

**Manor Junior School**  
**Health & Safety Policy**

Approved: 10.12.25

Review by: 31.12.26

Section 1	Policy Statement	P3
	Objectives	P3
	Organisation and responsibilities	P3
	Procedures	P5
Section 2	1. General arrangements	P5
	2. Emergency Evacuations / Critical Incidents	P5
	3. Fire Safety	P6
	4. Lock Down	P6
	5. Out of Hours Emergencies	P6
	6. Smoking	P6
	7. Security	P6
	8. Lone Working	P7
	9. Off site Activities	P7
	10. Supervision	P7
	11. Welfare / First aid	P8
	12. Medicines in School	P9
	13. Swimming	P9
	14. Buildings and grounds	P9
	15. Maintenance and use of equipment	P9
	16. Electrical Equipment	P9
	17. Hazard Reporting Procedures	P10
	18. High Risk Curriculum areas	P10
	19. Use and control of hazardous substances	P10
	20. Lifting and moving activities	P10
	21. Vehicles on site	P10
	22. Access road to infant school	P10
	23. Contractors on site	P11
	24. Visitors on Site	P11
	25. Violent incidents including aggression	P11
	26. Mobile Phones	P11
	27. Vulnerable / challenging children	P11
	28. Staff training	P12
	29. Risk assessments	P12
	30. Legionella	P12
	31. Health and safety audits	P12
	32. Accident investigation	P12
	33. Asbestos	P12
	34. Working at height	P12
	35. Housekeeping	P12
	36. Display screen equipment	P13
	37. Well-being / stress management / induction	P13
	38. Safeguarding	P13
	39. Lettings	P13
	40. Training	P13
	41. Minibuses	P14
	42. Kitchens	P14
	43. Photographs and images	P14
	44. Jewellery	P14

	45. Vermin control	P15
	46. Home visits	P15
	47. Acceptable use of ICT and media	P15
Section 3	Monitoring of the Policy	P15
Appendix A	Off site activities	P16
Appendix B	Emergency Evacuation Plan	P21

This is a working policy which is constantly updated as further guidance and information is offered by the Department for Education (DfE) and the Local Authority (LA). In all situations, we follow Hampshire County Council (HCC) guidance.

Regular checks of the HCC Health and Safety (H&S) website will be made to ensure updated guidance is referred to below. Any relevant changes / updates to HCC guidance is disseminated to staff via weekly staff meetings.

This policy should be read in conjunction with the staff handbook and other relevant school policies.

**Objectives:**

- Maintain control of health and safety risks arising from our activities
- Maintain a safe environment throughout the school ensuring the welfare of all persons; regularly reviewing and revising safety procedures
- Establish safe working procedures among staff and children
- Develop safety awareness amongst all persons to remove or reduce the possibilities of accidents, injuries and ill health
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare; providing appropriate information, instruction and supervision
- Maintain equipment to an appropriate standard and ensuring safety procedures for handling, storing and transporting equipment

**Organisation and responsibilities:**

The Governing Body shares with the LA overall responsibility for health and safety at Manor Junior School.

The Governing Body will:

- Appoint and maintain a Governor with responsibility for overseeing health & safety
- Ensure health and safety has a high profile
- Complete and follow risk assessments as appropriate
- Ensure that adequate resources for health and safety are available
- Consult and communicate with staff and provide training opportunities in order to develop and maintain a positive health and safety culture
- Monitor and review health and safety arrangements
- Jointly carry out or evaluate health and safety reviews.

The Headteacher, as the responsible manager, will:

- Develop a safety culture throughout the school
- Assess and control risk as part of the day to day operational management of the school
- Ensure significant hazards are assessed and arrangements are made to reduce or remove the risks
- Complete and follow risk assessments as appropriate
- Check the HCC H&S website regularly for updated guidance
- Ensure staff are aware of their responsibilities
- Ensure periodic safety tours and inspections are carried out
- Update governors
- Regularly monitor the effectiveness of policy and procedures
- Ensure adequate cover including first aid is provided

All staff will:

- Support the implementation of health and safety arrangements
- Complete and follow risk assessments as appropriate (volunteers are NOT expected to complete risk assessments)
- Take reasonable care of themselves and others

- Ensure as far as is reasonably practicable, that their classrooms and work areas are safe
- Report shortcomings initially to the caretaker or health and safety representative who will report to the Headteacher if appropriate
- Comply 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
- Report any incident that has led or could have led, to damage or injury
- Assist in investigations due to accidents, dangerous occurrences or near-misses
- Observe standards of dress consistent with safety and / or hygiene

The caretaker will:

- Support the implementation of health and safety arrangements
- Complete and follow risk assessments as appropriate
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable, that all areas of the building are safe
- Oversee general site maintenance
- Monitor safe practices of cleaners, contractors and visitors on site
- Support the headteacher and Governors in ensuring good premises management

The designated first aid staff will:

- Be fully trained in first aid.
- Carry out responsibilities as highlighted in the First Aid policy and ensure incidents are appropriately dealt with, followed up and recorded.

The fire safety co-ordinator will:

- Fulfil the responsibilities identified with the Fire safety Management Policy, ensuring safe practices are adopted and monitored within the school
- Ensure that all staff are aware of their individual and collective responsibilities.

The health and safety representative / adviser will:

- Advise the school on health, safety and welfare issues and responsibilities
- Advise all personnel in meeting their individual responsibilities with regard to health and safety at work
- Offer to arrange appropriate training to all personnel and stakeholders.

The competent person for Legionella will:

- Act on behalf of the responsible headteacher to provide the necessary competence to enable Legionella to be managed safely.
- Annually complete the Legionella e-learning course and all training records are to be retained.
- 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.
- Advise the headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users.

The competent person for asbestos will:

- Act on behalf of the responsible manager/headteacher to provide the necessary competence to enable asbestos to be managed safely.
- Annually complete the asbestos e-learning course and all training records are to be retained.
- Ensure that all staff have a reasonable awareness of asbestos management and dangers.
- 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.
- Advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.

The accident investigator will:

- Lead on all accident investigations in accordance with departmental and corporate procedures.

### **Procedures / arrangements:**

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with The Management of Health and Safety at work regulations. These arrangements set out the health and safety provisions for Manor Junior School and are to be used in conjunction with any other associated school procedure and/or policy.

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

### **1. General Arrangements**

The governors and leadership team will

- Oversee the implementation and monitoring of this policy and all health and safety practices
- Oversee provision and maintenance of safe equipment and safe systems of work
- Make arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Provide adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Provide safe places to work with safe access to, and exit from, them
- Provide a healthy and safe working environment with adequate welfare facilities
- Provide a system for rapidly identifying and effectively dealing with hazards
- Implement control measures to reduce risks to as low as reasonably practicable

***All personnel have a statutory duty to co-operate in fulfilling the objectives of the school.***

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

### **2. Emergency Evacuation Procedures**

The object of an evacuation routine is to prevent panic and ensure the safe and orderly evacuation of the premises by staff, pupils and visitors. This procedure is detailed in the Evacuation Procedures (***Appendix C***) displayed around the school as well as the Fire Safety management Policy and Critical Incident Plan.

#### **Alarm system**

The person discovering any fire or emergency should sound the alarm by breaking the glass on the nearest fire alarm.

#### **Evacuation**

- Immediately the alarm bell is sounded the teacher should line the children up in silence and exit the building from their designated exit. The exit procedure is displayed in each classroom.
- The children should assemble on the side playground in their designated areas.
- The registers will be brought out to the playground by the Headteacher or office staff
- If classes are in the swimming pool or sensory garden they will be alerted by the office staff as the bell may be inaudible.
- Termly fire drills will be carried out to ensure all staff and children are familiar with the procedure. These will be recorded in the fire safety register in accordance with county procedures and recommendations.

### **Exit Routes**

- Children not in their classrooms at the time of the alarm should exit through the nearest outside door and join their teacher on the playground.
- All other staff and any visitors should leave by the nearest exit and assemble on the playground
- Kitchen staff should go immediately to the playground on hearing the alarm.

### **Roll Call**

As soon as the children are assembled on the playground the class teacher should count the pupils, call the register and report to the Headteacher as soon as possible.

### **Vulnerable staff / children**

Identified vulnerable staff and pupils including our hearing impaired pupils will have personal emergency evacuation plans (PEEPS) drawn up detailing their specific strategies for evacuation. Designated personnel to oversee these plans and actions will be detailed in the assessment plans.

### **3. Fire Safety**

This must be carried out in accordance with our Fire Safety Management Policy which details our statutory responsibilities and duties.

#### **Calling the Fire Service**

Anyone on duty in the office will call the fire brigade unless previously informed of a fire drill and will take the visitors' book to the assembly area.

#### **Fire Fighting**

Circumstances will dictate as to whether fire fighting should be attempted but remember that:

#### **FIRE FIGHTING SHOULD ALWAYS BE SECONDARY TO SAFETY**

In the case of fire, the alarm should always be rung before any action is taken.

#### **Training**

Staff training using the county e-learning package is carried out annually.

### **4. Lock Down**

For situations such as a Broadmoor Alert or a potential terror attack the school has a lock down procedure (**Appendix B**) to minimise risks to pupils. In such circumstances pupils are taken to classrooms and distributed across the school to minimise potential dangers. Procedures are rehearsed at least annually.

### **5. Out-of-School Hours Emergencies**

This will be carried out in accordance with our critical incident plan. Key holders will be contacted, in list order, by the security services (annually contracted by the school) and will then attend the school in accordance with lone working arrangements. They will arrange to meet a security representative or other key holder to attend the scene. All key holders hold a site plan which will be taken to the school in event of such emergencies.

### **6. Smoking**

In accordance with HCC guidance this is a non-smoking site and as such there are no designated smoking areas.

### **7. Security**

In order to provide the children and staff with a safe and secure working environment the school operates the following procedures.

- Visitors sign in and out and are issued with electronic badges / labels while on site (HCC employees visiting may use their own identification badges)
- A keypad on the main entrance prevents unauthorised access. All staff have an entry key fob.
- Other outside doors are only accessible from the outside by use of keys which are issued to staff.
- Out of hours the school is protected by a burglar alarm and security lighting. The premises are also monitored by a security company under our HCC contract.
- Regular personal security training is provided for all staff.

### **8. Lone Working**

If at all possible staff should avoid working alone. There are, however, occasions when staff are alone in the building. In these circumstances these members of staff should follow procedures in accordance with the lone workers risk assessment, which is designed to reduce risk. The following procedures must be adhered to:

- The nearest fire exit is always unlocked allowing ease of exit.
- Staff will ensure blinds are pulled if working alone in the dark.
- Cars are to be parked as near to the exit as possible.
- If there is more than one person in the building try to leave together.
- Always ensure you have access to a mobile phone.
- Lone working; all lone working is to be approved by the headteacher.
- Lone working risk assessments are to be carried out prior to any lone working
- An appointed communication link is to be available at all times.

### **9. Off Site Activities**

When planning for off site activities the school follows the guidance in the LA document 'Off Site Activities and Educational Visits'. Particular attention is paid to adult / children ratios, transport safety and medical information relating to children.

- Teachers will always pre-visit any site before taking the children off the premises, in accordance with our educational visits procedures (see **Appendix A**)
- A risk assessment will be undertaken, checked by EVC through EVOLVE and handed to the Headteacher for approval in accordance with Hampshire timescales.
- The relevant information will be completed and handed to the office – this includes
  - A list of all the children leaving the school.
  - Staff emergency details (held by office already)
  - A list of which children and adults are travelling on which coach.
  - Details of the destination, including phone numbers.
- A list of accompanying adults with emergency contact numbers.
- Mobile phone contact numbers.
- All adults accompanying children in groups not under direct teacher supervision, will have been DBS checked and vetted (list available in office)
- Parents will receive a letter informing them of the intended trip and asking for parental consent. No child will be taken off the premises without written parental consent. Consent for local trips in school hours will be obtained annually via planners.
- Any visits which count as hazardous pursuits (see definition in LA document) will require county approval at least 8 weeks prior to the activity.

### **10. Supervision of Children**

These procedures should be followed alongside the playground risk assessment which is reviewed at regularly and when special circumstances arise.

- Staff will be on duty around the school and playground from 8.35am every morning to ensure the children safely cross the access road into the building. Staff will also man the entrance doors to welcome pupils and deal with parental questions.

- There will be at least two members of staff on duty on each playground every break time. A duty rota will be drawn up and displayed in the staff handbooks, in the office and staffroom. A designated member of staff will be in charge and make the decision if the break time should be indoors or outdoors. The staff are responsible for the safety and well being of the children during this time. The staff handbook gives further details. The admin officer will organise duty cover in the case of staff absences.
- A designated first-aider is on duty each playtime and facilities are kept in the annexe.
- At the end of the day teachers escort their pupils to the exit and ensure they leave safely.
- During the lunch break a team of staff deal with safety issues where possible or report to class teachers / SLT in accordance with school lunchtime guidance. A major tool in maintaining a safe environment both at break times and during the school day is the school behaviour code.
- In the event of a wet play children should have appropriate activities. These must not include the use of scissors or potentially dangerous equipment. Teachers will share the observation of two classes to allow one member of staff a short break.
- Children must not remain in classes during any breaktime unless directly supervised by a member of staff. Any member of staff encountering unsupervised children in the building during a break should instruct them to go outside.
- Training for all staff will be offered annually in September

### **11. Welfare / First Aid**

In accordance with our First Aid Policy and Medicines Policy, we follow county guidance and have a designated member of staff with responsibility for first aid as well as a trained accident investigator. A copy of the county's procedural flowchart is kept with the first aid records for reference.

#### **a) Accidents to children**

Children requiring "First Aid" treatment should be taken, if possible, to the First Aider on Duty and their designated bases where first aid supplies are kept. At playtimes first aid is administered by a first aider in the annexe. These procedures should be applied in conjunction with the First Aid policy and risk assessment.

- Any serious accidents or bumped heads should be reported immediately to the office, the Headteacher or Deputy Headteacher. A qualified first aider should be called for, for examination of the child. A letter to the parents is always sent in the event of a head injury.
- The first aid qualified staff will make a decision as to whether or not to contact the parents or if necessary an ambulance.
- If hospital treatment is needed the parent or "emergency contact" should be notified immediately and the child taken to hospital. The cause and nature of the accident should be ascertained, reported to the Headteacher or Deputy Headteacher and recorded in the accident book.
- If the accident was caused or contributed to by any defect in the school premises or the condition of school furniture, this should be made known to the Headteacher and the Accident Investigator.
- All accidents are recorded in our own accident book
- In case of more serious accidents, if necessary Health & Safety Executive will be informed.

#### **b) Accidents to Adults**

In accordance with our First Aid policy:

- All accidents to adults, whether or not medical attention is considered necessary, should be reported to the Headteacher, designated member of staff with responsibility for First Aid and the accident form should be completed by the Administrative Officer.

- The cause of such accidents should be ascertained.
- Appropriate accident forms should be completed in the employees accident record book.
- Accidents and the accident books should be regularly monitored by the Health and Safety Governor who reports to the Buildings committee. And the Accident Investigator.
- All identified responsible persons with specific first aid related duties are trained in accordance with national and county regulations.

### **12. Medicines in School**

Please read 'Administering medicines in School Policy'. This is updated guidance and appropriate staff have to attend regular updates and briefings.

### **13. Swimming**

Children are currently taught to swim at an external pool with external staff that are qualified and endorsed. Risk assessments are undertaken in line with educational visits.

### **14. Buildings & Grounds**

The school seeks to maintain the grounds as a safe, clean and pleasant environment. Any issues relating to the safety of the premises must be reported to the caretaker or health and safety representative who will, if necessary report to the Headteacher. The governors have an appointed representative who meets, at least termly, the staff representative to complete a health and safety inspection. Matters of concern are reported in writing to the Headteacher. The Headteacher then ensures that appropriate action is taken to address any concerns and completes the "action" section of the form. Health and Safety issues are reported back to the Governors Buildings Committee. A Hampshire Property Services representative meets the Headteacher each year to monitor the condition of the buildings and grounds. Only county approved contractors are used to undertake any identified works.

### **15. Maintenance and use of Equipment**

We follow HCC guidance in all aspects of maintenance and use of equipment. In order to ensure the safe use of equipment within the school it is vital that equipment is used only for its intended purpose.

Risk assessments are undertaken in relation to use of particular equipment such as the photocopier and these are shared with staff via staff inset and meetings.

If any equipment is found to present a health and safety issue it must be removed from use immediately.

Annual checks are taken by external agencies and records kept within the school office.

Maintenance and repairs if required will only be undertaken only by the county approved contractors assigned to the school via the service level agreement.

### **16. Electrical Equipment**

An inventory of all electrical equipment is maintained and kept within the school office. All electrical equipment is checked for safety annually (PAT tested) and a sticker attached to indicate that it meets safety requirements.

Personal electrical equipment can only be used if it has been PAT tested by the school contactors that are county approved. New electrical equipment will be checked upon delivery and added to the inventory in order to be added to annual PAT testing schedule.

All defect items of electrical equipment will be disposed of immediately using appropriate and safe methods.

Electrical maintenance and repairs, if required, will only be undertaken only by the county approved contractors assigned to the school via the service level agreement.

### **17. Hazard Reporting Procedures**

Should any member of the school community or visitors discover a health and safety hazard / defect it should be reported to the caretaker or health and safety representative. If necessary this information will be passed onto the Headteacher. Advice will be sought from county as appropriate. Weekly staff meeting opportunities are available to raise / discuss health and safety matters.

### **18. High Risk Curriculum Activities**

We encourage the staff to provide a broad and balanced curriculum that engages pupils through first hand experiences and opportunities. As such we use and follow the HCC health and safety guidance manual in all areas of curriculum delivery. Risk assessments are undertaken and outcomes followed for all curriculum activities with potentially high risks. This is particularly the case in areas such as Science and Design Technology. The teacher must establish clear ground rules with the children before the activity starts.

P.E. presents many potential Health and Safety issues and the County Guidance document should always be consulted. Jewellery MUST NOT be worn. All sessions should include a controlled warm up and cool down.

### **19. Use and Control of Hazardous Substances (COSHH)**

We have a trained member of staff with responsibility for COSHH assessments. The use of potentially hazardous substances within curriculum activities should be assessed carefully before use and a risk assessment undertaken and shared with all those involved.

Other materials related to cleaning must be used in line with the caretakers cleaning manual and C.O.S.H.H. guidance. Cupboards for storing cleaning equipment are to be kept locked. County risk assessments are undertaken and any supplier's guidance / operating documents should be attached to these.

### **20. Lifting, Moving and Handling Activities**

All staff are given basic training annually in September using the county's manual handling e-learning training programme. All children and staff should only move equipment and furniture within their own capabilities. If in doubt, they must seek help and use the appropriate guidance / risk assessment. Whenever carrying or lifting correct posture must be considered. Staff must ensure that children observe safe lifting principles and be supervised if engaged in any heavy lifting. Where appropriate, eg building staging, carrying equipment up and down stairs specific risk assessments are carried out and outcomes followed.

### **21. Vehicles on Site**

At the start of the day we have many young children and parents walking their children to school. We also have Hearing Impaired children on site. Parents must not bring cars onto the school site in any circumstances. The only exception is disabled parents who should seek permission directly from the Headteacher. Children and parents are regularly reminded not to walk through the staff car park in the mornings but to walk around the side of the school building along footpaths to reach the playground. All staff and visitors to the site must not drive more than 5 m.p.h. and must drive carefully, watching for children. Parking must be in designated areas only. A risk assessment is carried out annually.

### **22. Access Road to Infants**

The access road to the Infants runs between the Junior School playground and the Junior School building. It is essential for the gate across the road placed to be closed to block this road whenever children are on the playground. During break and lunch time one member of staff must supervise this road at all times.

*Access Road Crossing Agreement*

- *All site users must have the children's health and safety at heart.*
- *Adults given access to the site by the schools or children's centre have the right to use the internal road and to park appropriately as directed by those allowing entry.*
- *However, if children are using the playground then caution and common sense of the adults around will be used to judge the risks in allowing cars to go across the ramped area.*
- *Drivers, having been given access to the site, should not be challenged as to the purpose of the visit; the responsibility for their on-site actions will be the responsibility of those allowing entry.*
- *Children need to be safe and the barrier used accordingly. Staff from the children's centre and infant school will assist in the supervision of pupils to ensure their safety whilst allowing vehicular access.*
- *Drivers may be asked to wait momentarily if it is deemed that movement across the ramped area could cause any risk to the pupils' safety. However, they should not be ignored or made to wait unnecessarily. Access should be given as soon as is safely possible.*

### **23. Contractors on Site**

We only use county approved contractors and all substantial building work is overseen by a designated property services manager. All contractors working on site must report to the school office before beginning work. They will be issued with badges, health and safety and emergency procedure protocols and will sign in and out.

If engaged in long-term work contractors must liaise with school management before the job begins and regularly whilst work is being carried out. At the initial meeting, arrangements for timing of work, vehicles on site and other issues relating to safety will be agreed. If contractors are to carry out work affecting the fabric of the building they must consult the school report on asbestos held in the school office. A health and safety plan / risk assessment must be undertaken before any work commences.

### **24. Visitors**

In accordance with our security and safety policies, it is the duty of all the personnel within the school to ensure the health and safety of all visitors. All visitors must sign into the school at the reception and sign out again when leaving. No visitors are allowed onto the school site without gaining permission from the reception staff. Visitors are to be accompanied to their destination as appropriate. Appropriate personnel are to be made aware of visitors to the school. Visitors are not permitted to enter unauthorised areas of the school.

### **25. Violent Incidents**

In the unfortunate event of this occurring staff are trained in reporting the incident as soon as possible. They complete a paper copy and then the School Business Manager inputs it onto the online reports tool in line with HCC policy.

### **26. Mobile phones**

In accordance with school policy children are not allowed to bring in mobile phones. In exceptional circumstances a contract may be drawn up to give those individual children permission. Staff may use personal mobile phones in accordance with school policy as detailed in the staff handbook.

### **27. Vulnerable / challenging children**

Staff must follow the school's behaviour policy, child protection procedures and physical restraint policy at all times. Annual training is provided to all staff in September and further training is offered through the induction programme for new staff. Key personnel will have refresher training in accordance with the school policy guidelines. Children identified as vulnerable or challenging will have individual support plans and targets, established through personal risk assessment, which will be made known to all staff as appropriate.

### **28. Arrangements for Staff Training**

The staff Health and Safety representative has received training and acts as Health and Safety Officer alongside the Head. Governors will support appropriate training for staff relating to health and safety.

### **29. Risk Assessments**

Following county guidance risk assessments will be carried out as appropriate. Completed forms will be retained in the relevant folder or on EVOLVE.

### **30. Legionella**

HCC guidance is followed. All procedures to prevent an outbreak of Legionnaires Disease are identified in the HCC Legionella Safety Corporate Policy and should be followed at all times. Annual awareness training for appropriate staff is completed in September and specific training for identified staff in accordance with training diary. Close liaison with property services is undertaken to ensure effective and appropriate monitoring of Legionella throughout the school. Flushing, monitoring and testing practices are undertaken by the site manager in accordance with county guidance.

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. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. Annual e-learning training is undertaken by identified personnel.

### **31. Health and Safety Audit**

There is no longer an annual Health and Safety Audit. This has been replaced with termly online H&S reports on differing subjects each time. This regularly monitored by the Health and Safety Governor.

### **32. Accident investigation / Reporting**

Any accident or injury to an adult is to be reported and entered in the HCC Accident Report Book. Minor injuries to pupils are to be entered in the accident books which are held in the school office, Carroll Room and Nurture room.

The HCC online accident and investigation report tool is to be used for the recording/reporting of all serious accidents and investigations. HCC then decide whether incidents need to be reported/looked into further. The headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature.

### **33. Asbestos Management**

HCC guidance is followed fully. Training will be offered to relevant personnel using the county e-learning package. An asbestos register is kept in the school office and is accessible to contractors and relevant personnel. Any issues arising concerning any aspect of asbestos management will be referred to the school property services advisor and risk assessments subsequently undertaken. In accordance with safe working practices staff will only erect displays using established display boards around school.

### **34. Working at height;**

We follow county guidance and procedures and staff are not allowed to use equipment, such as ladders or stepladders without appropriate training. With training they will use the appropriate equipment for the job and follow procedures highlighted in the school's guidance and risk assessments. The caretaker will have regular county training to ensure appropriate care and storage of school equipment. Contractors must adhere to their own and school health and safety practices. *Without appropriate training or completion of a risk assessment staff are not permitted to work at height.*

Display boards are kept to a manageable height for easy access by staff.

### **35. Housekeeping**

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

- keep corridors and passageways free from obstruction;

- ensure shelves in storerooms are stacked neatly and not overloaded;
- heavy items are to be placed on lower shelves to assist manual handling;
- keep floors clean and dry;
- do not obstruct emergency exits;
- storage of supplies to be in correct location;
- rubbish and litter to be cleaned and removed at the end of the working day
- classroom risk assessments are carried out annually in September.

### **36. Display Screen Equipment**

In accordance with county guidance all appropriate staff are trained annually in September using the county e-learning package. All staff with regular (daily) access to a computer will complete a personal risk assessment at least once a year in September or more frequently if circumstances change. These assessments will be monitored by the health and safety rep.

### **37. Staff Well-being, Stress Management and Induction**

We take the well-being of staff seriously and do our utmost to provide support school wide strategies to help them maintain an appropriate work-life balance. All staff have an identified line-manager who has responsibility for their on-going well-being and when undertaking accredited training courses mentors are appointed. Newly appointed staff are given an induction which is regularly reviewed by their appointed mentor.

When staff are experiencing stress through personal or work related issues county guidance is followed and a risk assessment is carried out. External agencies may be used for additional support and staff are referred to the employees support line for additional personal support.

### **38. Safeguarding pupil well-being**

In accordance with our child protection procedures we stringently follow county guidance using the manual of personnel practice and safeguarding procedures to ensure all staff, visitors and contractors on site who have or may have contact with pupils are securely vetted. Employed staff are thoroughly checked and vetted and central single register detailing the checks is securely maintained within the school office. The headteacher, deputy headteacher, admin manager and selected governors are trained in safer recruitment procedures to ensure appropriate checks are carried when employing staff. Annual training in September highlights the responsibilities of staff in adhering to school policies (Whistle-blowing, Touch, Physical restraint and Anti-bullying) as well as acceptable procedures.

### **39. Lettings**

In accordance with our policy and county regulations we carefully vet the organisations using our site facilities. Health and safety practices are shared through this document and copies of the emergency evacuation procedures leaflet. Copies of checks and leasing agreements are kept by the Admin Manager.

### **40. Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with our induction policy.

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

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 the School Business Manager who is responsible for co-ordinating all health and safety training requirements and managing the planning of refresher training for all staff.

#### **41. Minibuses**

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

#### **42. 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 with HCS3 / Headteacher. 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.

#### **43. Photographs and videos**

We aim to protect our pupils from the misuse of photographic images by embedding safe practices to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

Parents will be asked for permission to take photographs for internal school use and external publications (if appropriate).

#### **44. Jewellery**

We have clear rules on jewellery in school which is shared annually with parents and pupils through the Home School Agreement and the school prospectus. We do not encourage the wearing of jewellery and any such items brought into school remains the responsibility of the owner.

Our rules are formulated in conjunction with HCC health & safety guidance. Hampshire County Council's 'Safety in Physical Education and Sport', guidance states:

- Jewellery (eg. earrings, bangles etc) should not be worn to school and is not encouraged.
- Only a simple earring ie stud may be worn by pupils if the child is able to take appropriate responsibility for the item.
- All jewellery and other personal effects such as watches, necklaces, body piercings etc must be removed for physical education and related activities.
- If under exceptional circumstances it cannot be removed (i.e. cultural practice, emergency identification), the risk of injury should be reduced where it is practicable to do so. This could be by:
  - Bracelets being secured by the use of a wrist sweatband
  - Such compromises (as above) are to ease particular issues of conflict. Although the element of risk can be reduced by those methods listed above, those actions do not make the situation safe.
- Staff must not involve themselves in the process of earring removal.
- With young children, parents/guardians should be asked to remove earrings and studs from children's ears before they come to school each day, until such time as their child is able to remove these adornments themselves prior to a PE lesson. It is the parents'/guardians' responsibility to train their children to take out and to put in earrings. Such training will support the policy of the school and enable teachers to ensure that children and young people are dressed safely for PE activity.
- Medi-alert bracelets and necklaces will be worn by some children and young people. Again during the period of participation it is sensible to remove these items (as both teacher and child/young person are aware of the special circumstances relating to that child and will know how to act should difficulties arise).
- Consideration should be given to modifying the activity for an individual child to further reduce the risk.
- When all other avenues have been explored, **under most exceptional circumstances** the school may decide that:
  - If it is not possible to remove the jewellery or to reduce the risk of injury to the wearer or others, the young person must sit out and participate within the

- lesson in a non-active capacity (eg. observing, evaluating, responding to questions etc)
- Such an action must be formally communicated to the parents/guardians as the child/young person has been excluded from a National Curriculum statutory activity

#### **45. Vermin Control**

Manor Junior School is committed to caring for the environment and recognises there is a need to control vermin. The governors and Headteacher have a responsibility to ensure that vermin is properly controlled and ensure the safety of staff and others who could be affected. All actions undertaken will be in accordance with HCC guidance and all risks will have been assessed and appropriate measures put in place to reduce any injury or ill health from vermin. If appropriate and necessary, county approved pest control organisations are used to seek advice and to help implement methods of control. Staff and other persons likely to be exposed to vermin or control methods used are provided with the necessary information eg through dissemination of the risk assessment

#### **46. Home Visits**

In our aim to support families and to ensure the inclusion of vulnerable pupils some members of staff may have to conduct home visits. Clear communication and support systems are in place to ensure the safety of staff as well as to protect them from malicious accusations. Use of county guidance and associated risk assessments are made.

#### **47. ICT Acceptable Use**

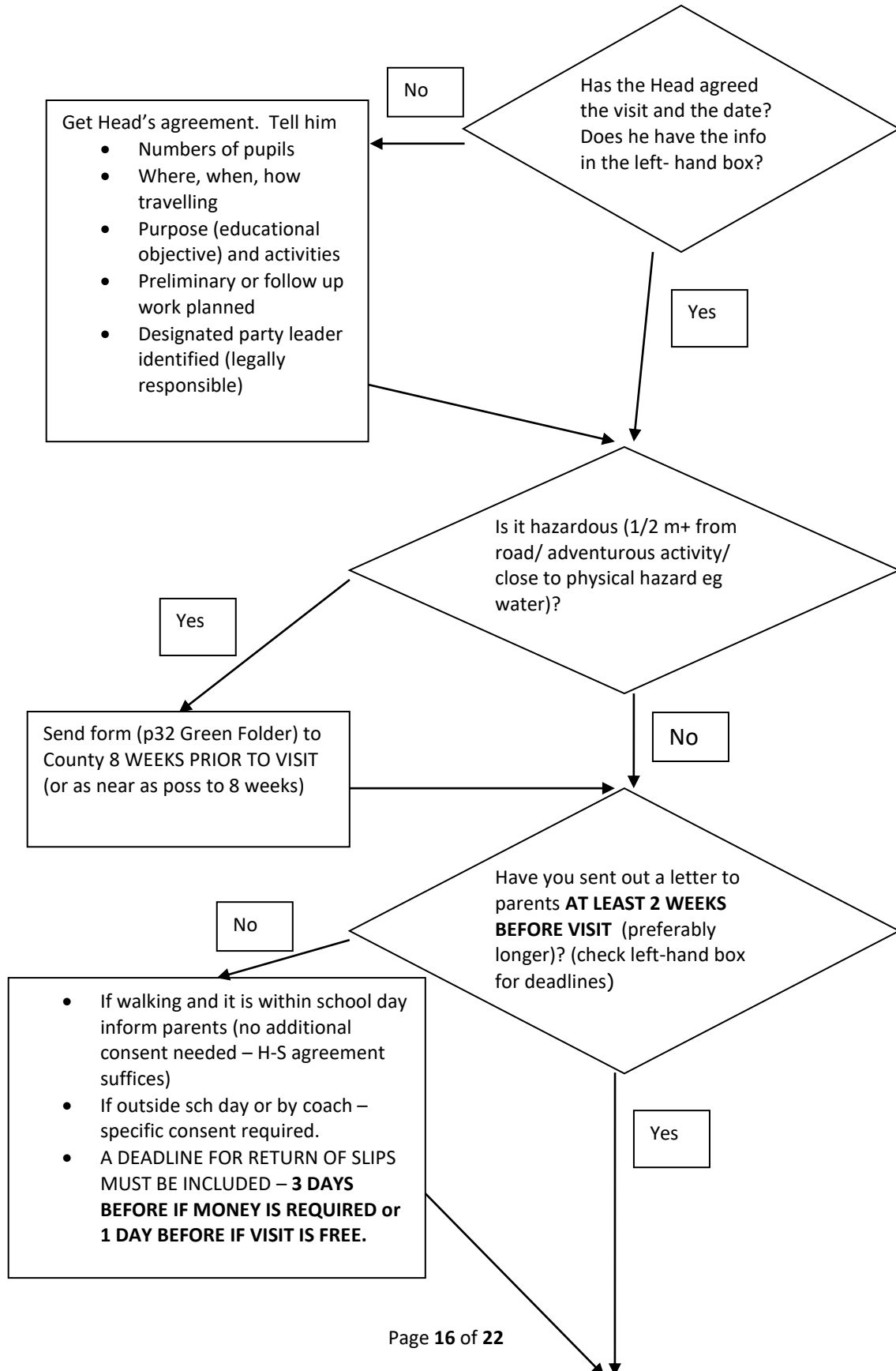
See separate policy.

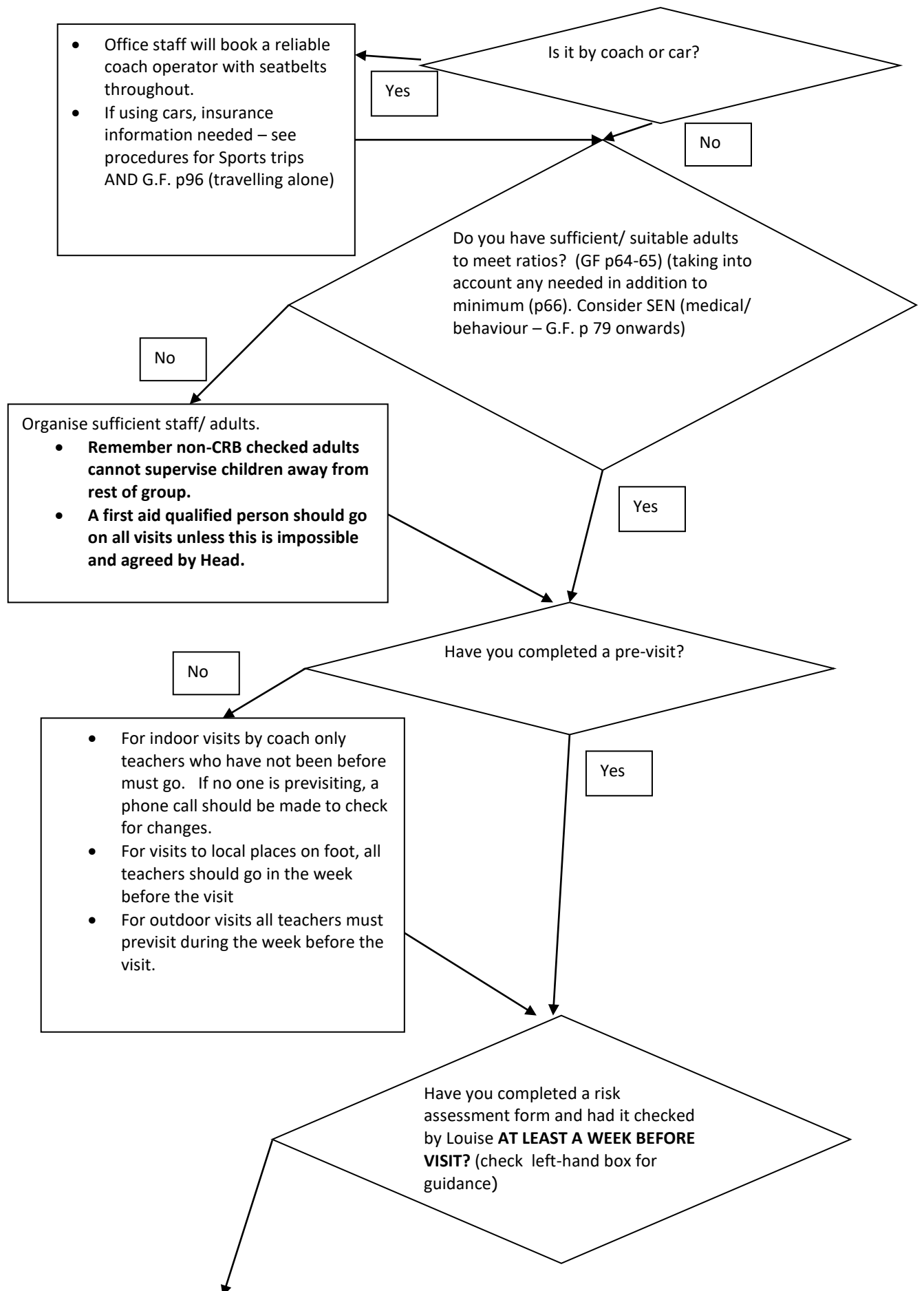
#### **Monitoring & Review of the Policy**

The Health and Safety Governor, Head and the H&S Responsible Manager will review the policy and procedures annually.

**APPENDIX A – EDUCATIONAL AND SPORTS VISITS PROCEDURES AND RISK ASSESSMENT FORM**

**ORGANISATIONAL PROCEDURES FOR EDUCATIONAL VISITS**





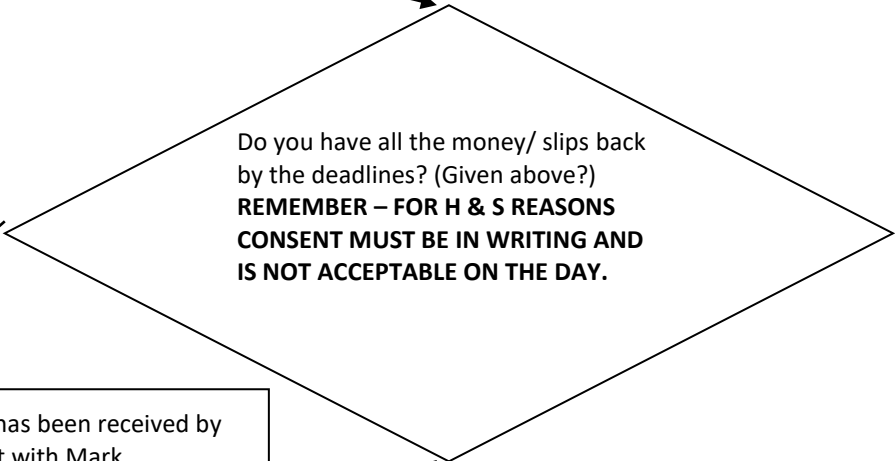
No

Yes

**CONSULT PAGES 51-53 AND 56 IN G.F. FOR HELP ON COMPLETING R.A. s. ALSO CHECK WITH FIONA IF A R.A. FOR THIS VISIT ALREADY EXISTS WHICH COULD BE ADAPTED.**

- For indoor visits by coach this can be prepared well in advance.
- For visits to local places on foot (see p 72/73), and for outdoor visits this should be done no more than 2 weeks and no less than 1 week before visit.

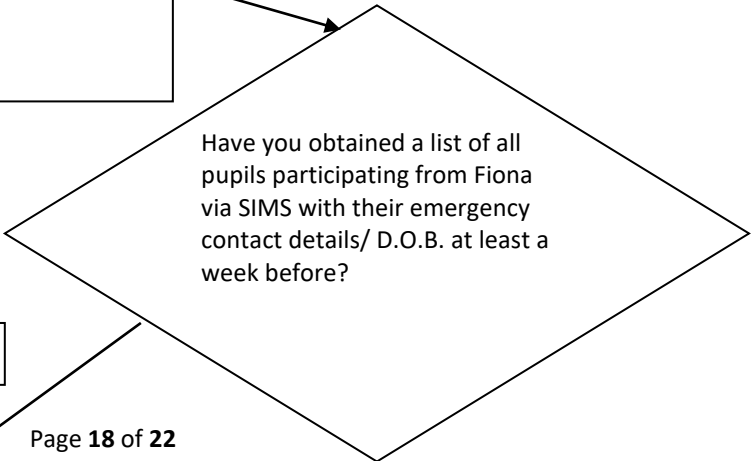
**NOTE: FAILURE TO SUBMIT RISK ASSESSMENTS IN TIME COULD LEAD TO THE VISIT BEING CANCELLED AS, IF THE R.A. IS NOT SATISFACTORY THEN APPROVAL BY MARK/ LOUISE WILL NOT BE GIVEN.**



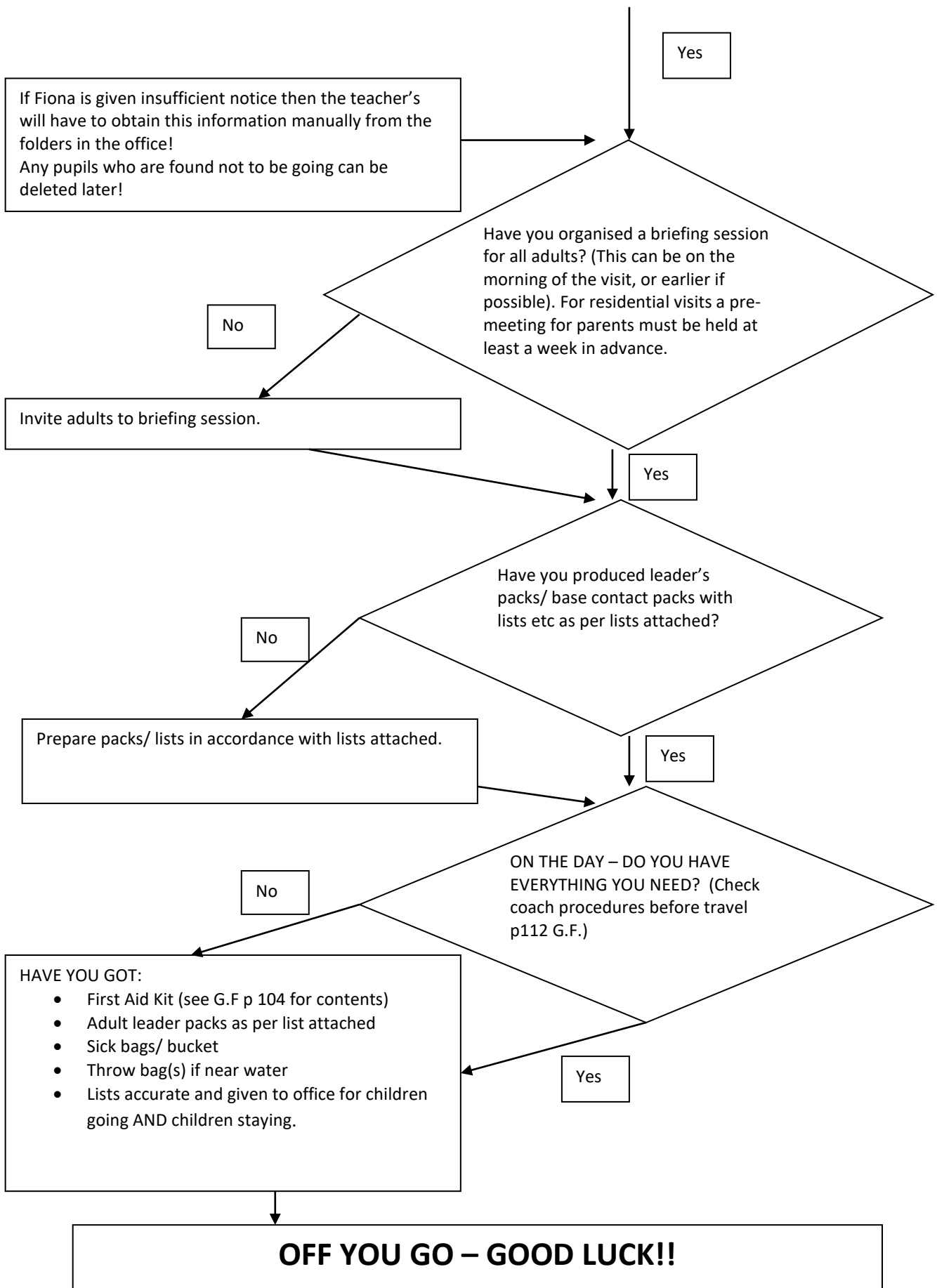
No

Yes

- If money is required, if insufficient has been received by the deadline, discuss cancelling visit with Mark.
- If no money required, make alternative arrangements for any children without consent (including suitable work and which classes they will be in)
- REMEMBER TO ASK OFFICE TO ORGANISE PACKED LUNCHES FOR FREE DINNER PUPILS IF NEEDED!



No



### **PARTY LEADER PACK – CONTENTS**

Adult/ Staff briefing notes under headings: **‘welfare’, ‘learning’, ‘behaviour’, ‘safety’, ‘enjoyment’**  
Participants/ coach list  
Adult staff mob nos./ base contacts  
Itinerary  
Group Lists  
Risk Assessment form  
Emergency contact lists for all pupils  
Dietary/ Medical list  
Emergency action card - red

### **Additionally for Residential Visits**

Things to take lists  
Chalet lists  
Map of centre  
Medical and consent forms for all pupils

### **GROUP LEADERS/ OTHER ADULTS PACK – CONTENTS**

Adult/ Staff briefing notes under headings: **‘welfare’, ‘learning’, ‘behaviour’, ‘safety’, ‘enjoyment’**  
Participants/ coach list  
Adult staff mob nos./ base contacts (for staff/ governors only NOT parent helpers)  
Itinerary  
Group Lists  
Risk Assessment form  
Dietary/ Medical list

### **Additionally for Residential Visits**

Things to take lists  
Map of centre  
Medical and consent forms for all pupils  
Chalet lists (to be distributed en route)  
Group Lists (to be distributed en route)

### **BASE CONTACT PACK – CONTENTS**

Participants/ coach list  
Adult staff mob nos  
Emergency contact lists  
Emergency action card for Base Contact - red

## APPENDIX B– EVACUATION PLAN

### **EVACUATION PROCEDURES\***

**September 2024**

All children should leave via the nearest exit and assemble with their classes on the side playground.

<b>Classrooms:</b>	1 (5D)	Classroom French doors and out of new doors by Unit
	2 (3M)	Main door (outside office) or through Class 1
	3 (3K)	Classroom French doors
	4 (4B)	Out of hall door or through Class 3
	5 (3Q)	Classroom French doors
	6 (Spare room)	Classroom French doors
	7 (6H)	Stair well doors to path
	8 (4P)	Stair well doors to path
	9 (5T)	Stair well doors to path
	10 (6D)	Stair well doors to path
	11 (5G)	Stair well doors to path
	12 (6L)	Stair well doors to path
	13 (NEST)	Classroom rear door
	14 (BASC)	Classroom rear door
<b>Staffroom /Unit</b>	Fire door in staffroom then walk to the playground where the children line up with their usual class	
<b>Hall</b>	Emergency exits to the car park	
<b>Kitchen</b>	Main outer door	
<b>Office/Head</b>	Main door (outside office)	
<b>Music room</b>	Via the ICT door leading to the car park – then proceed onto the side playground	
<b>Library</b>	Via the ICT door leading to the car park – then proceed onto the side playground	
<b>ICT Suite</b>	Via the ICT door leading to the car park – then proceed onto the side playground	
<b>The Annexe</b>	Via the two main exit doors – then proceed onto the side playground	
<b>Carroll Room</b>	Through door and out of the unit exits	

**NOTE** All personnel to proceed to the side playground.  
All children (including children from the Unit) to line up in classes while the class registers are checked. Name call must be taken. Visitors must report to the School Business Manager based near the exit doors of the Hearing Impaired Unit. Support staff to stand by allocated block doors. Any infant children on site to remain with Unit staff.

In the event of an emergency the Headteacher or designated Teacher in Charge must be notified immediately. The alarm will be given by the continuous ringing of the fire alarm. Children must exit the building in an orderly fashion – walking in silence.

#### **Wet break times and wet lunchtimes – (children in classrooms)**

Children to exit via emergency exits as above and walk on to the playground and line up in classes as practised. All staff to proceed on to the playground. Teacher nominated as “On Duty” to organise the registers including adults on site.

#### **Lunchtimes/Break Times**

Children in school exit as normal. Children on main playground will be stopped and sent class by

class to evacuation point. Lunchtime Supervisor responsible for movement of pupils to evacuation point.

**After School Clubs**

Children will exit according to the procedures for each room as identified above.

**Assembly Evacuation**

All children to use rear hall doors and walk around building in order.

Class teachers, if not in hall supervising, to exit building and walk around to meet classes before escorting them to the side playground.

**Emergency Assembly Point**

The side playground adjacent to the school playing field.

**In Case of Lock Down**

If there is an emergency such as a Broadmoor warning, the school will issue a lock down. The internal change bell, as opposed to the fire alarm, will be rung for 5, 2-second bursts and children will be escorted into their classrooms. Registers will be issued for pupil checks. Support staff will man exit doors and parents contacted by email / phone. Pupils will be collected in person from base doors and signed out by the supervising support staff.

*\* For staff responsibilities see Fire Safety Policy*