



Talavera Junior School

HEALTH & SAFETY POLICY

Last Reviewed: September 2022

Next Review Planned: September 2023

Signed: \_\_\_\_\_ (Policy Owner)

Print Name: \_\_\_\_\_ Amanda Webb \_\_\_\_\_

Review Date: \_\_\_\_\_ 24/05/2022 \_\_\_\_\_ Signed: \_\_\_\_\_  
(Governor Approval)

Print Name: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Talavera Junior School

POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
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1.0	March 2011				First Copy
2.0	March 2012				No Changes
3.0	March 2013	Approved	H Barden	S Riley	Correction to roles and responsibility. The Headteacher is H&S Responsible Manager. H&S Officer may be the same or a person appointed by the Responsible Manager. The Caretaker/Site Manager is the fire safety co-ordinator. Safety Committee of 6 governors (plus the H&S Officer) meets under the mandate of the Resources Committee.
3.0	October 2014	Approved	D Bending	S Riley	No changes
3.0	October 2015	Approved	A Webb	S Riley	No changes
4.0	September 2016	Approved	A Webb	S Riley	Changes re-evacuation plans plans
5.0	September	Approved	A Webb		Updated responsible leads
5.1	September 2018	Approved	A Webb	S.K	Updated responsible leads Risk assessments Processes online system
5.2	November 2019		A Webb	S.K	Updated responsible leads Risk Assessment cycle included.
5.3	September 2020	Approved	A Webb	S.K	Added Covid In-line with school procedure
5.4	September 2021	Approved	A Webb	S.K	Role and staff changes
5.5	September 2022	Approved	A.Webb	JR	-Replaces K.Hardy with C.Hardy -Added in Emergency Lockdown Procedure -Amended Bomb procedure

## 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 staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

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

## ORGANISATION

### **Employer Responsibility**

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

- 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 or Delegated Deputy - Headteacher / Debbie Taylor**

The responsible manager for the premises is the Headteacher who will act to:

- Develop a safety culture throughout the unit/centre/school/premises
- 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 on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities

- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

#### **On-Site Health & Safety Officer/Co-ordinator - Debbie Taylor**

The on-site Health & Safety Officer/Co-ordinator to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager (Headteacher). She is to work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

#### **Caretakers/Site Managers**

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/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager/H&S Officer and/or the Children's Services Health & Safety Team as required.

#### **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 unit/centre/school/premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
  - Reporting safety concerns to their staff 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

#### **All Teachers and Support Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and support staff. 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.

#### **The Premises, Health and Safety Committee**

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Responsible Manager/H&S Officer. The safety committee is to

periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Safety Committee consists of 6 governors (plus the Responsible Manager/H&S Officer) who meet to review and discuss Health and Safety issues under the mandate of the Resources Committee.

#### **Fire Safety Co-ordinator - Debbie Taylor**

The fire safety co-ordinator is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He/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 Responsible Manager and/or the Children's Services Health & Safety Team as required.

#### **Facilities Management Trained Staff- Debbie Taylor**

The facility management trained member of staff (Site Manager) is the competent person for the overall management of general premises facilities and acts on behalf of the Responsible Manager. He/she is to attend the facilities management and fire training courses and refresh this training as required. He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager/H&S Officer and/or the Children's Services Health & Safety Team as required.

#### **Health & Safety Representative- Debbie Taylor**

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

#### **Head of Department Year Leaders**

The Year Leaders are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the headteacher. He/she will ensure that all staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

#### **Legionella Competent Person- Charlie Hardy**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Responsible Manager/H&S Officer to provide the necessary competence to enable Legionella to be managed safely. He/she 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/she will advise the Responsible Manager/H&S Officer of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager/H&S Officer and/or the Children's Services Health & Safety Team as required.

**Asbestos Competent Person- Charlie Hardy**

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Responsible Manager/H&S Officer to provide the necessary competence to enable asbestos to be managed safely. He/she is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she 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/she will advise the Responsible Manager/H&S Officer of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager / H&S Officer and/or the Children's Services Health & Safety Team as required.

**Accident Investigator- Deborah Taylor**

The on-site trained accident investigator is the designated person 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 Talavera Junior 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 staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

**Accident/Incident Reporting & Investigation**

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

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded online via the Hampshire Health and Safety reporting form. A copy of the completed form is stored under the H and S file. The follow up investigation form is then completed and also stored electronically.

Minor accidents to pupils are to be recorded in the Children's Accident File located in the Reception Office.

Accidents involving children locally are considered to be of a more serious nature than the minor incidents are be recorded on line using the Hampshire reporting system and an investigation follow up form completed. These are stored electronically under Health and Safety.

The more serious accidents that are notifiable to the HSE.

All significant accidents, incidents and near-misses are to be immediately reported to the responsible manager/headteacher/Hampshire. 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 HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The Responsible Manager/H&S Officer will ensure that the governing body/partnership/senior management is appropriately informed of all incidents of a serious nature. Once reported an investigation online form is completed. All accident/incident reports will be monitored by the Safety Committee and Headteacher 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 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 - Chelsea Kirkham-Wingate / Leanne Wilson**

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

#### **Asbestos Management - Debbie Taylor/Charlie Hardy**

Asbestos management on site is controlled by the asbestos competent person. 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 Responsible Manager/H&S Officer 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 Responsible Manager / H&S Officer and/or asbestos competent person.

#### **Child Protection - Amanda Webb**

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

### **Community Users/Lettings/Extended Services**

The responsible manager/headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- 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, in all weather's
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards at all times
- Hirers/users are formally made aware of fire safety procedures and equipment

### **Contractors on Site**

HCC approved 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 in on the online system and asbestos register, and will be given a badge to wear while working on site. All contractors must select 'yes' to agree that they have read the contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements on screen.

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.

### **Covid**

An additional risk assessment has been created in line with Public Health guidelines to protect the children and school community during the pandemic. The risk assessment reflects the prevention measures and the management/containment measures for covid. See separate risk assessment attached.

### **Curriculum Activities- Year Leaders**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers 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. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

### **Display Screen Equipment - Amanda Webb**

All users must complete the *display screen equipment e-learning course* every year without exception. All 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- Deborah Taylor**

The Responsible Manager/H&S officer 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
- 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 an authorised Hampshire County Council Company.
- 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
- 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 Site Managers and attended to as soon as possible.

### **Emergency Procedures - Amanda Webb**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies. See appendix 2.

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

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

### **Fire Safety- Deborah Taylor**

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 Responsible Manager 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

#### Emergency Evacuation

We have adopted the procedures outlined in Hampshire's Evacuation Plan ( see attached ) in case of a possible bomb threat or terrorist act. This information is shared with all staff. The school also ensures that a copy of 'Actions to be taken in receipt of a bomb threat' is next to all external phones and relevant staff are aware of the process.

#### **First Aid- Chelsea Kirkham-Wingate**

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 premises.

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

#### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under 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- All staff**

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 -Charlie Hardy/ Debbie Taylor**

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 Responsible Manager/H&S Officer. The premises COSHH assessor acting on behalf of the Responsible Manager/H&S Officer 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 when not in use which is at the Site Manager's office for both premises. This is to remain locked at all times.

#### **Inspections and Monitoring- Charlie Hardy/ SLT**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager.

Routine documented inspections of the premises will be carried out every half term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager and recorded in the defect book. Any identified high-level risks or safety management concerns are to be actioned at The Safety Committee.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Chair of the Safety Committee and Chair of Governors. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

#### **Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is held by HC3S and the Head of Kitchen. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are controlled by the Head of Kitchen.

#### **Legionella Management- Charlie Hardy**

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 - A Webb**

All lone working is to be approved by the Responsible Manager/H&S Officer and all work is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are to ensure that external doors are locked and the Responsible Manager/Site Manager is aware you are on site.

#### **Moving and Handling - All staff / Charlie Hardy**

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/she must attend a formal moving and handling course specific to the work requirements.

#### **Off-site Activities - Year leaders/ A Webb**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. Evolve is used to plan and risk assess all activities off-site.

#### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Use of Reasonable Force.

#### **Provision of Information- A Webb/ Deborah Taylor**

The Responsible Manager/H&S Officer will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, meeting minutes, email distribution. Local health and safety advice is available from the Responsible Manager/H&S officer/Site Manager and the Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the Staff Room on the Health and Safety Notice-board.

#### **Risk Assessment - Amanda Webb**

General risk assessment management will be co-ordinated by The Responsible Manager and Site Manager in accordance with guidance contained in the Children's Services Safety Guidance Procedure.

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

Risk assessment management will also need to be implemented to cover any infrastructure breakdown and adverse weather conditions.

The trained risk assessor on site (Responsible Manager and Site Manager) will oversee the correct completion of risk assessments as appropriate in line with Hampshire Risk Assessment forms. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Responsible Manager or their delegated deputy 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. These are stored electronically under H and S.

#### **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

**Smoking**

Smoking is not permitted on the premises.

**Stress & Wellbeing - Mental-Health Lead Leanne Wilson**

Talavera Junior 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 are in place to monitor, consult and reduce stress situations are addressed in staff meetings.

**Traffic Management - Laura Harmon-Box**

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

**Training - A Webb / Leanne Wilson**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with CSAF-017 New Staff Health & Safety Induction Checklist.

The Responsible Manager/H&S Officer 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 Responsible Manager/H&S Officer who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

**Violent Incidents - All**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Talavera Junior 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 the Hampshire system.

### **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a badge and will have to log in on the entry system.

### **Work at Height - Charlie Hardy**

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. Working 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 must have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course before he/she 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

#### **Car parking/General access to the school- Laura Harman-box/reception staff**

All vehicles of all nature are to be strictly monitored as far as reasonably possible at all times. The following instructions apply

- Only Junior and Infant school teachers and support staff (including governors) from Talavera are permitted to park without daily permission in the designated parking areas.
- All other contractors/visitors will take instruction from the reception staff or nominated person as to where to park.
- Any motorbikes or bicycles must be placed in the allocated areas only.
- At no time is any one permitted to park in the zoned emergency services area's of the school and grounds unless prior cleared by the headteacher.

#### **OTHER POLICIES TO BE READ IN CONJUNCTION WITH THIS POLICY ARE:**

- A. Administration of Medicines policy
- B. Child Protection Policy
- C. Emergency Evacuation Plan ( attached)
- D. Fire Safety Manual
- E. First Aid Policy
- F. Use of Reasonable Force Policy

#### **Appendix 1.**

##### **Emergency Evacuation**

#### **YOU SHOULD ENSURE THAT:-**

- You read, understand and, where appropriate, act on this information
- All people in your workplace who need to know see this procedure
- This document is properly filed in a place to which all staff members in your workplace have access

#### **PURPOSE**

To set out the Children's Services department's requirements in relation to planning for and carrying out the safe evacuation of premises in any emergency other than fire for which separate arrangements exist.

#### **SCOPE**

This guidance procedure describes the responsibilities of managers to ensure that they have made

suitable arrangements for the evacuation of premises in an emergency and their employees are aware of the local and departmental procedures.

## **POLICY**

The Children's Services department's policy is to alert staff and other persons to any received threat or emergency, to follow these procedures and to provide training to minimise the risk of becoming a target. The department accepts its responsibilities to protect staff and other people by carrying out an assessment for each threat received, following the advice of the police and to taking appropriate actions to reduce the risk of injury to persons and damage to Hampshire County Council property, so far as is reasonably practicable.

## **REFERENCES TO LEGAL, CENTRAL GOVERNMENT AND OTHER EXTERNAL DOCUMENTS, INCLUDING RESEARCH**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999

## **HAMPSHIRE COUNTY COUNCIL AND CHILDREN'S SERVICES DEPARTMENT REFERENCES**

Corporate policy (Emergencies): <http://intranet.hants.gov.uk/hrsafety/polstan/emergency-response.htm>  
Children's Services Safety Guidance Procedure No:16/07 (Risk Assessment)

## **DEFINITIONS**

Emergency evacuation means the orderly and planned egress of employees from a premises.

The manager means the senior or duty manager present.

## **ROLES**

Managers are responsible for implementing this procedure.

## **PROCEDURE**

### **CONTENTS**

1. INTRODUCTION
2. LEGAL REQUIREMENTS
3. STRUCTURE & CONTENT
4. RISK ASSESSMENT
5. EMPLOYEE RESPONSIBILITIES
6. MONITORING & REVISION
7. PERFORMANCE STANDARDS

APPENDICES 1 Potentially dangerous events  
2 Simple action plan

1. INTRODUCTION
- 1.1 These guidelines explain the department's procedures for the emergency evacuation of any workplace or other facility. They can be applied to any situation of imminent danger, apart from



fire for which a separate and well known and documented procedure exists. Such dangers might include a gas or water leak, structural weakness or damage to a building, a dangerous object or substance (eg. an incendiary device) brought into a building by a member of the public, or a local external danger which results in a police evacuation order.

- 1.2 The essential difference in evacuating a building in response to a danger other than a fire is that the evacuation must be 'controlled' along specific routes to avoid the danger area. This requires the choice of assembly points to be well away and sheltered from the building in question. If an explosive device is involved, it is sometimes safer to keep people inside buildings where a safe internal assembly point may be appropriate.
- 1.3 Whilst Hampshire County Council is not particularly at risk of a bomb attack, every public building is a potential target. Different terrorist groups will choose different methods to threaten an organisation and therefore these emergency procedures allow a flexible approach to each threat or emergency and to the decision of whether or not to evacuate the building.
- 1.4 It should always be recognised that, depending on the type of emergency, the correct response may be to stay in the building rather than to evacuate into the danger itself.

## 2. LEGAL REQUIREMENTS

### 2.1 Health & Safety at Work etc Act 1974

In addition to the duty of care we have towards our staff, the Health and Safety at Work etc. Act 1974 places a duty on every employer to ensure the health, safety and welfare of all their staff and others persons who may be affected by their activities, so far as is reasonably practicable.

### 2.2 Management of Health & Safety at Work Regulations 1999

These regulations place a duty on the employer to carry out risk assessments, consider hazards and reduce the risk of injury to people so far as is reasonably practicable. They also make it a legal requirement to establish procedures to be followed in the event of serious or imminent danger, and to nominate competent persons to assist with the evacuation of a workplace.

## 3. STRUCTURE & CONTENT

- 3.1 These procedures explain the actions required and the performance standards expected of all managers who have responsibility for employees.

## 4. RISK ASSESSMENT

- 4.1 A five-step management approach is the most effective way of identifying, assessing, reducing, controlling and monitoring the dangers to staff and other persons. The process should be carried out as follows:

- Taking basic precautions at all times
- Receiving information of a potential threat
- Assessing the threat
- Managing and responding to the threat
- Recovering from the incident

### 4.2 Taking basic precautions

- 4.2.1 Identify suitable alternative locations nearby that can be used as an evacuation point for staff. A local unit far enough away from the base affected but within walking distance is preferable.
- 4.2.2 The first line of defence against any emergency is to have preventative measures in place. It is impossible to anticipate all potential threats but many existing security precautions, for example those against theft, may also prevent a terrorist from gaining access to buildings.

4.2.3 A common sense risk assessment should be carried out at each occupied building to decide the likelihood of becoming a target for anything from a terrorist attack to a threat from a disgruntled service user.

4.2.4 Security measures can be used to protect buildings and assets and, more importantly, to provide staff with the safest possible working environment. However, the need for security must be carefully balanced against the conflicting requirement of open public access to many of our buildings.

4.2.5 The following systems are designed to support staff in the workplace and may have been installed following building risk assessments.

- intruder detection systems
- video monitors located in key reception areas to display live pictures from video cameras (these heighten security awareness and deter unauthorised visitors from wandering into our buildings)
- installation of CCTV in key external areas of the building may assist if properly monitored by security staff and recorded on video tape
- doors secured with locked or key pad entry
- locks fitted to ground floor windows
- security lighting
- minimal furniture and good housekeeping practices, especially in public areas

#### 4.3 Receiving information of potential threat

4.3.1 Imminent danger could come in many guises not just the most obvious such as a bomb threat. A list of possible dangers is contained in Appendix 1. The information is most likely to come from the police, but may come from staff who have seen a potential danger through an office window (eg. a fire in an adjacent building), town centre security staff or local media. A Simple Action Plan is at Appendix 2.

#### 4.4 Assessing the threat

4.4.1 The manager must:

- receive and consider the available information
- inform the authorities/police if relevant
- assess the risk in conjunction with the police taking into account all known factors
- follow police instructions, or make their own decisions where appropriate

4.4.2 The possible actions available to the manager will depend on the threat (Appendix 1). The choice depends on the assessment of the threat and the risk of injury which the situation presents. In exceptional circumstances, the police may insist that the premises are evacuated or that staff remain inside. Otherwise, the management of the situation and the choice of action will rest with the manager. The hierarchy of choices are:

- to evacuate all people immediately
- to warn and prepare staff for evacuation but wait until situation is clearer
- to do nothing ( only when the risk is assessed as very low)

4.4.3 In all cases the need for evacuation and prompt action to safeguard staff and the public must be weighed against the possibility that hasty, ill-considered action might actually have the opposite effect.

#### 4.5 Managing and responding to the threat or danger

4.5.1 The response should be tailored to match the perceived threat. Rarely should immediate and wholesale evacuation be the answer. It is important that the reasons for this are understood because people may be led into danger, eg. directly past a suspect device or other danger.

4.5.2 Once the threat has been identified, a selective controlled evacuation may be necessary but not by use of the fire alarm because all control will then be lost.

4.5.3 The evacuation procedure and assembly points must remain flexible to allow the police and the manager to decide the best way to evacuate the building.

4.5.4 Where the police believe people to be in immediate and serious danger they will almost certainly order that the building is evacuated or that you stay inside until told otherwise.

4.5.5 Remember that risk assessment is a continuous and on-going process. Any significant changes, could introduce new hazards to affect your risk assessment. Real life incidents and planned drills may also identify hazards that are not adequately controlled. In any event it is good practice to review the risk assessment and supporting procedures at regular intervals - usually annually.

#### 4.6 Recovering from the incident.

4.6.1 After any serious incident people will be in shock and will need to be given time to recover. They may also need the services of [Employee Support Line \(ESL\)](#) and some counselling.

4.6.2 Most people find it helpful to talk to someone about any unusual event and to share experiences in order to return to normal again.

4.6.3 Whatever the circumstances, the department will need to carry out a de-brief when possible to determine what went well and what went wrong with our planning and execution of the emergency evacuation.

4.6.4 Lessons learned from the de-brief should help to inform revised risk assessments and any future emergency planning.

4.6.5 Managers should prepare a brief report of events and forward it to the Children's Services Health & Safety Team.

### 5. EMPLOYEE RESPONSIBILITIES

5.1 Employees must report all incidents and unusual or suspicious occurrences to their line manager as soon as possible.

5.2 Employees have a duty to follow instructions issued for their safety and wellbeing.

### 6. MONITORING & REVISION

6.1 This guidance procedure will be monitored and reviewed to ensure that the corporate and departmental standards are being achieved. A representative sample of workplaces will be selected to monitor implementation of this procedure.

### 7. PERFORMANCE STANDARDS

7.1 Managers have both statutory and moral duties towards all their staff. They must ensure that staff and other persons receive adequate information about emergency evacuation procedures and are trained appropriately. Staff must co-operate with any instructions provided.

7.2 To comply with this policy, line managers must meet the following standards:

- local emergency procedures for each building must be developed to support and enhance the corporate procedures.
  - a responsible person or decision maker must be identified at each workplace to liaise with the police and make the decisions in the event of a bomb threat or other emergency.
  - a variety of possible evacuation places must be identified in preparation for any threat (including an internal refuge).
  - arrangements must remain flexible to respond to each emergency.
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## Appendix 1

### Potentially Dangerous Events

- 1 Bomb Threats - may be telephoned, written or directly spoken to staff
  2. Suspect Devices - found on premises – such as incendiary and explosive devices
  3. Explosion - eg. gas main, boiler or some other external or internal cause
  4. Nearby major road or rail accident
  5. Chemical Cloud - eg. an external explosion sends a cloud of poisonous gas into the air that drifts towards our building or swimming pool chlorine gas escape.
  6. Flooding - inside the building or from outside sources - may be clean or foul water
  7. External Fire - may threaten our building from adjacent properties
  8. Invasion of Premises - by unauthorised persons or those seeking to protest, etc. could give rise to danger of hostage taking for example
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## Appendix 2

### Emergency Bomb procedure

**DO NOT ATTEMPT TO FIGHT THE FIRE YOURSELF, OR TOUCH A SUSPECT PACKAGE IF YOUR ACTIONS ARE GOING TO PUT YOURSELF OR OTHERS IN INCREASED DANGER.**

- 1, On hearing the alarm you should
  - a) Line the children up
  - b) Walk the children out quietly
  - c) Ensure that all windows and doors are closed as you exit the building(NOT APPLICABLE IN A BOMB ALERT)
  - d) Line the children up in their playground positions(Class door number lines up with same number on the playground)
  - e) Call the register which will be distributed by the Admin staff
  - f) Register the presence of all children in your class by raising you hand in the air
  - g) Inform the Headteacher or Deputy(in the absence headteacher) of any missing children.
- 2, In case of a real bomb alert, the teachers will lead the class to the designated area set out on the alert card

## SWEEPING

Blue, Red and Green blocks, Fire Marshall to check area and toilets to evacuation of toilets.

These guidelines support our School Business Continuity Plan.

*Any person discovering a bomb in school should: Contact the police immediately by calling 999.*

**DO NOT TAMPER OR TOUCH THE DEVICE**

On hearing the alarm:

- If in class listen to the teachers order to evacuate and route to follow.
  - When not in class form a single file and move to the most direct route to the assembly point (Madia Gym)
  - Do not stop to collect your personal belongings.
- 

## EVACUATION PLAN IN EVENT OF AN INTRUDER

*Any person discovering an intruder in the school should immediately inform the office. They will then contact the police.*

*A card will then be handed to each class to inform them. Maintain a calm atmosphere and make sure the children are reassured.*

*In Class- Close all blinds and doors, if it is safe to do so move lower floor classrooms to the upstairs rooms. Children to sit on the floor in centre of classroom, or to sit under tables where less visible.*

*Around school- Escort children to the nearest classroom- Follow in class procedures.*

*Playground/ Field- Escort children away from the school building, Do not attempt to come into the school. Go to the meeting point at Madia Gym and alert a member of the public as soon as possible.*

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## EVACUATION PLAN IN EVENT OF A FIRE

Any person discovering a fire must operate the nearest fire alarm

**On hearing the alarm:**

- If in class listen to the teachers order to evacuate and route to follow.
- When not in class form a single file and move to the most direct route to the assembly point (back playground or front grass area.)
- Do not stop to collect your personal belongings.