

# THE WESTGATE SCHOOL

## Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date	March 2018	Next scheduled review	May 2025
Governor approved	May 2024	Key person/people	Site & Facilities Strategic Lead
Model Policy		Model localised	Yes
Pupil leadership team review		<del>Y</del> / <del>N</del> /	School H&S Committee termly meetings

### HEALTH AND SAFETY POLICY

#### Health and Safety Policy Statement of Intent

The Westgate school recognises that good health and safety management supports the delivery of our services for our school community. As part of the overall risk management process, good health and safety management will help reduce the risk of injury and loss, promote a positive safety culture and healthy workforce, helping protect all who are affected by our services.

The Westgate school recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for our employees and pupils, along with all persons affected by its undertaking. This will be based on providing safe environments for learning, and safe places of work, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

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

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

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

#### 1. ORGANISATION AND PRACTICE

The overall responsibility for health and safety at The Westgate School All Through (referred hereon in as TWS) is held by Hampshire County Council who will:

- Provide strategic direction and oversight of corporate health and safety strategies

and policies.

- Promote a 'top down' positive health and safety culture.
- Ensure that departments adopt and comply with corporate procedures and all other health and safety arrangements.
- Support the Chief Executive in meeting his health and safety responsibilities for the Council as a whole.
- Support the work of the Risk Management Board and the Head of Profession – Health and Safety

### **1.1 Responsible Manager**

The Responsible Manager for the premises is The Headteacher who shall lead employees (and Managers) responsible for Health and Safety to:

- Implement corporate and departmental health and safety procedures, standards and guidance, as applicable in their area of responsibility.
- Ensure all employees and others comply with the requirements of their department's health and safety documentation as well as any local health and safety requirements.
- Ensure that all work-related hazards are identified, and suitable and sufficient risk assessments are undertaken. Page 5 of 7 Issue 8 May 2022 Health and safety corporate policy statement.
- In conjunction with corporate health and safety advisers, develop any necessary local procedures and safe working practices that implement departmental documentation and local risk assessments, with the aim of eliminating or adequately controlling occupational risks.
- Ensure that they and their employees have adequate levels of competency to complete their work tasks safely and, where necessary, are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensure that any volunteers working in their areas of responsibility are given adequate information, instruction and training, along with any other support or protection needed to enable them to work safely.
- Ensure that health and safety systems are maintained locally.
- Consider significant health and safety issues to support the Health and Safety Lead, in line with the wider risk management agenda.
- Employees are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- Persons appointed to safety critical functions are appropriately competent.

### **1.2 Health & Safety Lead**

The Health and Safety Lead is the Senior Site & Facilities Strategic Lead who will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. To work within his level of competence and seek appropriate guidance and direction from the Responsible Manager, Health & Safety Committee and/or the Children's Services Health & Safety Team, as required. Who shall:

- Act as the "competent persons" as set out in the Management of Health and Safety at Work Regulations 1999.
- Provide appropriate advice and support to managers to meet departments' needs.
- Keep up to date with legislation and best practice knowledge.
- Advise upon on the identification and selection of mandatory health and safety training
- Monitor, via reports, the overall performance of health and safety management systems

- Ensure that they have an overview/awareness of significant health and safety issues with school, and the actions being taken to address them
- Advice upon compliance with corporate procedures and manage any specific health and safety
- Provide assurance on statutory compliance in the schools-built estate
- Lead on specific health and safety issues including fire, asbestos and legionella

### **1.3 All Employees (including volunteers)**

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

- Familiarise themselves with the contents of this policy and those corporate health and safety procedures that relate to their work
- Work with due regard to the health and safety of themselves and others in compliance with those corporate health and safety procedures
- Use any equipment provided to them in accordance with their training and in compliance with any requirements imposed by the school
- Co-operate with and support managers in meeting the school's health and safety responsibilities
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own training and instruction and capability to work safely
- Not interfering with health and safety arrangements or misusing equipment.
- Complying with 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 line managers.
- Reporting any incident that has led, or could have led (near miss), to damage or injury.
- Assisting in investigations due to accidents, dangerous occurrences, or near-misses.

### **1.4 Employees with Line Management and Leadership Responsibility**

The responsibility of applying safety procedures on a day-to-day basis rests with employees with management responsibility or whose role profile includes working in situations with potential increased risk of dysregulated children/young people. 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 employees employee under their control are instructed in their own individual responsibility with regards to health and safety and they will appropriately monitor those new employees. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary, to control risk. This is to include providing consultation, and risk assessment for vulnerable employees within the workplace.

### **1.5 Faculty Health & Safety Representative**

The Faculty Health & Safety Representative key duties include:

- Work in collaboration with Health and Safety Lead in developing and maintaining a 'joined up' culture of safety throughout the school.
- Provide reassurance and feedback to employees re: Health and Safety guidance and concerns.

- Work in collaboration with Health and Safety Lead in providing guidance with the completion of risk assessments and the Critical Incident Plan.
- Work alongside Health and Safety Lead to complete accident investigations and implement learning outcomes (Accident Investigator training will be provided).
- Work alongside the Health and Safety Lead in the role of Fire Safety Co-ordinator (training will be provided).
- They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.
- Oversee, and provide guidance for the completion and review of suitable and sufficient Faculty risk assessments.

## **1.6 All Teachers Employees & Supervisors**

The responsibility of applying local safety procedures on a day-to-day basis rest 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 employees under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new employees. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk. Teachers have particular responsibility for pupils in their classes during timetabled lessons (as signified by school bells in the Secondary phase) and during times when they are on the duty rota.

## **1.7 Health and Safety Committee**

The purpose of the Health and Safety Committee is to assist in the assessment of safety related matters and provide appropriate support to the Responsible Manager. The Health and Safety Committee is to meet termly to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health and Safety Committee employee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.

The Health and Safety Committee consists of:

- Responsible Manager/Headteacher.
- Head of Primary Phase
- Health and Safety Link Governor
- Health and Safety Lead
- Senior Leadership Team representative
- Teaching - Health & Safety Representative.
- HR Senior Assistant

## **1.8 Fire Safety Co-ordinator**

Senior Site & Facilities Strategic Lead is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Responsible Manager. He is to attend the Fire Safety Co-ordinator training course 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 for TWS. The manual is to be periodically checked by the Senior Site & Facilities Strategic Lead and countersigned by the Responsible Manager as detailed in the Fire Safety Management Plan.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/head teacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required. They shall:

- Act as the "competent persons" as set out in the Regulatory Reform (Fire Safety) Order 2005.
- Provide appropriate advice and support to managers to meet fire safety needs.
- Keep up to date with legislation and best practice knowledge.
- Draft and deliver the individual fire-related topic plans, within the departmental improvement plans.

### **1.9 Facilities Management Trained Employees**

Senior Site & Facilities Strategic Lead is a qualified and is the competent person for the overall management of general premises facilities and acting on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises matters and duties. They are to seek appropriate guidance and direction from the Responsible Manager, Health & Safety Committee and/or the Children's Services Health & Safety Team, as required. This role is supported by 3 separate Site Managers with whom mandatory safety checks will be delegated.

### **1.10 Faculty/Year Leaders**

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

### **1.11 Legionella Competent Person**

Senior Site & Facilities Strategic Lead is the nominated Legionella Competent Person on the premises and acts on behalf of the Responsible Manager 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. They will advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premises users. They will seek appropriate guidance and direction from the Health & Safety Committee and/or the Children's Services Health & Safety Team, as required.

### **1.12 Asbestos Competent Person**

Senior Site & Facilities Strategic Lead is the Nominated Responsible Person (NRP) for asbestos on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable asbestos to be managed safely. They are to annually complete the asbestos e-learning course and all training records are to be retained. NRP has also completed Asbestos Awareness Training with Hampshire Scientific Services.

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers. NRP is to ensure that the appropriate employees are competent in the use of asbestos register and that asbestos is managed in accordance with departmental

and corporate requirements. He will advise the Health & Safety Committee of any condition or situation relating to asbestos which may affect the safety of any premises users. NRP is to seek appropriate guidance and direction from the Health & Safety Committee and/or the Children's Services Health & Safety Team, as required.

### **1.13 The Radiation Protection Supervisor**

The Radiation Protection Supervisor (RPS) for The Westgate School is the Head of the Science Dept, who has received training by CLEAPSS for this role. They supervise the storage and use of the radioactive sources, as well as ensuring all employee using them are properly trained. The CLEAPSS RPS training course needs to be attended every three years, to ensure knowledge is refreshed and up to date. The RPS also liaises with the RPO from HIAS, who checks that procedures are correct and safe by visiting the school.

### **1.14 Accident Investigators**

The Senior Site & Facilities Strategic Lead is a trained Accident Investigator with advice and guidance available as appropriate from the Health and Safety Team, who will lead on accident investigations in accordance with departmental and corporate procedures.

### **1.15 Contractors and partners**

Service users and members of the public are requested to:

- Co-operate with the health and safety arrangements put in place by the school to protect them and the people who are providing a service for them.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own capacity or training.

## **2. 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 are to be used alongside other current premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and employee 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.

### **2.1 Accident Reporting and Investigation**

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

The Local Authority now requires all injuries (excludes minor child accidents recorded on our medical tracker) to be recorded on a new web form and the link for this is: <http://intranet.hants.gov.uk/healthandsafety.htm>

The system is completely online and requires each accident to be recorded onto a webform. All accidents will require a very simple local investigation which the user will be prompted to complete once the accident report has been submitted. HCC maintained schools are no longer required to report accidents through to the Health & Safety Executive (HSE) under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as the Children's Services Health & Safety Team. (CSHST) will be completing them. This is in accordance with Health and Safety HCC Corporate Procedure Accident/ incident, near miss and dangerous occurrence investigation and reporting.

Minor accidents to pupils are to be recorded in the Minor Incident Books located in Westgate Main Medical Room. This information is checked at meetings of the Health and Safety Committee.

All accidents involving pupils are to be reported to the Pupil Welfare Officer, who is to then notify the Senior Site & Facilities Strategic Lead who will then co-ordinate this information for TWS.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the Site Team on duty who will appropriately ensure that each incident is investigated and report outcomes to Health and Safety Committee. Incidents related to user's own organised activities are to be reported by them in line with their own reporting procedure.

## **2.2 Administration of Medicines**

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

## **2.3 Asbestos Management**

Asbestos management for TWS is controlled by the Nominated Responsible Person (NRP). The Asbestos Register as issued by HCC Property Services Department and is located at the Site Managers office and is 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. Senior Site & Facilities Strategic Lead will review this register termly and report errors and omissions to The Health & Safety committee.

Alpha Tracker is Hampshire County Council's new system for managing asbestos information. Whilst the school transitions to this new platform the full asbestos register is printed (in colour) from this system (regularly updated) and be made available to all. A log will be kept for to record signature prior to work commencing on site.

Under no circumstances must employee drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Asbestos Competent Person. This authorisation should be recorded by the Asbestos 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 and/or the NRP who will immediately act to cordon off the affected area and contact the HCC Property Services Department's 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 and/or NRP.

## **2.4 Safeguarding**

Arrangements regarding child protection are set out in our safeguarding policy and child protection policy, in accordance with Keeping Children Safe in Education 2023.

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

The Senior Site & Facilities Strategic Lead on behalf of the Responsible Manager will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed using a 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.

## 2.6 Contractors on Site

Contractors and partners shall:

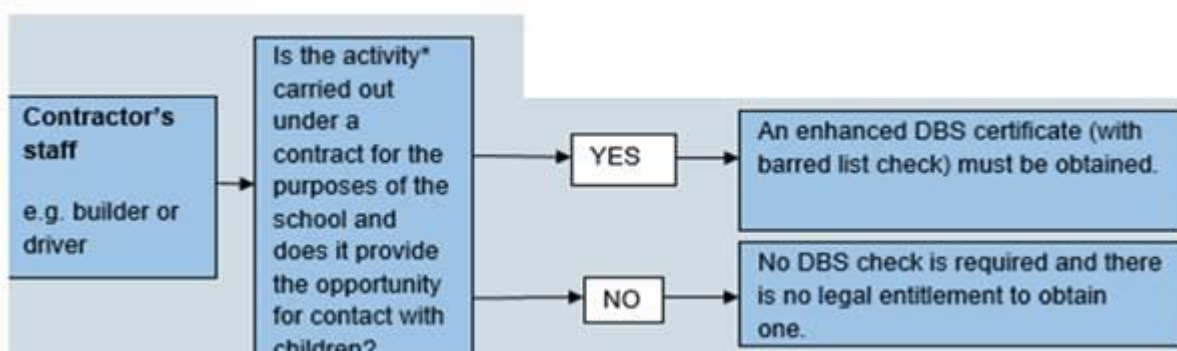
- Co-operate and communicate with the school on all relevant health and safety matters.
- Meet the health and safety standards required of them in the performance of the work activities undertaken with or on behalf of the County Council, and school.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own competency and capability to work safely.

HCC approved contractors are usually to be used for contractual work on the premises. This may not always be the case and 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 School Reception where they will be asked to sign the Visitors Book and Asbestos Register. All contractors must be issued with a local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

The Site & Facilities Managers are responsible for monitoring work areas and providing appropriate supervision, especially when the contractor's work may directly affect employee and pupils on the premises.

Contractors working on the premises will be subject to DBS check in accordance with diagram below from Keeping Children Safe in Education 2023:



## 2.7 Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Faculty and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science,



Music, Physical Education and Sport, Art and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. The Teaching - Health & Safety Representative will work with Heads of Faculty and appropriate subject teachers to 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.

## **2.8 Display Screen Equipment**

All users must complete the Display 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 the Senior Site & Facilities Strategic Lead and routinely reviewed at intervals not exceeding three years.

## **2.9 Electrical Equipment**

The Senior Site & Facilities Strategic Lead 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 to the [maintenance@westgate.hants.sch.uk](mailto:maintenance@westgate.hants.sch.uk) email address and 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 HCC approved contractor.
- New equipment must be advised to the Senior Site & Facilities Strategic Lead 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 immediately to the [maintenance@westgate.hants.sch.uk](mailto:maintenance@westgate.hants.sch.uk) email address and attended to as soon as possible.

## **2.10 Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the premises fire evacuation plan. The premises have a fire emergency plan for fire related emergencies and a Critical Incident and Emergency Plan (CIEP) for all non-fire emergencies.

All employees will receive a brief and/or copy of the CIEP at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. At the start of each new academic year, the Senior Site & Facilities Strategic Lead will outline changes/update all employees. All new employees are briefed on the Health and Safety Induction brief.

Personal 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. The Pupil Welfare Officer retains this information.

## **2.11 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 Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory Fire Safety Induction E-Learning Course every year.
- Fire safety procedures are readily available for all employees to read on the colleague dashboard
- Fire safety information is provided to all employees 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.
- Employees are to be aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of assembly point in the event of fire.
- All employees are to be 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(s).
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified. Proposed changes and reviews will be approved by Health and Safety Committee.

### **2.13 First Aid**

Arrangements regarding first aid provision are set out in the First Aid and supporting pupil with medical conditions policy. The names and locations of first aid trained employees on site are listed with our First Aid needs risk assessment in the first aid policy and also clearly signposted around the premises.

All employees annually receive a review the Basic Advice on First Aid guidance. They can assess the situation, make the area safe, assess casualties and send for help without delay. employee

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

### **2.14 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 managers 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 immediately to the [maintenance@westgate.hants.sch.uk](mailto:maintenance@westgate.hants.sch.uk) email address and immediately taken out of use until repairs can be carried out.

### **2.15 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 to be 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 to [maintenance@westgate.hants.sch.uk](mailto:maintenance@westgate.hants.sch.uk).

## **2.16 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 Senior Site & Facilities Strategic Lead. The premises COSHH Assessors acting on behalf of the Responsible Manager are:

Senior Site & Facilities Strategic Lead, Senior Science Technician.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, employee must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Employees 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 COSHH risk assessments are available in the Site Office.

All hazardous substances are to be stored in the secure and signed storage when not in use. These cupboards are situated at:

Main Building – Basement, Canteen fire exit store.

3 Storey Block - Main corridor by the stage store, Store by the gym.

CDT - Store in the entrance foyer.

The Senior Site & Facilities Strategic Lead is to remind all employee on a termly email, that if employee bring their own cleaning products on site, a COSHH assessment must be carried out by the Site Team.

## **2.17 Inspections and Monitoring**

Daily monitoring of the premises, through working routines and employee awareness, is expected to identify general safety concerns and issues which should be immediately emailed to [maintenance@westgate.hants.sch.uk](mailto:maintenance@westgate.hants.sch.uk).

Monitoring and inspections of individual departments will be carried out by Heads of Faculty supported by the Teaching - Health & Safety Representative.

Routine documented inspections of the premises will be carried out every month by the Site & Facilities Managers, in accordance with the Premises quarterly Inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects during these routine documented inspections are to be immediately reported in the defects log. Any identified high level risks or safety management concerns will have immediate action taken (Site & Facilities Managers).

Periodic detailed inspections of the premises' safety management system will be carried out by the Senior Site & Facilities Lead. Additionally Routine documented inspections of the premises will be carried out every ½ termly in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

Senior Site & Facilities Strategic Lead completes the termly HCC H&S web monitoring form. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

### **2.18 Kitchens**

The main kitchen area is only to be used by authorised contractors in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is overseen by Innovate Services (contractor). 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 to other food preparation areas are managed by departmental heads/managers.

### **2.19 Lone Working**

All lone working is to be approved by the Responsible Manager and is to be carried out in accordance with the premises Lone Working Risk Assessment and the local written procedures. The lone working arrangements for employee who may undertake lone working on site are contained in the Lone Working Policy.

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.:

Working at Height

Using hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place:

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

### **2.20 Minibuses**

Site & Facilities Manager is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the HCC Corporate Minibus Policy. This includes the requirement for employees driving the school minibuses with pupils as passengers will be required to complete a MiDAS training course (valid for 3 years).

### **2.21 Moving and Handling**

All employees must complete the Manual Handling e-learning course every year without exception. Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training 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 Team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal Moving and Handling course specific to the work requirements.

## **2.22 Off Site Activities**

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

## **2.23 Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Intervention Policy. Procedures are refreshed at INSET training and noted in minutes.

## **2.24 Provision of Information**

The Health and Safety Lead will ensure that information systems are established so that employees are periodically provided with information regarding safety arrangements on the premises. These systems are:

- INSET days.
- Induction/signature provided and entered on HR file.
- Email distribution of all Health and Safety Committee minutes – hard copies displayed on Health & Safety notice board (Data Room) for to those with no access to email.
- Local Health and Safety advice is available from any member of the Health and Safety Committee.
- The Health and Safety Law poster is displayed in the following locations:
  - Secondary phase reception
  - Site Team Office
  - Nursery welfare room
  - Primary phase reception

## **2.25 Risk Assessment**

General risk assessment management will be co-ordinated by the Health and Safety Committee with faculty related risk assessments being monitored by the Teaching - Health & Safety Representative and all others by Site & Facilities Manager 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 (Teaching - Health & Safety Representative, Senior Site & Facilities Strategic Lead) who are on hand to advise upon the correct completion of risk assessments as appropriate and refer/recommend to the Health and Safety Committee for approval. Where time prevents this, the Responsible Manager or Senior Site & Facilities Strategic Lead will be responsible for authorising each risk assessment.

## **2.26 Security**

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

## **2.27 Smoking**

Smoking is not permitted on the premises.

## **2.28 Stress and Wellbeing**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. Stress management through risk

assessment and appropriate consultation with employees will be periodically reviewed and acted upon in accordance with the Children's Services and Health and Safety Executive's Management Standards, guidance and requirements. The wellbeing lead for the school is the Head of the Primary Phase.

On site arrangements to monitor, consult and reduce stress situations are:

- A full employee survey is undertaken at least every three years.
- Employee Helpline service is provided for all employees – posters displayed with relevant contact information.
- Supervision for those dealing with more challenging circumstances.
- Generous approach to paid leave.
- Wellbeing charter (Colleague Dashboard).
- Inside out group.
- Regular 1:1s and performance reviews.

### **2.29 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. Line Managers are responsible for overseeing this process and consulting individual requirements within their teams.

**2.30 Traffic Management** Arrangements s regarding on-site traffic safety are set out in the Traffic risk-assessment.

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

This includes restricting vehicle access on to the school site. This includes restricting vehicular access on to Green Lane during primary phase drop off and pick up times.

### **2.31 Radiation Protection**

The Radiation Protection Supervisor (RPS) will act to:

- Follow the L93 CLEAPSS Risk Assessment Policy for Managing Ionising Radiation and Radioactive Substances within a school.
- We have radioactive sources at The Westgate, all of which are stored in the containers they were purchased in. They are cup sources so are stored in lead lined pots within a wooden box, which is also lead lined. This box, when not in use by teachers, is stored in cupboard within another locked cupboard, at least 1.5m away from any walkways, and also with a brick wall as an additional barrier. We also store the Geiger counter and all equipment used with the sources in the same location. The external cupboard is not labelled, so as not to draw attention to it, but the internal cupboard within the locked store is labelled as containing radioactive sources.
- All Science teaching employees are qualified to handle radioactive sources once appropriate training has been given by the RPS. Other teaching employees, ITT students, cover employees etc are not qualified and must be supervised by a Science teacher in order to use the sources, only when training has been given to both employees by the RPS.
- Pregnant women should not handle the radioactive sources or be present in a classroom where they are being used. Pupils must also not handle the sources - teacher demonstrations are the only acceptable use within classrooms.

- When the sources are taken out of a cupboard, they are logged out by the Senior Technician who then signs them over to the qualified teacher. At the end of the lesson, the teacher returns them to the technician who logs them back in. The sources are never left unattended.
- In the event of a fire alarm, the sources will be left in the classroom but a laminated information sheet (which is always with the sources) must be taken to the Site & Facilities Manager who will be told which classroom the sources are in; it is then the Site & Facilities Managers responsibility to ensure this information is passed on to the relevant fire officers.
- Every month, a simple check is done by a Senior technician, with delegated responsibility from the RPS. Annually a full check is completed, including a leak test, by the Senior technician in conjunction with the RPS.
- Several documents are completed and kept with the sources; the radioactive source history; the log for using the sources; the monthly simple check document; the audit for the sources and the store; the list of authorised and trained users; and a list of the sources held.

### **2.32 Training**

Health and Safety induction training will be provided and recorded for all new employees and volunteers in accordance with CSAF-017 New Employee Health and Safety Induction checklist.

The Responsible Manager is responsible for ensuring that all new employees/volunteers are provided with adequate information, instruction and training regarding their safety at work. 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 employees.

All employees 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 changes.
- Specific training commensurate to their own role and activities.
- Periodic refresher training that will not exceed 3 yearly intervals.
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements.

Training records are held as follows:

- Internal records held electronically by Health and Safety Lead
- External training records held by the Training and Courses Senior Admin Assistant

### **2.33 Violent Incidents**

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

Employees are encouraged to 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, recorded, and investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar events occurring in the future.

Violent incident reporting is completely confidential. This is to be reported online via <http://intranet.hants.gov.uk/healthandsafety.htm>, in accordance with Local Authority corporate

procedure – HCC Accident/ incident, near miss and dangerous occurrence investigation and reporting.

Confidential reports can be sent to the Responsible Manager in a sealed envelope.

### **2.34 Visitors**

ALL visitors must initially report to either Main Reception (School), where are to sign in and will be provided with the key health, safety and fire information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitor's badge and health and safety information leaflet.

### **2.35 Work at Height**

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP3-08. General work at height will be undertaken in accordance with the generic on-site risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out by the Site Team in accordance with a specific risk assessment for that particular task.

The identified competent persons for work at height on the premises and those who have attended the Caretaker Support Service Ladder & Stepladder Safety half day course are authorised to:

- Use steps stepladders and leaning ladders in accordance with their training.
- Provide step stool instructional training briefs to employees in accordance with SGP 23-08 (this must be recorded and confirmed to the Site & Facilities Manager).
- Provide stepladder and steps training to employees using the Children's Services Stepladder and Steps Safety User training presentation.
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps, recording the outcomes in the Inspections Folder which is stored in the Site office.
- Remove access equipment from use if defective or considered inappropriate for use.

The competent persons for work at height and all other employees are not permitted to use any other access equipment for work at height without specific training.

This includes the use of scaffolding, mobile towers, and mobile elevated working 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 employees working at height must be appropriately trained to use the access equipment.
- Employees 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.
- Employees may only use step stools if they have received a local instructional training brief.
- Employees may only use stepladders if they have received training.
- Employees may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder and Stepladder Safety half-day course (to be refreshed every three years).



- Any safety concerns about a working 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 equipment.

### **2.36 Glazing**

Glass and glazing on site have been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically by the Senior Site & Facilities Strategic Lead and is reviewed annually or when there are changes to the premises.

### **2.37 Infection prevention and control**

We follow national guidance published by UK Health Security Agency when responding to infection control issues. We will encourage employees, pupils, and visitors to follow this good hygiene practice, outlined within are respiratory controls risk assessment.

### **2.38 New and expectant Mothers**

Risk Assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

### **2.39 E-scooters and e-bikes**

It's not currently possible to obtain insurance for privately owned e-scooters, which means it's illegal to use them on the road or in public spaces. Anyone using a private e-scooter runs the risk of the vehicle being seized under S.165 Road Traffic Act 1988 for no insurance. It is currently illegal to ride them on roads, cycle lanes and pavements and therefore they should not be brought or ridden into school. It is legal to use an e-scooter on private land with the permission of the landowner.

The term “powered transporters” covers a variety of novel personal transport devices which are mechanically propelled (propelled by a motor) as well as or instead of being manually propelled. It includes e-scooters, Segways, hoverboards, go-peds (combustion engine-powered kick-scooters), powered unicycles, and u-wheels.

Therefore, the Health and Safety Committee has decided not to permit the use of powered transporters for all areas of the school for the safety of all users of our site.

The Health and Safety committee has also decided to not permit pupil use of e-bikes on the school site on account of models with differing power and speed capabilities.

E-bikes and e-scooters use large lithium-ion batteries which can also present a risk of serious fire or explosion in certain circumstances.

### **Appendix one. Portable Appliance Testing (PAT) procedure.**

Linked policies located on website

- A. CIEP Critical Incident Plan
- B. Fire Safety Management
- C. First Aid and Administrations of Medicines
- D. Portable Appliance Testing (PAT)
- E. Supporting Pupils with Medical Conditions
- F. Accessibility Plan

#### **Appendix one. Portable Appliance Testing (PAT) procedure.**

1. All electrical equipment, other than battery operated items, which is not the subject of a maintenance contract must be routinely inspected and tested. This includes:
  - Televisions
  - Mains radios
  - Table lamps
  - Computers
  - Printers etc.
2. These portable electrical appliances should be visually inspected on a regular basis to look for worn and frayed cables, loose or cracked plugs and any other obvious damage. Any items that are frequently used by multiple users, such as photocopiers, vending machines, hot trolleys, etc. should be tested and inspected at least once a year.
3. Testing should only be directed by a member of the Site Team.
4. All employees and pupils who wish to bring in their own appliances must have them inspected by the Site Team and if there are concerns about their safety, they must only be used after testing.

#### **BASIC ELECTRICAL SAFETY STANDARDS**

1. Portable electrical appliances that plug into the electrical mains should each have a separate switch socket outlet. Where that is not immediately possible, a fused multi-socket outlet may be used but not an adaptor plug.
2. Extension leads are especially liable to damage and should be visually inspected regularly to look for kinks, worn and frayed cables, loose or cracked plugs and other obvious damage.
3. If checking plugs, make sure that the cable casing enters the plug so that no wires are exposed, and correct fuses have been fitted.
4. Display screen equipment often has its cabling and connectors hidden or inaccessible to the user. However, all users should carry out periodic visual inspections of the parts they can see to ensure that obvious faults or defects are identified.
5. Any electrical equipment suspected of being faulty or dangerous should be switched off and taken out of use immediately.
6. Where the safety of an electrical system is uncertain (eg. in someone's home) a residual current device (RCD) should be used. This will monitor the supply and quickly break the circuit and protect the user if there is a fault in the system.

7. Switch off any machines that do not need to be left on overnight.
8. Read any manuals provided with electrical equipment and if still unsure about safe use ask your manager/leader for assistance.
9. Only install equipment and electrical components if you're competent and authorised to do so.
10. Do not overload electrical systems by putting too much equipment on the same circuit.

### **SCHOOL TESTING PROCEDURE**

1. It is the school's intention to test all portable electrical equipment on an on-going annual basis in line with HCC/HSE guidelines.
2. All portable electrical equipment that fails its check will be recorded and must be taken out of use. Department/Faculty Leaders will be informed of each failure, and it is their responsibility to have it repaired or replaced.
3. It is the Site Team's intent to issues notification to the Faculty/Departments Leaders of planned testing visits. It is the Faculty/Department Leaders responsibility to ensure all portable electrical equipment is made available to the Site Team.
4. All equipment must be made available for testing.
5. A record will be kept of all testing undertaken on equipment and stored centrally.