

Ickniel School

HEALTH AND SAFETY POLICY

Adopted at Full Governors meeting on 22 nd March 2010.
Approved and signed: See page 15 review - October 2023

Article 24: 'I have the right to be kept safe from things that could harm my development.'

Ickniel School... "your journey matters"

Ickniel School Values Statement

Ickniel School is passionate about providing an inclusive education. We value all students as unique and nurture their talents. We enable students to achieve to their best ability in a safe environment and to grow into the finest individuals they can be.

Our inclusive practice can be defined as attitudes, approaches and strategies taken to ensure that all our pupils are included in the learning environment. We ensure that all pupils are listened to, openly valued, safe and have the confidence to participate in all activities.

Ickniel School strives to remove barriers to learning, to celebrate diversity and through this we encourage and support a society of equality, acceptance and mutual respect.

By valuing and respecting human diversity, Ickniel School fosters a sense of community and belonging, enabling all: children, teenagers and adults, to participate in every area of life possible.

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 all employees at Ickniel School 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.

Premises refers to Icknield School site and the FE centre which is based at 219 Vigo Road unless otherwise stated in separate paragraph in each section.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Icknield School is held by **Hampshire County Council Body** 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

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

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk 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 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 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

Site Manager – Dave Cass

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

On-Site Health & Safety Officer – Sean Cannon

The on-site health & safety officer to the school will manage, advise and co-ordinate local safety matters. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher and the Children's Services Health & Safety Team as required.

All School Staff

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

FE centre

FE Centre staff will report to the Health and Safety Officer.

Fire Safety Co-ordinator – Dave Cass

The site manager 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 to monitor the 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 head teacher and the Children's Services Health & Safety Team as required.

Facilities Management Trained Staff – Dave Cass

The facilities manager is the site manager who is the competent person for the overall management of general premises facilities and acts on behalf of the head teacher. He is to attend the facilities management training course and refresh this training every six years. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within his level of competence and seek appropriate guidance and direction from the SLT, head teacher and the Children's Services Health & Safety Team as required.

Legionella Competent Person – Dave Cass

The Site Manager, Dave Cass is the nominated competent person for Legionella on the premises and acts on behalf of the SLT/headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the Legionella e-learning course and all training records are to be retained.

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

Asbestos Competent Person – Dave Cass

The Site Manager- Dave Cass is the nominated competent person for asbestos on the premises and acts on behalf of the head teacher to provide the necessary competence to enable asbestos to be managed safely. He is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He will advise the SLT of any condition or situation relating to asbestos which may affect the safety of any premise's users. He is to work within their level of competence and seek appropriate guidance and direction from the SLT /head teacher and 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 Icknield School and are to be used alongside other Icknield 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 in the HCC Accident Report Book held in the school office. A copy of the completed form is to be forwarded to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Minor accidents to pupils are to be recorded in the pupils' minor accident book located in the school office.

Fatalities and Major incidents are to be reported without delay, to the HSE's Incident Contact Centre (ICC) by telephone on 0845 300 99 23 or by completing the online form at <http://www.hse.gov.uk/riddor/index.htm>.

Accidents, incidents and dangerous occurrences should be notified by the responsible person or manager using the online form at <http://www.hse.gov.uk/riddor/index.htm>.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The headteacher will ensure that the governing body and senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the headteacher for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

All significant accidents, incidents and near-misses are to be immediately reported to the Senior Leadership Team or head teacher. 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. Near misses are to be recorded in the near miss book which is held in the office. Patterns and trends of near misses will be examined in detail to establish how accidents can be prevented in the future.

Administration of Medicines

Initially all medication is controlled by the school nurse.

Due to the complex nature of the needs of pupils at Icknield School it is necessary to administer medicines to pupils at regular intervals during the week and also to administer occasional medication when out of school. Before staff are able to do this parental permission is sought and documented. Records are kept in the pupil information file, and their personal files. Staff will always be trained before they can administer buccal midazolam and rectal diazepam. Arrangements regarding medicines are set out in the Administration of Medicines Policy. In practice nearly all medication is administered by the school nurse.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person (Dave Cass). The asbestos register as issued by PBRs is located in the school 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.

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 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 SLT or head teacher and 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 SLT & head teacher and asbestos competent person.

FE Centre

The asbestos register is held in the 'Site Information Folder' and is made available to all contractors.

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy. There are (at time of writing) 7 trained DSL's ; Sean Cannon, Lucy Stickland, Sharon Portsmouth, Beth Rawles, Sandy Evans , Kelly Bowen and Paul Hoggett.

Community Users

The Senior Leadership team will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

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

A Hot Work Permit will be raised by any contractor for work which may involve a higher risk of fire such as the use of a blow torch.

Site manager of Icknield School is 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.

FE Centre: Contractors must be greeted by a member of staff, sign in and sign the asbestos register.

Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out by all teachers under the control of the senior leadership team. For regular off-site activities, forms listing names of pupils, medication, contact numbers, names of staff and strategies to reduce risk are signed by the senior leadership team. One copy is taken out of school and one copy is left in the clear plastic envelope in the reception area. Appropriate teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the school are managed safely following the appropriate guidance.

Display Screen Equipment

All admin staff and teachers will complete the display screen equipment e-learning course every year without exception and carry out workstation assessments using CSAF-001 Workstation

Assessment Form every 3 years. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- 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 at intervals of 1 year.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person is Dave Cass or Graham Sumner
- If private electrical equipment is brought onto the premises it must be reported to the site manager – Dave Cass and PAT tested before it is used.
- 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 manager and attended to as soon as possible by writing in the defects book kept in the office.

Any new electrical equipment may be used in school as long as it is tested within the year.

Emergency Procedures

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 and a critical incident plan.

All staff will receive 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.

As all our pupils are deemed to be vulnerable, in the event of an emergency all staff are informed upon induction and at regular intervals that it is their responsibility to ensure the safe evacuation of pupils from the premises.

Personal Emergency Evacuation Plans will be completed if appropriate, provided and exercised for any persons who are deemed to be more vulnerable than the majority of the pupils. These are identified by using Risk assessments for Moving and Handling and for Pupils demonstrating significant Challenging behaviour.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator (Dave Cass) 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 headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety training every 2 years
- 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 must also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

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

Dave Cass is responsible for the checking and replenishing the First Aid Kits monthly which are located in the Staffroom, office, physio room, food technology room, school kitchen and on all minibuses.

FE staff are responsible for replenishing the First Aid kits at the FE unit.

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 testing on site (e.g. Boilers and hoisting equipment,) 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 in the defects book kept in the office and immediately taken out of use until repairs can be carried out.

Good Housekeeping

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

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- Hot drinks to be in lidded cups if being consumed in pupil areas, and then to be consumed during break times only. No hot water bottles are allowed in school, use of the types heated in a microwave are acceptable.

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 (Dave Cass) , and the product has been approved for safe use on site by the SLT or head teacher. The premises COSHH assessor acting on behalf of the responsible headteacher is the site manager Dave Cass.

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 a cupboard in the Secondary corridor next to the secondary toilets. This is to remain locked at all times. It is marked on the hazardous locations school plan. The COSHH register is held in the bookshelves outside the staff room.

Hepatitis b

The governors have assessed the need of recommending whether staff should be advised to seek medical guidance regarding the hepatitis b vaccination.

At conference the Special Head Teachers discussed the issue and shared information gathered from personnel, Health and Safety and health.

To date, no member of staff at a Hampshire school has ever been known to contract hepatitis b at work. From this it is clear that the risk of contracting hepatitis b while working at a Hampshire school is very low.

Safe practices, when addressing the intimate needs of pupils, involve wearing protective clothing including rubber gloves which are appropriately disposed of in clinical waste. All staff are given training in how to ensure their own safety when attending to the needs of all pupils. Staff must ensure any of their cuts or grazes are covered by plasters when working with pupils.

All pupils who attend Icknield School are very unlikely to have contracted hepatitis b; none are likely to use illegal intravenous drugs.

Having considered the information governors recognise that the risk to staff of contracting hepatitis b while working at Icknield School is very low.

Governors will not recommend that staff seek medical guidance regarding the hepatitis b vaccination.

Hot weather management

Parental permission sought by letter to apply sunscreen to pupils. All pupils to wear hats outside (school will provide these if not sent in from home) and to be kept in the shade as much as possible. More vulnerable pupils will be kept inside. Water to drink will be freely accessible and pupils encouraged to keep drinking. Fans will be supplied in classrooms where requested and/or necessary.

Inspections and Monitoring

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

Risk assessments of individual classrooms will be carried out by class teachers.

Routine documented inspections of the premises will be carried out every month by the site manager. Inspection findings are to be recorded on the Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at SLT/ Governors meetings.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the site manager. 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 under the control of Hampshire caterers.

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 used by pupils under supervision of responsible adult.

Legionella Management

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

Lone Working

All lone working is to be agreed by the head teacher and is to be carried out in accordance with the premises lone working risk assessment.

When working alone in the school staff should ensure that they inform the site manager Dave Cass. Staff should ensure that they sign in and out on the staff list by the office door. In the school holidays staff should sign their names on the white board and rub their name off on leaving the building. While working alone the site manager will inform a family member and carry a mobile phone at all times.

FE centre

Staff will inform a family member, carry a mobile phone and keep the front door locked at all times.

Minibuses

Dave Cass is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the HCC corporate Minibus Policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses. Minibuses are subject to a quarterly safety check at the HCC Micheldever garage. They are also subject to the usual annual MOT. Dave Cass is the MIDAS trained assessor.

Moving and Handling

Donna Davis is responsible for Moving and Handling Training and upkeep of individual Moving and Handling Plans. 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 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 she must attend a formal moving and handling course specific to the work requirements.

Portable Electrical Equipment

Each year the portable electrical equipment will be checked and tested by a suitably trained PAT engineer. (Dave Cass)

Items that do not reach the required standard will be disposed of.

Items that need to be replaced should be added to the wish list.

Items required to be replaced immediately should be submitted to the Governors' Finance committee/Headteacher.

Records of annual testing are kept in the Admin Office.

If new equipment is bought then it can be used in school as long as it is subject to PAT within a year

Off-site Activities

All hazardous pursuits will be assessed according to the risk and the needs of the pupils.

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. The file with information for this is held in the school office,

Off site forms will be completed prior to every activity which takes a group out of school.

These will include the list of the pupils, the risk assessment, the mobile contact number and details of the minibus and driver. This will be approved and signed by a member of the SLT.

Contact details of all pupils will be carried when off site, medication required off site will be signed out of the medical cupboard and taken.

Outdoor Play Equipment

All outdoor play equipment will be inspected in the monthly special schools walk round check. If a defect is spotted the fault will be recorded and dealt with by outside contractor.

Icknield maintains a contract with an outside company who check all outside play equipment annually. In icy conditions access to play equipment will be monitored and restricted if deemed dangerous for use by pupils.

Oxygen cylinders

Oxygen cylinders in FE Hub and the Mezzanine area have been chained to the wall and kept away from sources of heat and no access to children. Signage is in place and the Fire Brigade will be informed of their presence on attendance to any callout.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used. Currently we no longer keep Oxygen cylinders on site.

Physical Intervention

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

Provision of Information

The Senior Management Team 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 and email distribution.

Local health and safety advice is available from the SLT 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 and in the offices. General Health and Safety Information including asbestos and legionella information can be found in the staff room in a file marked 'Health and Safety Information'.

Risk Assessment

General risk assessment management will be co-ordinated by the SLT 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.

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 head teacher or her delegated member of staff prior to implementation.

All general 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 5 year diary system.

All General Health and Safety Risk Assessments can be found on the intranet in Teachers Pool under:-

Health and Safety, Review, Risk Assessments.

There are also hard copies of all Risk Assessments kept in 5 files.

General File and Moving and Handling file in staff room.

Cossh Register, Display screen Equipment and Miscellaneous (to include, challenging behaviour, vulnerable persons, expectant mothers, food allergy and inappropriate sexual behaviour) to be found in the school office.

General Health and Safety Information including asbestos and legionella information can be found in the staff room in a file marked 'Health and Safety Information'.

Security

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

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The building is alarmed. The doors are left unlocked from the inside during school hours.

Visitors ring a bell to gain access to the building. The small gate in the front of the building is kept closed at all times. The doors are unlocked and locked by the key holders.

Smoking

Smoking (including the use of e-cigarettes) is not permitted on the premises. (see separate policy).

Stress & Wellbeing :Icknield School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be

periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements. On-site arrangements to monitor, consult and reduce stress situations are provided by mentors and line managers.

Swimming Pool Management

Arrangements regarding swimming pool management are set out in the swimming pool policy and procedures, and in accordance with the Children's Services swimming pool guidance. See Hydrotherapy Pool Procedures and Water Safety Policy.

Traffic Management

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.

FE

Parking is to the front and rear of the building. Drivers need to go DEAD SLOW and drivers of buses need to take care not to hit the guttering when going down the side of the building. All drivers to be informed. All buses need to be turned at the rear of the building except for the tail lift bus. Some buses are unable to park on the drive.

Training

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

The headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training need 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 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 Sarah Greenwood. Sean Cannon 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.

Timetable for refresher training is kept on a Google bring up calendar.

Violent Incidents

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

Due to the Special Needs of the pupils there will be times when violent, aggressive and threatening behaviour is directed towards staff by pupils. All staff will be PRICE trained as soon as possible after appointment, unless it is deemed unnecessary by the headteacher due to location at work.

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

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

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 asked to sign in and to read the safety leaflet provided. They will also be provided with a badge identifying them as a visitor.

FE

All visitors sign in and wear a badge. They are also introduced to the staff and students.

Vulnerable Persons

All pupils at Icknield School are deemed vulnerable and individual plans (PEEPS etc.) are in place for those pupils with needs beyond those of the majority of the children.

Visitors who may be vulnerable are accompanied at all times.

Risk assessments for staff with new health issues (deemed vulnerable) will be undertaken on their return to work.

Work at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Icknield School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

There is one ladder at Icknield School which is checked monthly, the records for this are kept in the school office. Each classroom has been provided with a step stool.

The competent people for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course are Dave Cass & Graham Sumner. They are 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 the on-site ladder.
- 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 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

Related policies and procedures:

- A. Administration of Medicines policy
- B. Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Physical Intervention Policy
- G. On-Site Security Policy & Procedures
- H. Water Safety Policy & Hydrotherapy Pool Procedures
- I. On-Site Traffic Risk assessment

Reviewed on: October 2023

Date for next review: October 2026