extension leads can be used as long as they do not create a trip hazard or fire hazards
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is the Site Manager (PAT Tester).
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested by the Site Manager (PAT Tester)
- New equipment must be advised to the Site Manager (PAT Tester) in order that it can be tested and added to future PAT testing schedules
- When used externally all electrical equipment should have RCD protection

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with details contained in the school's Policy for Critical Incidents and Emergencies. The school has a fire emergency plan for fire related emergencies and a policy for all other critical incidents and emergencies for non-fire emergencies.

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

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

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 will ensure through the Fire Safety Co-ordinator that:

- All staff complete the mandatory Fire Safety Induction E-Learning Course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire

- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the First Aid Policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

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

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

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

Hazardous Substances

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

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

All hazardous substances are to be stored in the secure and signed storage unit when not in use which is in the outside storage cupboard next to the boiler house for these premises. This is to remain locked at all times.

Incident Reporting & Investigation including Accidents, Near Miss, Dangerous Occurrences, Violence and aggression

We follow the HCC Corporate Accident/ incident, near miss, dangerous occurrence and violent/aggressive investigation and reporting procedure 4/16.

Any incident involving pupils, staff, visitors or contractors is to be reported and recorded using the Accident & Incident Reporting Web Form.

Minor accidents to pupils are to be recorded in the school accident book located either in the medical room or in the Foundation Stage wing.

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Accident & Incident Reporting Web Form tool is also to be used for the recording/reporting of investigations. 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 Safety Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

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

Violent Incidents

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

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07. There is a Violent Incident folder in the School Office with a written procedure for reporting incidents.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises H&S Defect Book in the School Office and reported to the Site Manager for resolving.

Routine documented inspections of the premises will be carried out every half-term in accordance with the H&S Premises Inspection Rota. Inspection findings are to be recorded on form CSAF-010(A) Infant/ Junior/ Primary School Inspection Checklist. The Health & Safety Co-ordinator will join the Site Manager to carry out at least one of these inspections each year.

Defects identified during these routine documented inspections are to be immediately reported to Health & Safety Co-ordinator who will add them to the Health & Safety Issued Log and H&S Defect Book as necessary. Any identified high level risks or safety management concerns will be reviewed immediately

with the Headteacher and prioritised accordingly for resolving. All findings will be reported back to the Safety Committee.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the Headteacher prior to entry and must strictly adhere to the kitchen safe working practices.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises HCC Corporate Lone Working Procedure 07/16.

Moving and Handling

All staff must complete the Moving and Handling E-Learning Course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

Off-Site Activities

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

Physical Intervention

All staff have been briefed and signed guidance for the DfE Use of Reasonable Force document. This document is used for any physical intervention.

Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. There is a Health & Safety Board/Folder in the staff room and staff/management/committee meetings will be used to communicate safety arrangements on a regular basis. Local health and safety advice is available from the Health & Safety Co-ordinator and the Children's Services Health & Safety Team can provide both general and specialist advice. The Health and Safety Law poster is displayed in main reception outside the school office.

Risk Assessment

General risk assessment management will be co-ordinated by the Health & Safety Co-ordinator in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site are the Headteacher, Senior Administration Manager/Bursar and Site Manager who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.

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

Security

Arrangements regarding security are based on the premises School Security Policy, Security Risk Assessment and Key Holder Policy which includes emergency unlock routines.

Smoking

Smoking, including e-cigarettes, is not permitted on the premises at all. There are no designated smoking areas.

Stress & Wellbeing

Mengham Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are an open door policy operated by the Headteacher, performance management reviews and general policies promoting a healthy school environment.

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises Traffic Risk Assessment and the following:

- A programme of road safety activities is carried out through the school to encourage safe sensible attitudes.
- The school regularly advises all parents from all establishments using the school grounds, through newsletters and a Traffic H&S Guidance Leaflet, of the dangers of parking in the school car park, school entrance and the immediate vicinity of the school. A visitors' car park is available 50 yards from the school.
- Deliveries to the school are encouraged during lesson time or before or after school.
- Electric Security Gates/CCTV are in operation to monitor/control traffic onto the site.

Training

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

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

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

Training records are held by the Health & Safety Co-ordinator who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Visitors

All visitors must initially report to the main reception where:

- They must sign into the visitor's book on arrival.
- They will be given an appropriate visitor's badge.
- 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.
- No visitors will be allowed through the security door without gaining permission from the reception staff.
- They will be accompanied to their destination as appropriate.
- Appropriate personnel will be made aware of their presence.
- They will not be permitted to enter unauthorised areas of the school.
- It is the duty of staff within the school to ensure the health & safety of all visitors.
- On leaving all visitors must sign out and leave their badge with a member of staff.

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.

Weather Management

Hot weather conditions are managed in accordance with our Hot Room Risk Assessment and Management of High Temperatures in Schools guidance. Cold conditions are managed in accordance with our Icy Conditions on Site Risk Assessment including an Ice and Snow Plan. Communication with parents is vital during any severe/unusual weather conditions to ensure the safety of all.

Work at Height

No member of staff, including the Site Manager, are able to access the school roof at any time.

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Mengham Infant School general work at height will be undertaken in

accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site Manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- 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

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

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Policies/documents/guidance linked to this Policy document:

SUBJECT	DOCUMENT
Accessibility	Accessibility Plan/Accessibility Plan Doc
Accidents & Incidents	Accident/ incident, near miss and dangerous occurrence investigation and reporting 4/16
Administration of Medicines	Administration of Medicines Policy/ Administration of Medicines Procedure
Art, Craft & Design	Risk Assessments Register/H&S in Art, Craft & Design for Primary Schools Handy Hints
Asbestos	HCC H & S Corporate Procedure for Asbestos Management and Asbestos Register
Child Protection	Child Protection Policy
Community Users	Lettings Policy and Appendices
Contractors	Visitor H & S Brochure/Contractors Induction Brief & Pack/Procedures/Guidelines for Contractors/Contractors On Site Safety Assessment Checklist CSAF-008/Risk Assessments Register/Children's Services

	Safety Guidance Procedure No 20/07
Display Screen Equipment and Computers	Display Screen Equipment Induction E-Learning/Workstation Assessment Form CSAF-001/Children's Services Safety Guidance Procedure No 07/07
Drugs	Drugs Policy
Electrical Safety	PAT Testing/Children's Services Safety Guidance Procedure No 11/07
Emergency Evacuation	Policy for Critical Incidents & Emergencies/Personal Emergency Evacuation Plans/Emergency File (School Office)
Fire Safety (inc Fire Evacuation Plan)	Fire Safety Manual/Fire Notice/Fire Drill Procedure/Fire Drill Schedule/Fire Safety Induction E-Learning/Fire Safety Responsible Manager E-Learning/Emergency File (School Office)
First Aid	First Aid File (Medical Room)/First Aid Policy/First Aid Need Assessment/Children's Services Safety Guidance Procedure No 08/07
General Equipment	Maintenance Service Level Agreement/Inspection, Maintenance and Test Schedule
Hazardous Substances	Risk Assessments Register/Safety Data Sheets
Incidents to include accidents, near miss, violence and aggression	Incident/accident /near miss /violence /aggression /dangerous occurrence investigation and reporting 4/16
Inspections/Monitoring	Half-Termly (CSAF-010(A))/ H&S Inspections/Inspection Rota/Termly Site & Premises Committee Tours/Annual Property Services Tour
Legionnaires Disease	Children's Services Safety Guidance Procedure No 13/07 / Log Book / Risk Assessments Register
Lone Working	Risk Assessments Register/Lone Working Procedure/Children's Services Safety Guidance Procedure 09/13 version 1
Lunchtime Supervision	Procedure for Lunchtime Supervision
Medical Conditions	Supporting Children at School with Medical Conditions Policy Allergy&Intolerances Register/Asthma Register
Moving & Handling	Moving & Handling Induction E-Learning/Risk Assessments Register/Children's Services Safety Guidance Procedure No 10/07
Offsite Educational Visits	Offsite Educational Visits Policy/File/Risk Assessments
Open Days/Community Events	Risk Assessments Register/Safety Procedures
PE	Physical Education Policy/Safety Procedure for Playground & PE Equipment/Risk Assessments Register
Physical Intervention	Physical Restraint Policy
Playgrounds and Playground Equipment	Risk Assessments Register/ Daily & Monthly & Annual Inspections/Safety Procedure for Playground & PE Equipment
Policy Monitoring & Review	Policy Schedules / H&S Diary
Pond Activities	Risk Assessments Register/Pond Hygiene and Safety Procedure
Science Activities	Science Policy/Primary Science Safety

	Monitoring Schedule 2009
School Trips/Off-Site Activities	Educational Visits/Offsite Activities Policy/Risk Assessments Register
Security	Security Policy/Risk Assessments Register/Key Holder Policy and Appendices
Site & Premises Committee (Safety Committee)	Site & Premises Terms of Reference/Site & Premises Annual Cycle
Stress	Stress E-Learning/Stress Questionnaire/Stress Management Standards Assessment Checklist/Stress Policy/Risk Assessments Register
Traffic	Managing Traffic Safely On Site 02/16 version 1/Risk Assessments Register/Traffic H&S Leaflet
Technology	Design Technology Policy
Training (H&S)	H&S Induction/H&S Training Record/H&S Training Analysis/H&S Training Plan/Fire Safety Training Year Planner/H&S Training File (Finance Office)
Visitors	Visitor Health & Safety Brochure
Working at Height	Working at Height Practical Guidance for Schools/Safe Use of Step Ladders/Step Stools Training Brief/Stepladders & Steps Safety Training Presentation/Risk Assessments Register/Children's Services Safety Guidance Proc No 23/08