

<b>Shirley Warren Primary and Nursery School</b>	Effective Date:	September 2023
<b>Policy and Procedure Statement</b>		
<b>Health and Safety - School Procedures</b>	Revision Date:	September 2024
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	Approval by the FGB Signed..... .....	September 2023
<b>Head Teacher</b>	<b>Mrs Zoe Newton</b>	
<b>DSL</b>	Zoe Newton, Sophia Ship, Crystal Jenkins, Tom Humphreys, Matt Goodchild. Will Lyon	
<b>Caretaker</b>	<b>Mr Rob Kelly</b>	

### Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Southampton City 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 motto underpins the policy.

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 & 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 & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

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

## Organisation

### Employer Responsibility

The overall responsibility for health and safety at Shirley Warren Primary School is held by Southampton City Council *who will:*

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

### Responsible Manager

The responsible manager for the premises is the Head Teacher, who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the unit/centre/school
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update governing bodies/partners
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required

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

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

### Site Manager

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe

working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Head Teacher/responsible manager and/or the Children's Services Health & Safety Team as required.

**Specific health & safety responsibilities of individuals are as follows:**

- **Head Teacher**

The Head Teacher and the site manager are advisors on health, safety and welfare. The Head Teacher will also advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required

- **Teachers & Supervisors**

The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Head Teacher so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk

**Governor with Health & Safety responsibility**

The Health & Safety governor will assist in the assessment of safety related matters and provide appropriate support to the responsible manager and Health & Safety Co-ordinator. The governor will periodically meet with facilities management staff to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The Health & Safety governor will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

**Fire Safety Co-ordinator**

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 upkeep of the fire safety manual.

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

**Facilities Management Trained Staff**

The facility management trained member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He is to attend the facilities management training course and refresh this training every 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 responsible manager/Head Teacher and/or the Children's Services Health & Safety Team as required.

### **Health & Safety Representative**

We do not have a nominated Health and Safety representative as all staff 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.

### **Legionella Competent Person**

The site manager is the nominated competent person for Legionella management on the premises and acts on behalf of the responsible manager/Head Teacher 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 manager/Head Teacher 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 responsible manager/Head Teacher and/or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

The site manager is the nominated competent person for asbestos on the premises and acts on behalf of the responsible manager/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 responsible manager/Head Teacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the responsible manager/Head Teacher and/or the Children's Services Health & Safety Team as required.

### **Accident Investigator**

The on-site trained accident investigator is the Head Teacher, who will lead on all accident investigations in accordance with departmental and corporate procedures.

## **ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the

health and safety provisions for Shirley Warren Primary School and are to be used alongside other current school procedures & policies.

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

General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe safe working methods to their own work and to report hazards discovered by them immediately upon discovery.

For example - The site manager when working alone or noticing common hazards such as spillages.

### **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 will be recorded and reported using the online Accident and Incident form found on the Young Southampton website.

Minor accidents to pupils are to be recorded in the minor accident book located in the medical room.

Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be recorded on Young Southampton HS1 form.

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

The Head Teacher will ensure that the governing body/leadership team is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the school business manager 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 unit/centre/school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **Administration of Medicines**

Arrangements regarding medicines are set out in the Administration of Medicines Policy and the Supporting Pupils with Medical Needs Policy.

### **Asbestos Management**

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

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

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

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the site manager 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 Head Teacher and/or asbestos competent person.

### **Child Protection**

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

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

The Business Manager /Site Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- 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**

SCC approved contractors are always to be used for contractual work on the premises. Where non-SCC 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 SCC Safe Selection of Contractors Checklist is to be used to determine competence of non-SCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the school office where they will be asked to sign the 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 and local safety arrangements.

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

## **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Staff will instruct them in general class safety rules e.g. how to carry scissors safely, using electrical equipment with dry hands, tucking chairs underneath the tables.

Children should be made aware of potential hazards if equipment they are handling is improperly used.

## **Display Screen Equipment**

All users must complete the *display screen equipment e-learning course* periodically without exception. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

## **Electrical Equipment**

The site manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.

- The competent person to be used is *SCC*.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the site manager 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.

### **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.

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.

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

### **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Policy, copy in 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 fire safety co-ordinator will ensure that:

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

### **First Aid**

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



Routinely, first aid should only be administered by first aid trained staff with in-date training certification, operating within the parameters of their training. However, in exceptional circumstances, i.e. where there is a threat to life and the response time is critical, anyone is able to take appropriate action as to do nothing would cause greater harm.

### **General Equipment**

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

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

### **Good Housekeeping**

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

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

### **Hazardous Substances**

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

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

All hazardous substances are to be stored in the secure and signed storage when not in use which is located in the site manager's main store. This is to remain locked at all times.

### **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 then be immediately reported to the Site Manager and/or the Business Manager.

Routine documented inspections of the premises will be carried out at least every term in accordance with the premises inspection schedule by the governor responsible for health & safety. Inspection findings are to be recorded and reported back to the WGB.

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

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Business Manager/Site Manager in conjunction with the governor responsible for health & safety. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted H&S Inspection Checklist.

An annual Health & Safety Self- assessment audit will be carried out on behalf of the Governing Body by the Senior Admin Officer and Health & Safety governor.

### **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 are the responsibility of Southampton City Catering 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.

### **Legionella Management**

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

### **Lone Working**

- All lone working is to be approved by the Head Teacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures.
- Lone working risk assessments are to be carried out prior to any lone working
- The appointed communication link is to be available at all times
- Lone working is to be carried out in accordance with the Lone Working Policy

### **Minibuses**

All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

### **Moving and Handling**

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

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

### **Off-site Activities**

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

### **Provision of Information**

The Head Teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are e.g. inset days staff meetings, meeting minutes, email distribution, signature based receipt of information.

The *Health and Safety Law* poster is displayed in the staff room on the Health and Safety notice board.

### **Risk Assessment**

General risk assessment management will be co-ordinated by the Head Teacher 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 assessor on site who is the Headteacher will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

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

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

### **Smoking**

Smoking is not permitted on the premises or in the grounds - this includes the use of e-cigarettes.

## **Stress & Wellbeing**

Shirley Warren Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon.

On-site arrangements to monitor, consult and reduce stress situations are through management meetings, performance management, well being sessions.

## **Availability of Medical and Special Needs Information**

Before going off-site staff must have, in advance, current information on children with specific medical or special needs problems, see Supporting Children with Medical Needs Policy.

- All trip forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent to the statement, " In the event of illness or accident, I consent to any necessary medical treatment which might include the use of anaesthetics" on the parental permission slip.

## **Supervision in School**

Supervision, before and after school, breaks and lunchtimes and at other times

- Children are not permitted to enter the school playgrounds unaccompanied before 8.40 a.m.
- Staff must ensure they are on duty before children reach the playground

## **Traffic Management**

The car park is set aside for staff and other visitors by arrangement.

## **Training**

Health and Safety induction training will be provided and recorded for all new staff/volunteers in accordance.

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

All staff will be provided with 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

Training records are held by the Business Manager 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.

### **Upkeep of buildings and grounds**

- The Site Manager is responsible for safety within the school buildings and grounds. This includes a rigorous programme of monitoring and maintenance. All health and safety concerns will be reported to the Site Manager and/or Head Teacher.

### **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Shirley Warren Primary School (see Serious Incident Protocol, Behaviour Policy).

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 asked to read and acknowledge the key health, safety and fire safety information displayed in reception to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a lanyard, sign a guest book and receive fire evacuation procedures.

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

The competent person for work at height on the premises who has attended the Site Manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training

- Provide stepladder and steps training to staff using the *Children's Services Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

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

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

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

#### **Related Policies**

- A. Administration of Medicines policy
- B. Behaviour Policy
- C. Child Protection Policy
- D. Emergency Evacuation Plan
- E. Fire Safety Manual
- F. First Aid Policy
- G. Physical Intervention Policy (within the Behaviour Policy)
- H. Supporting Children with Medical Needs

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