



HEALTH AND SAFETY POLICY

Date of last review:	<i>November 2024</i>
Name of Headteacher approving this policy:	<i>Hannah Inglis</i>
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	<i>November 2025</i>

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 pupils, 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

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

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 Crookham C.E. (A) Infant School is held by the Governing Body who are responsible for making sure that risks are managed so far as is reasonably practicable. The Governing Body will:

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

Responsible Manager

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

- Ensure the school adopts the governors' policies and procedures
- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the governing body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

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

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

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

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.

Finance, Buildings and Health & Safety Committee

The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/Headteacher. 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 informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The committee meets three times a year and consists of the Headteacher and at least three governor committee members with the Finance Officer in Attendance.

SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

Accident Investigator

The Accident Investigator will undertake accident investigator training every 3 years. The on-site trained accident investigator is the Headteacher who will lead on all accident investigations in accordance with the school's and corporate procedures.

Asbestos Nominated Responsible Person

The Nominated Responsible Person for Asbestos is Verity Marsland (Finance Officer), supported by Ricky Holland (Caretaker).

The NRP will undertake the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete an Asbestos e-learning course annually and all training records are to be retained. The nominated responsible person for asbestos on the premises acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos NRP will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will 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. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.

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

COSHH Assessor

The COSHH Assessor is Verity Marsland (Finance Officer), supported by Ricky Holland (Caretaker) who will undertake a COSHH assessor training course every 3 years. The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

appropriate guidance and direction from the Children's Services Health and Safety Team as required.

DSE Assessor

The DSE Assessor is Verity Marsland (Finance Officer).

The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE users in accordance with departmental and corporate procedures.

Facilities Management Trained Staff

The Facilities Manager for the premises is Verity Marsland (Finance Officer).

The Facilities Manager will undertake the Introduction to Site Safety training course every 3 years. The facilities management trained member of staff is the competent person for the overall management of school premises and facilities and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises matters and duties.

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

Fire Safety Co-ordinator

The Fire Safety Co-ordinator is Verity Marsland (Finance Officer).

The Fire Safety Co-ordinator will undertake a Fire Risk Assessment Principals and Practice training course every 3 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 Children's Services Health & Safety Team and Property Services Fire Team as required.

On-site Health and Safety Co-ordinator

The on-site health and safety co-ordinator is Verity Marsland (Finance Officer).

The on-site H&S Co-ordinator/Officer for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager.

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

Health & Safety Representative

The H&S Representative is Verity Marsland (Finance Officer).

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

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

Legionella Nominated Responsible Person

The Nominated Responsible Person for Legionella is Verity Marsland (Finance Officer), supported by Ricky Holland (Caretaker).

The nominated responsible person for Legionella on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They will annually complete a Legionella e-learning course and all training records will be retained.

The NRP will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Property Services Team as required.

Risk Assessor

The Risk Assessor is Verity Marsland (Finance Officer) , supported by Ricky Holland (Caretaker) who will ensure risk assessments are completed and hazards are identified and managed. They will undertake risk assessor training every 3 years. They will work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

Work at Height

The competent person for work at height on the premises is Verity Marsland (Finance Officer) supported by Ricky Holland (Caretaker).

They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years. The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely.

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

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 Crookham C.E. (Aided) Infant School and are to be used alongside other current school & grounds 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 the Governing Body's procedure requirements as below.

Any accident, incident or injury involving staff, visitors or contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident reporting form online.

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

A copy of the completed incident report is then automatically received by the Children's Services Health and Safety team, the person reporting the incident and the manager/accident investigator.

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

Minor accidents to pupils will be recorded in the folder located in the Medical Room (and taken onto the playground during the lunch break).

The Children's Services Health & Safety Team will review every incident reported on the online system and identify which are notifiable to the Health and Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Children's Services Health & Safety Team will report the incident to the HSE and a copy of this report will then be emailed to the school.

The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Headteacher and Finance, Buildings, Health & Safety committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

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

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person for Asbestos. The asbestos register as issued by Asbestos Team is located on the shelf outside the main school office and is to be shown to all contractors who may need to carry out work on site. Contractors and anyone undertaking intrusive work must read and sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

The Responsible Manager, the asbestos nominated responsible person and any other employees who may disturb the fabric of the building will complete the Asbestos e-learning on an annual basis. The nominated person will additionally attend the Hampshire Scientific Services half day attendance course once.

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

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

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

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

Community Users/Lettings/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the user/hirer
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

Contractors will be selected from the HCC minor works framework where possible. Where the minor works framework is not used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence prior to engaging their services. The school's management surveyor will be contacted for further guidance.

All contractors must report to the main school office where they will be asked to sign the visitor's book and asbestos register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

School staff are responsible for monitoring work areas and providing appropriate supervision,

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant members of staff 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. Subject Managers 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

All users must complete the *display screen equipment e-learning course* every year. All users must carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

DSE users have the right to request free eyesight tests and be reimbursed towards spectacles if required for DSE use.

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- Personal 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 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 Head Teacher or Network Manager and repaired or disposed of as soon as possible.

Emergency Procedures

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

All staff will receive information, training and instruction on the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. The PEEPs are contained in the Appendix of the emergency evacuation plan.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the fire safety co-ordinator that:

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

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

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are also clearly signposted around the school (Health & Safety notice board and First Aid room).

A First Aid Needs Assessment will be carried out annually by Gill Gilbert (Admin Team) to determine the level of first aid provision required. First aid provision will be regularly monitored and equipment checks recorded.

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

Glazing

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

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

Good Housekeeping

Good Housekeeping is an essential factor in effective health and safety. The following conditions 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

COSHH Hazardous Substances

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

- Safety Data Sheets have been obtained
- a documented COSHH assessment has been undertaken by the trained COSHH assessor
- the product is approved for use by the Headteacher

When using a hazardous substance, staff will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Staff will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and clearly labelled storage in accordance with the relevant data sheets in the cleaning cupboard. This is to remain locked at all times.

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

Inspections and Monitoring

It is the responsibility of all staff to monitor the condition of their workplace throughout the day. 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 School Administration Team.

Monitoring and inspections will be carried out by Subject Managers.

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

Defects identified during these routine documented inspections are to be immediately reported to the H&S co-ordinator and recorded in the defect book. Any identified high level risks or safety management concerns are to be reported to the Headteacher.

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

Periodic detailed inspections of the premises' safety management system will be carried out termly by the Health & Safety Governor. 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. The main kitchen is managed by HC3S. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices. Relevant safe systems of work and risk assessments will be shared between the HC3S and the school

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are contained in risk assessments for that area.

Legionella Management

Legionella management on site is controlled by the Legionella responsible person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council policy and guidance. They will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

Lone Working

A risk assessment will be carried out to categorise each lone workers role and the risk presented, in accordance with the Corporate Lone Working Procedure.

Lone working will only take place:

- With the Headteacher's approval
- Following risk assessment

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

- Where it cannot be avoided

The lone working arrangements for staff who may undertake lone working on this site can be found in the Risk Assessment folder.

Moving and Handling

All staff must complete the *moving and handling* e-learning *course* every year. 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.

The Site Manager/Caretaker is expected to undertake regular physical work which would typically include regular moving and handling; therefore, they will attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

Off-site Activities

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

Provision of Information

The Headteacher will ensure that staff are periodically provided with information regarding safety arrangements. These systems are annual H&S briefings; Health & Safety handbook; standing agenda item at staff meetings; Health and Safety notice board; signatures obtained when training completed.

Visitors and contractors are provided with Health and Safety information on arrival by the office team.

Local health and safety advice is available from the Headteacher and the Children's Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

The *Health and Safety Law* poster is displayed by the photocopier.

Risk Assessment

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

The trained risk assessor will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed.

All risk assessments and associated control measures will be approved and signed by the Headteacher.

Completed risk assessments are listed in the Risk Register located in the office and will be reviewed periodically in accordance with the risk assessment review schedule.

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

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

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

For the purposes of this policy smoking includes e-cigarettes/vaporizers. Smoking is not permitted on the premises.

Stress & Wellbeing

Crookham C.E. (Aided) Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Stress Management Standards – staff questionnaire.

On-site arrangements to monitor, consult and reduce stress situations are addressed by displaying details of the stress helpline; staff well-being representative; risk assessments.

Traffic Management

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

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

A copy of which is located in the school office.

Arrangements will be shared with employees and relevant third parties.

Training

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

The Headteacher will ensure 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.

All staff will be provided with following as a minimum training provision:

- Induction training including the requirements of this health and safety policy
- Local training including risk assessments and safe working practices

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

- Updated training and information following health and safety policy or procedural changes
- Periodic refresher training that will not exceed three yearly intervals
- Relevant annual e-learning courses to meet HCC mandatory corporate training requirements
- Role specific training
- Refresher training as required

Training records are held by the Finance 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

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Crookham C.E. (Aided) Infant School.

In accordance with the Corporate Procedure on violence and aggression, staff should be categorised using the control menu. Control measures will be documented on the Violence and Aggression Risk Assessment. The risk assessment will be shared with relevant employees and reviewed on a regular basis.

Staff must report all violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated and control measure reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally on CPOMS. If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

Visitors

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

Visitors to the premises will be provided with a badge, evacuation procedures and sign in book.

Vulnerable Persons

Where there are vulnerable persons (e.g. 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. Appropriate procedures will be implemented and arrangements for the health, safety, and welfare of vulnerable persons on school premises will be suitably managed.

Work Equipment

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

CROOKHAM CE(A) INFANT SCHOOL HEALTH AND SAFETY POLICY

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the Finance Officer and repaired or disposed of as soon as possible.

Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Work at Height, and the Children's Services Health and Safety Team guidance. All general work at height will be carried out in accordance with the on-site general risk assessment. A separate risk assessment will be carried out for higher risk tasks.

The trained competent person for work at height on the premises will:

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

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

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