

Purbrook Park School

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HEALTH AND SAFETY POLICY

Coordinator: Governing Body, Business & Administration
Manager & the Health & Safety Officer

Issue Date: September 2024

Review Date: September 2025

STATEMENT OF INTENT

At Purbrook Park School, 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 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.

Employer Responsibility

The overall responsibility for health and safety at Purbrook Park School is held by Hampshire County 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 Headteacher who will act to:

- Develop a safety culture throughout the school/premises
- 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/partnerships 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/premises 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

Caretaker/Site Manager

The caretaker/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. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

On-Site Health & Safety Co-ordinator/Officer

The on-site health & safety officer/co-ordinator to the school/premises is the Site Manager and will manage, advise and co-ordinate local safety matters on behalf of, and under the

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

All Teachers & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rest with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of 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.

Governors

Governors will assist in the assessment of safety related matters and provide appropriate support to the headteacher. During Full Governing Body meetings, they will appoint governors to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Along with staff, they 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 Headteacher. They should attend the fire safety co-ordinator training course (IOSH fire risk assessment principles and practices) 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 headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

Facilities Management Trained Staff

Children's Services Department require that every site have access to a facility management trained member of staff who is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. They should attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They should work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Representative

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout

the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Head of Department

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

Legionella Competent Person

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

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

Asbestos Nominated Responsible Person

The Site Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained accident investigator is the Business & Administration Manager and Site Manager 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 Purbrook Park School and are to be used alongside other current school/premises procedures & policies.

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

Accident/Incident Reporting & Investigation

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

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting system (on line or via the paper version stored in the finance office. If the paper version is used then it will need to be added on to the on-line system as soon as practical).

A copy of the completed form is then automatically sent to Children's Services Health & Safety Team the person reporting the incident and the manager will receive a request to carry out an investigation via a link to record this on. 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.

Minor accidents to pupils are to be recorded in the Accident Book located in the Finance Office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be reported by the Children's Services Health & Safety Team. An F2508 will then be completed and sent to the HSE. A copy of this form will be emailed to the school.

The headteacher will ensure that the governing body/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Business & Administration 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 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.

Accident Reporting Flow Charts to be found in Annex G of this policy.

Asbestos Management

Asbestos management on site is controlled by the Site Manager. The asbestos register as issued by the Asbestos Team is located at Site 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.

The Business & Administration Manager and the Site Manager must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.

They will also complete the Asbestos e-learning on an annual basis. The Site Manager will additionally attend the Hampshire Scientific Services half-day attendance course as a one off, as will any other school staff that are likely to carry out any invasive works.

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

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

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

Community Users/Lettings/Extended Services

The responsible manager/headteacher 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

It is recommended that the HCC minor works framework is always to be used for contractual work on the premises. Where the minor works framework is not used appropriate safe selection of contractor's procedures are to be used to ascertain competence prior to engaging their services. The school's management surveyor should be contacted for further guidance.

All contractors must report to Reception where they will be asked to sign the visitors' book and asbestos register, and will be escorted to their work area by a member of the Site Team. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

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

Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The responsible manager/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 on a rolling schedule (annually)
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is to be nominated and supervised by the Business & Administration Manager/Site Manager
- 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 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 Site Team 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/premises emergency evacuation plan. This plan will be in place as well as the fire evacuation plan.

All staff will receive a brief and/or 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 reviewed for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

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

The responsible manager/headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety induction e-learning course every year
- Fire safety 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 manual is reviewed annually by the fire safety co-ordinator and amended as 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/premises.

A needs assessment of the first aid requirements is completed annually. This details the number of first aid staff required.

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/or testing on site (*e.g. 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 Property Services 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.

Glazing

Glass and glazing on site have been surveyed by Property Services and risk assessed by the school to ensure that there is suitable safety glass in the area that the glazing is located, this includes considering the activities undertaken and types of children at the school. The survey and assessment are kept electronically in the Staff Area on the R Drive and is reviewed and updated annually or when there are changes to the premises.

Good Housekeeping

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

- 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 material safety data sheets have been obtained and 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 headteacher. The premises COSHH assessor acting on behalf of the headteacher 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 areas when not in use. These are the Science Storeroom and the Cleaning cupboard for these premises. These are 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 be immediately recorded in the premises defect book and reported to the Site Team.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the headteacher.

Routine documented inspections of the premises will be carried out every term in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010(A/B/C) Premises Safety Inspection Checklist.

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

It is the school's responsibility that the termly H&S web monitoring form is completed by the Business & Administration Manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

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 delegated to the Catering Contractors appointed by the Headteacher and Governing Body. 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, and food preparation areas are overseen by the Catering Contractor for their own staff, overseen by the Site Manager and Business & Administration Manager on behalf of the Headteacher and by School Staff for supervised lessons.

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 Hampshire County Council corporate procedure. Records of all related training will be retained for auditing purposes.

Lone Working

Please refer to the Purbrook Park Lone Working Policy in the Appendices.

Minibuses

The Site Manager is responsible for the operation and maintenance of minibuses in set out in line with HCC requirements. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

Moving and Handling

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 caretaker/site manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

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 responsible manager/headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are via the weekly Staff Briefing during term time, in the Purbrook Park School Handbook and via staff emails.

Local health and safety advice is available from the Business & Administration Manager and Site Manager and the Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is in the Staff Room

Risk Assessment

General risk assessment management will be co-ordinated by the Health & Safety Officer in accordance with guidance contained in the Children's Services Risk Assessment Guidance Document.

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 Site Manager 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 and signed by the headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the assessment 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

For the purposes of this policy smoking includes e-cigarettes/vaporizers

Smoking is not permitted on the premises.

Stress & Wellbeing

Purbrook Park 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 Health & Safety Executive's Stress Management Standards - staff questionnaire.

On-site arrangements to monitor, consult and reduce stress situations are carried out through regular line management meetings and sessions during INSET days. The Senior Team promote a healthy work/life balance and encourage staff not to respond to emails when they are not at work, at the weekends and during holidays. Office staff are not expected to respond to emails outside of their contracted hours.

Traffic Management

Arrangements regarding on-site traffic safety are based on the findings from the traffic on site checklist and are set out in the Traffic Management Plan.

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

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff 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 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 the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety changes
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals as relevant
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Business & Administration 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.

Violent Incidents

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

Staff should be categorised using the Corporate Control Menu and control measures documented on the Violence & Aggression Risk Assessment. This will be shared with relevant staff and reviewed on a regular basis.

Child on child violent incidents will be reported to the RSL office.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and 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. Intentional violent and aggressive incidents towards members of staff are to be reported using the on-line incident reporting system. Incidents will be reported as close to the incident date as possible and not in batches.

Visitors

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

Visitors to the premises will be provided with a printed visitor badge which they are to display clearly at all times on the school site and return to reception on signing out/leaving the building. As far as possible, the reception staff should be advised of planned visits by the member of staff they are visiting at least 24 hours before the date of the visit.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Work at Height

Work at height is always to be undertaken in accordance with the Corporate Procedure on Work at Height and the CSHST guidance. At Purbrook Park 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 Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site Manager and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training PowerPoint 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.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

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 selected by the competent person and only used as specified in 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 attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Stepladder & Step Safety PowerPoint presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within the last 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

APPENDICES

- A. Emergency Evacuation Plan
- B. Fire Safety Manual
- C. First Aid Policy
- D. Administration of Medication Policy
- E. Lone Working Policy
- F. Traffic Management Plan
- G. Accident Reporting

Purbrook Park School

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Health & Safety Emergency Management Plan Annex A

Co-ordinator: Governing Body, Business & Administration Manager & the Health & Safety Officer

Start date: September 2024

Review date: September 2025

Appendix 1 – Contacts from HCC

Appendix 2 – Serious Incident on a Trip – Action & Contacts

Emergency Management Plan

Health & Safety Annex A

Emergency Management Team:

Team 1 (Site): Headteacher 07376 240565 Site Manager 07376 240804 Caretaker 07949 314216 Caretaker 07496 681221 Caretaker 07539 332095	Team 3: Business & Administration Manager 07498 240680 Catering Manager 07766 592135 Catering Staff
Team 2: House Leaders	Team 4: Governor Responsible for H&S The Chair of Governors

Definition

An event – or events – usually sudden, which involved experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have an emotional and organisational consequence.

Aims

To:-

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from the local authority and other agencies, at short notice.
3. Recommend the need for the premises/school to develop complementary emergency arrangements, in line with the enclosed draft plan.
4. Pass on advice based upon previous experiences.
5. Give guidance on other source of information and help.

Scope of the Plan

In Site:

1. A gas leak.
2. A major sewage leak.
3. A significant flood.
4. A fire or explosion.
5. A member of staff or child being taken hostage.
6. The destruction or serious vandalising of part of the school.
7. A deliberate act of violence, such as the use of a knife or firearm.

Off-Site:

1. The death of a child or member of staff.
2. A transport-related accident involving children and/or members of staff.
3. A more widespread disaster in the community.
4. Death or injuries on journeys or excursions.
5. Civil disturbances and terrorism.
6. An emergency relating to the local community.

The Local Authority Support Team

Activation

In the event of a SITE related emergency the proposed arrangement is outlined here:

**INCIDENT OCCURS (Security Company are Contacted)
HCC are notified**



**Headteacher: 07376 240565
Site Manager: 07376 240804**

Emergency Planning Officer: 01962 846 846 (Office hours)
Or: Out of hours no: 023 9224 2173 Requesting Hampshire Property
Emergency Service



The Senior Officer Activated:

Establishes contact with:

**Headteacher
Site Manager**

Activates 'First Response Officers' as per contact list, to attend the site

LA Team Co-ordinator

- Puts Support Team Officers on Standby
- Attends site
- Mobilised Supports Team Officers as required

Senior Officer

Attends site to:

- Assist/advise Manager
- Determines full needs
- Takes action accordingly

Headteacher or Manager

- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilised on-site Team (if appropriate)

Emergency action list

ACTION BY:- Headteacher

Stage 1 – Initial actions

1. Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
2. Make every attempt to clarify exactly what has happened.
3. Then consider whether incident requires involvement of 'Local Authority Support Team' NB it is requested that initial contact be always made with the Local Authority in emergencies in case they have wider significance.
4. If so, contact one of the single point contact numbers listed on **page 4**.
5. Establish whom they will contact.

If during working/school hours:

1. Unless there is overwhelming pressure, avoid closing the premises/school & endeavour to maintain normal routines & timetables.

If outside working/school hours:

Arrange for:-

1. The key holder to open certain parts of the premises/school as appropriate and to be available (and responsive) to requests.
2. Immediate premises/school administration support.
3. Think about what you are wearing when you go into premises/school, in case you are unavoidably drawn into a TV interview.
4. If the incident does attract media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone media comment until after the LA's PR Officer has arrived (who will be part of the 'Local Authority Support Team').

NB: It is especially important that if the names of those who have been involved in the incident are known. Please DO NOT release or confirm them to anyone. The identities firstly need to be formally agreed and parents are informed.

1. If deputising for the Headteacher, try if possible to contact and brief the Headteacher.
2. Liaise with the Headteacher to inform Chair of Governors of incident and, if appropriate, the involvement of 'Local Authority Support Team'.
3. Call in the designated staff members (page 2) to form the 'Emergency Management Team', and nominate one as the On-site Co-ordinator to oversee that Team on your behalf.
4. Be prepared to receive many telephone calls.

Stage 2 – Once established

Brief staff member acting as On-site Co-ordinator to oversee the following:-

1. If 'Local Authority Support Team' has been activated, arrange for On-site facilities for the team.
2. Agree appropriate identification of staff by using badges
3. Expect to see identification of Local Authority Support Team Officers.
4. Set up arrangements to manage visitors – arrange for their names to be recorded.
5. Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls, by ensuring-
 - a. Sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line').
 - b. Staff maintain records of all calls received.
 - c. Brief, but up-to-date prepared statements are available to staff answering phones.
 - d. Media calls are directed to the LA's PR Officer.
 - e. Care is taken when answering telephone calls.
 - f. An independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted.
 - g. Telephone staff are reminded that some calls could be bogus.
6. To arrange for all staff to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2x per day for 10 minutes, should be arranged).
7. To be aware of how colleagues are coping.
8. To arrange for all children to be told (as appropriate), in simple terms, at an early stage.
9. To brief team to discourage staff and children from speaking to the Media.
10. To arrange, if appropriate, for team members to each have a copy of the next-of-kin list.

Parents:

1. If pupils re involved, the contacting of parents will be an important early task (remember if it is a major incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the school for a briefing and support. This will need to be done with the utmost care.
2. Maintain regular contact with parents.
3. If incident away from school seek police advice whether parents should travel to the scene, or whether children should be taken home.

Staff:

1. Remember to have regular breaks, and advise others to do so.

Maintain regular contact with staff. Make a point of seeing that all staff involved know each other's roles & responsibilities.

2. Always try to think of something positive to say to staff & respond positively to ideas and suggestions.
3. Be available to see staff when required.
4. Remember some members of staff may be so affected, that they will not be able to help in supporting children.
5. Recognised also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
6. If incident is away from premises/school, try to dissuade shocked staff from driving parents to the scene.

'Local Authority Support Team'

1. Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident.

Stage 3 – Period following the close of the incident

1. When appropriate, seek advice from the 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services.
2. Prepare joint report with names Senior Officer.
3. Arrange for a member of staff to contact any children/staff either at home or in hospital
4. Make sensitive arrangements for return to work/school (as appropriate).

Stage 4 – Longer term issues

The effects of some incidents can continue for years. Thought will need to be given to:-

1. Work with staff to monitor children informally.
2. Clarify procedure for referring children for individual help.
3. Be aware that some staff may also need help in the longer term.
4. Recognise and if appropriate, marking anniversaries.
5. Remember to make any new staff aware of which children were affected and how they were affected.
6. Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the premises/school.
7. Remember if the incident does attract media attention, it is likely that interest will continue for many weeks.

Emergency action list

ACTION BY:- Emergency Management Team

Stage 1 – Initial actions

1. Obtain full facts of incident from the Headteacher.
2. Open and continue to maintain a personal log of information received, actions taken and the time of those events.
3. Assist, where appropriate, in assessing the emotional needs of the staff and children. Co-ordinate rapid action to sensitively inform staff and children to provide appropriate support.
4. Assist staff who will undertake classroom briefings.
5. Arrange special groups for very distressed children.

Stage 2 – Once established

1. Under guidance from the On-site Co-ordinator, assist the Headteacher.
2. Work the LA Support Team and On-site Co-ordinator as directed.

Stage 3 – Period following close of the incident

As above

This team should comprise: Up to 4 senior members of staff, together with the office staff

Emergency action list

ACTION BY:- Emergency Management Team

Stage 1 – Initial actions

1. Obtain full facts of incident from Manager/Headteacher.
2. Open and continue to maintain a personal log of information received, actions taken and the time of those events.
3. If coming in from home, remember to bring useful items, such as any keys needed.

Stage 2 – Once established

1. Under guidance from On-site Co-ordinator, assist the Headteacher or manager.
2. Work with LA Support Team, the Headteacher/manager and On-site Co-ordinator as directed.
3. Remember reception is likely to be the first point of contact for visitors, so exercise caution in making comments.
4. Concerning incoming telephone calls.
5. Take special care when answering telephone calls early on.
6. Maintain a record of calls received.
7. Only give out information from prepared statements that will be made available.
8. Remember that some calls could be bogus.

Stage 3 – Period following close of the incident

As above

Other considerations

1. Use and contents of the grab bag.
2. Attaching a site plan with this emergency plan.
3. Additionally, holding the site plan off-site and easily accessible.
4. Secondary evacuation/assembly point should the primary point be inaccessible.
5. Procedure for contacting parents.
6. Weather conditions and cold/hot temperatures.
7. Eating and drinking.
8. Toilets and washing facilities.

Contact List

The names and telephone numbers of organisations and individuals who may be useful to the premises/school in an emergency:

Telephone numbers	General telephone numbers
HCC emergency out of hours (Southern Monitoring) 023 9226 5113	Fire and rescue service 999
HCC press office 01962 845626	Local police 999
Property services 01962 847801	Emergency gas 0800 111 999
Emergency planning unit 01962 846846	Emergency Electricity 0800 727 282
Employee support line 0800 0305182	Southern water 0330 3030368
Children's services health & safety team (reporting & enquiries) 01962 876220	Corrigenda 01962 790006
	Tew Brothers 02380 426382

Applicable to Schools in Fareham, Gosport, Havant and Winchester Districts

Since 2012 contracts commenced to provide both building and electrical and mechanical maintenance services as described in the Property Services Service Level Agreement.

Your school is included in a Central Area contract which has been awarded to:

Corrigenda Facilities Management

All requests for repair and maintenance, including out of hours, are to be reported to Corrigenda on

Telephone: 01962 790006

Email: hcccorigenda@corrigenda.co.uk

This number will put you through to the Term Contractor's help desk who will capture the details of your request and action it for you.

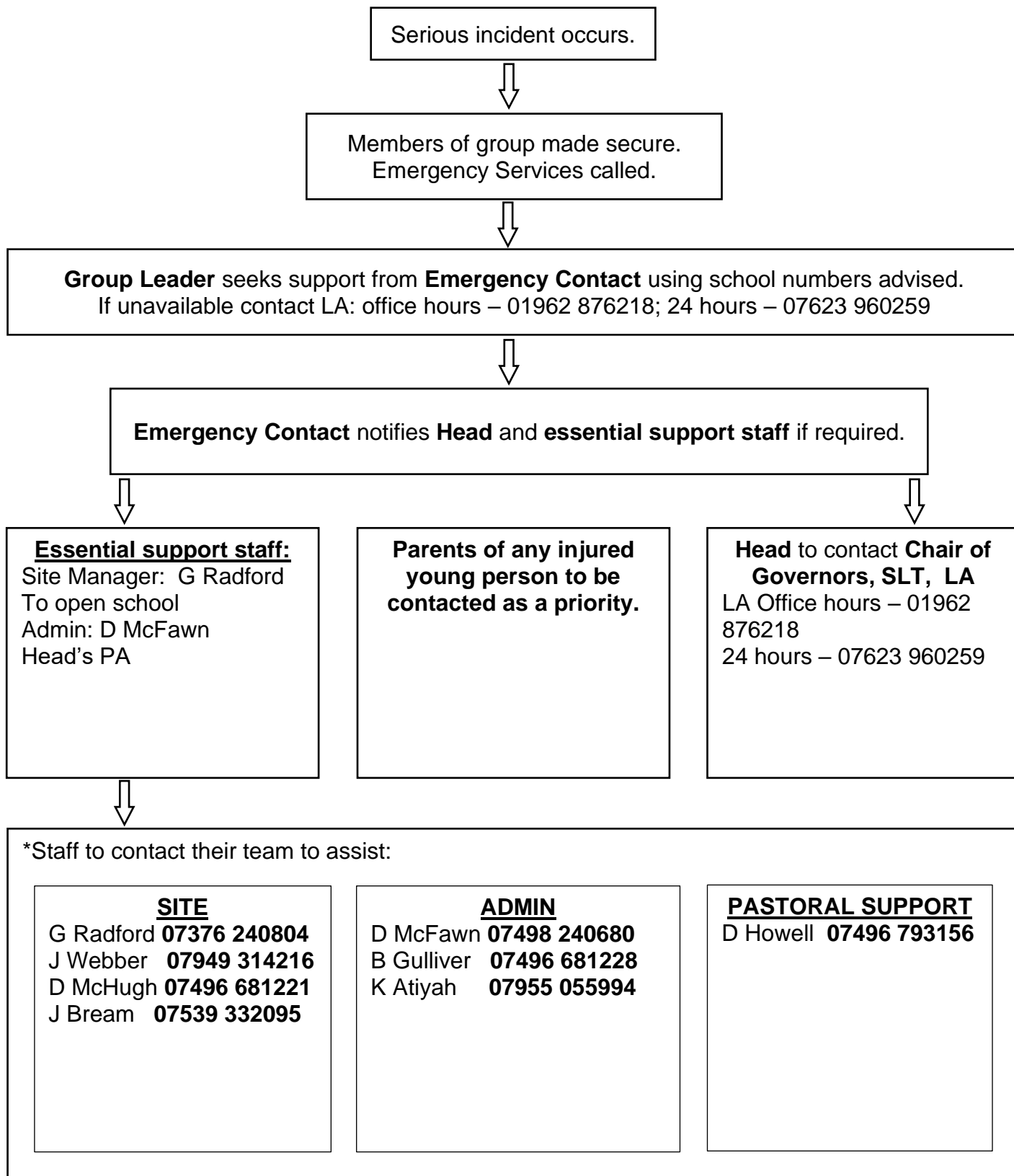
For out of hours calls (5:00pm to 8:00am) please also ring the above number. You will be put through to the contractor's out of hours emergency service. They will deal with emergency items for you and may request that non-emergency items are left to the following morning.

General enquiries can be referred to our reception staff on 01962 847801 or your management surveyor.

Purbrook Park School

Serious incident on a trip – actions and contacts

To be utilised in conjunction with School Emergency Plan



Purbrook Park School

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Health & Safety

Fire Safety Management Plan

Annex B

Co-ordinator: Governing Body, Business &
Administration Manager & the Health & Safety Officer

Start date: September 2024

Review date: September 2025

Fire Safety Management Plan

Health & Safety – Annex B

The Governors understand and accept the legal obligations in respect of fire safety and in accordance with Hampshire County Council Corporate Policy will provide as far as is reasonably practicable an environment safe from fire for staff, pupils and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

Management

The Headteacher acting on behalf of the Governors is the “Responsible Manager” for who is responsible for bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

The general management for this responsibility is delegated to the Business & Administration Manager assisted by the Site Manager and the Director of Learning with Pastoral responsibilities. The Fire Safety Manual is held by the Site Manager.

Site Fire Safety Specification

The workplace has a total of 8 buildings put to Teaching/Office and storage use and presented as follows:

1. Buildings.
2. 5 Multi storey with multiple staircases (Discovery, B & C Blocks & Main Building).
3. 1 multi storey with single staircase (B19, D Block, & Cafeteria).
4. 3 single storey buildings. (A & B Terrace, Sports Hall, Gymnasium, Assembly Hall, School Kitchen, Dance Studio).

Fire Alarm

1. The buildings have a common electrical fire alarm with manual call points.
2. There is also automatic fire detection connected to the fire alarm throughout.
3. The fire alarm is connected to a Central Call Station 24 hours daily
4. Sounders operate as a result of automatic detection raising the alarm at all times. Staff are required to confirm or reject the alarm.

Emergency Escape Lighting

Emergency lighting is provided to all escape routes, basement and areas not having windows used during the hours of darkness, plus areas where an Entertainments License applies.

Portable Fire Fighting Equipment

105 Fire extinguishers of various types are strategically located throughout the Site
NB: The locations of the above facilities are listed in the records section of the fire safety manual.

Risk Assessment

The **Site Manager** will complete the fire risk assessments. This will be monitored by **The Business & Administration Manager** and reviewed when changes occur or annually, whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

Emergency Plan

The emergency plan has been produced by the **Business & Administration Manager & the Health & Safety Officer** indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur, or annually whichever is sooner. This process will be monitored by the **Governors** and the plan will be kept in the fire manual for audit, by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

Fire Safety Training

Staff will receive fire safety training as part of their first day induction and at regular periods thereafter. A training programme for this will be produced by the **Senior Leadership Team** with responsibilities for induction training of staff and records kept by the **Senior Leadership Team** regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council / Hampshire Fire Rescue Service auditors / inspectors.

Fire Drills

The **Business & Administration Manager** in conjunction with the **Headteacher** will arrange for a monitored fire evacuation drill to take place every term. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/Inspectors. These arrangements will be monitored by the Responsible Manager.

Fire Precautions

1. All fire resisting doors will be maintained self closing or locked shut as appropriate.
2. If fire doors are required to be maintained, in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.
3. Fire escape routes will be maintained clear of combustible materials and unobstructed at all times.
4. Staircases and fire escape routes will be maintained, clear of combustible materials and unobstructed at all times.
5. Whilst the building is occupied, fire exit doors will be maintained, unobstructed and immediately available to enable people to exit, without using a key, pass card or code.
6. Internal refuse containers will be emptied when necessary, and at the end of each day to ensure no undue build up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.
7. Smoking is not permitted on the premises.
8. Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.
9. The gate providing access to the field and rear of the building adjacent to the Caretaker

office is to be locked during the school day. In the event of fire, the gate will be opened by a member of site staff, or a member of finance allowing access to the fire assembly point.

10. The storage of flammable materials will be in accordance with Health & Safety guidance and when used only the minimum necessary will be freely available for that use.
11. Lifts are not to be used in the event of an evacuation. In the event the fire alarm sounds, the power to the lifts is automatically cut by the fire system and cannot be used. If the alarm sounds while a lift is in use, the lift will complete its ascent/descent and doors will open to let occupants out. The doors will then close and power will be cut by the system. The Lift and system are regularly monitored and routine maintenance performed by our authorised contractor.
12. Where a person cannot use the stairs for any reason, then they should press the nearest refuge point alarm which will sound in the reception area indicating where the person is located. A member of the site team, if safe to do so, will be directed to take the evacuation sledge from pastoral to the refuge point and assist as required.

Maintenance Arrangements

The fire alarm will be tested weekly by the **Site Manager** and serviced by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by the **Site Manager** and reviewed quarterly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors.

The emergency lighting will, where possible, be tested monthly by the **Site Manager** and serviced by competent contractors managed by PBRs, monitored by the **Site Manager** and reviewed by **Business & Administration Manager**. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked monthly by the **Site Manager** and serviced by competent contractors annually. This will be monitored by The **Business & Administration Manager** and reviewed quarterly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The **Site Manager** will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by The **Business & Administration Manager**. Any repairs and/or maintenance will be undertaken by a suitably competent skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

Monitoring and Reviews

Records will be held which will include:

1. Details of repairs/replacements to fire equipment and fire related building defects;
2. The reporting and decision process up and down the management chain.

Records

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Purbrook Park School

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Health & Safety

First Aid / Meeting the Needs of Pupils with Medical Conditions

Annex C

Co-ordinator: Governing Body, Business &
Administration Manager & the Health & Safety Officer

Start date: September 2024

Review date: September 2025

First Aid/Meeting the Needs of Pupils with Medical Conditions

Health & Safety Annex C

PURBROOK PARK SCHOOL will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, and to ensure best practice by extending the arrangements as far as is reasonably practicable to children, and others who may also be affected by our activities.

Responsibility for first aid at **PURBROOK PARK SCHOOL** is held by the **Business & Administration Manager & the Health & Safety Officer**.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

1. Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - a. It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
 - b. The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site.
2. Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
3. Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
4. Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training

The Business and Administration Manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment, and that they have the appropriate level of training to meet their statutory obligations.

Qualified First Aid Staff

At **PURBROOK PARK SCHOOL** there are 12 qualified first aiders, emergency first aiders and sports first aiders. An up to date list of all first aiders is held in the Finance Office. They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

The qualified first aider is someone who has been trained and holds a First Aid at Work certificate gained from an HSE approved course.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 1) 2 first aid kits on the premises. These first aid kits will be situated in:
 - a) Pastoral Hub
 - b) ADT Dept Office
2. 1 travel first aid kit in each vehicle

It is the responsibility of the Site Manager to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the First Aid Kit Checklist folder which is held at **the Pastoral Hub**.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Medical Room behind the Year Leaders is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

1. Chair
2. First Aid kit
3. Telephone
4. Water
5. Toilet facilities
6. Medibed

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

1. In the event of a serious injury.
2. In the event of any significant head injury.
3. In the event of a period of unconsciousness.
4. Whenever there is the possibility of a fracture or where this is suspected.
5. Whenever the first aider is unsure of the severity of the injuries.
6. Whenever the first aider is unsure of the correct treatment.
7. In the event of an overdose.
8. In the event of a seizure.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

1. Is considered to be a serious (or more than minor) injury;
2. Requires first aid treatment;
3. Requires attendance at hospital;

4. Any injury to the head;

Our procedure for notifying parents will be to use all telephone numbers available to contact them, email them, and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents every 30 minutes. In the interim, we will ensure that the qualified first aider, or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/ another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information and in conjunction with the body injury map.

- Name of injured person.
- Name of the qualified first aider.
- Date of the accident.
- Type of accident (eg. bump on head etc).
- Treatment provided and action taken.

Monitoring & Evaluation

1. The health and safety committee will monitor the policy.
2. The governing body will review and evaluate the effectiveness of the policy. Where necessary an action plan will be agreed to overcome any deficiencies.

Purbrook Park School

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Health & Safety

Administration of Medicines

Annex D

Co-ordinator: Governing Body, Business &
Administration Manager & the Health & Safety Officer

Start date: September 2024

Review date: September 2025

Administration of Medicine

Health & Safety Annex D

Purbrook Park School will undertake to ensure compliance with the relevant legislation and guidance in ‘*Supporting Pupils with medical conditions guidance February 2016 Version 2*’ with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at **Purbrook Park School** is held by **The Business & Administration Manager & the Health & Safety Officer** who are the responsible managers.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Administration

The administration of medicines is the overall responsibility of the parents. The Business & Administration Manager is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents .

Non-prescribed medicines

It is our policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) except Paracetamol as this responsibility rests with the parents. It is our policy to give age appropriate doses of paracetamol to secondary age children as described on the packet, if written consent from the parents has been received in advance of administration. We will check that they have

not previously taken any medication containing paracetamol within the preceding 4 hours and only give one dose.

We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions.
 - Rectal diazepam for major fits.
 - Injections of Glucagon for diabetic hypoglycaemia.
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Procedure for Administration

When deciding upon the administration of medicine needs for children, we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Medical Accommodation

The first aid room will be used for medicine administration/treatment purposes. The room will be made available when required.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage

The storage of medicines is the overall responsibility of the **Business & Administration Manager & the Health & Safety Officer** who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of appointed staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Disposal

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are removed from the school premises. Returned medicines will only be given to parents or carers of the pupil. If medicines cannot be collected by parents, disposal is by means of a local chemist.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Monitoring & Evaluation

- The health and safety committee will monitor the policy.
- The governing body will review and evaluate the effectiveness of the policy. Where necessary an action plan will be agreed to overcome any deficiencies.

Purbrook Park School

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Health & Safety

Lone Working

Annex E

Co-ordinator: Governing Body, Business &
Administration Manager & the Health & Safety Officer

Start date: September 2024

Review date: September 2025

Lone Working

Health & Safety Annex E

Purbrook Park School recognises that some staff may work alone as part of their normal day. This policy has been written to address the problems of lone working.

In working alone staff may find themselves in a vulnerable position. For example, it may be more difficult for them to summon help if their health and safety is at risk. The governing body acknowledges their statutory responsibility to comply with the requirements of the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 for those who work alone. The law requires employees to take reasonable care of themselves, and other people affected by their work. In addition, they must co-operate with the governing body in the discharge of their legal duties.

Responsibility for administration of this policy and its implementation at **Purbrook Park School** is held by the **Health & Safety Officer**

Definition of lone working

To be classed as working alone does not mean that the person has to be working in complete isolation all of the time. The Croner's Health and Safety Guide defines lone working as 'A worker whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision'.

The school will use the Croner's definition of lone working to identify those staff who work alone. Staff who work alone include those involved in site maintenance, reprographics, technicians, library staff, and staff who work alone.

Implementation

1. People who work alone face the same hazards in their daily work as other staff. However, for lone workers the risk of harm is often greater. The school will carry out risk assessments to identify any risks to the health and safety of staff who work alone.
2. Where it has been identified that a member of staff has been exposed to any significant risks the school will take steps to ensure that the risks are either removed or adequately controlled. Control measures may include instruction, training, supervision, protective equipment etc.
3. Where a risk assessment indicates that it is not possible for the work to be completed safely by a lone worker, arrangements for providing help or backup will be put in place.
4. The school will ensure, as far as is reasonably practical, that staff working alone are medically fit and suitable to work on their own. These assessments will not only cover routine work but also any foreseeable emergencies that may impose additional physical and mental pressure on the employee. Where there are doubts the school will seek the advice of the Occupational Health Adviser.
5. Anyone working alone should have access to a telephone and first aid equipment. They should also be aware of accident reporting procedures.
6. Ladders and scaffold towers should not be used by anyone working alone.

7. Staff should not use hazardous equipment e.g. circular saws unless they have received training under the County Council's training programme. Even if training has been received, staff working alone should not use dangerous machinery, and for all other equipment, safe systems of work should be practised.
8. The most common accidental injury at work is manual handling. The school should ensure that staff are given information and training to enable them to make instant evaluation of the risks involved in lifting or handling heavy or awkward loads. Where a risk assessment identifies that a lifting and handling task cannot be carried out safely by a lone worker, the lone worker should request additional staff to assist.
9. Lone workers are particularly at risk if a fire occurs this is because they are less likely to be aware of a fire until they themselves see or smell it. Lone workers should always be aware of the appropriate access routes out of the building from their place of work. These routes should be kept clear at all times.
10. Some workers may be required to work with and handle hazardous chemicals. The school must carry out a risk assessment under the Control of Substances Hazardous to Health Regulations (COSHH), before any workers use hazardous substances. It is essential that lone workers know what substances or agents they are using, the hazards, what precautions are needed, and what to do in an emergency such as accidental spillage. They should be trained in the use of personal protective equipment (PPE) and there should be clear procedures for reporting any defects in PPE and for exchanging it immediately.
11. Where staff work alone, it is particularly important that the school provides the information and training that staff need to avoid panic reactions in unusual situations. Information should be adequate to ensure they understand the risks of their work, the precautions that are needed and what they should do in an emergency.
12. Although proper information and training can provide employees with the competence to work on their own, there still needs to be some method of monitoring lone workers to ensure that they remain safe. The school will carry out a risk assessment to identify the level of supervision required, the means of providing supervision and the procedures under which the lone worker should report to his/her supervisor.
13. During school closure periods it is unlikely that access will be required to the whole building on a daily basis. Discussion should take place to identify and agree the security procedures to be put in place to prevent access by unauthorised visitors. However, it is essential that evacuation procedures are not compromised in any way.
14. Staff working in isolated areas during closure periods should ensure that they sign in on entry to the building and sign out on exit. Before leaving the school the site agent on duty should check that all staff who have signed in have exited the building.
15. Anyone working alone should advise a relative, friend or neighbour of the time that they should be returning home. If they do not arrive home by that time arrangements should be made for a search of the premises.

16. All site staff NOK or nominated person should be provided with the Site Manager's number (07376240804) to contact in the event of an unexpected delay of returning home or inability to contact individual after lock up. Site Manager will initiate appropriate action.

Monitoring and Evaluation

1. The **Governing Body** will monitor the policy.
2. **The Governing Body will review and evaluate the effectiveness of the policy.**
Where necessary an action plan will be agreed to overcome any deficiencies.

Purbrook Park School

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Health & Safety Traffic Management Annex F

Co-ordinator: Governing Body, Business &
Administration Manager & the Health & Safety Officer

Start date: September 2024

Review date: September 2025

This Traffic Management Policy must be read in conjunction with the Health and Safety Policy and is communicated to all relevant parties (Staff, L.A., pupils, parents, visitors, delivery persons, contractors, taxis, etc.)

The fundamental principal is to minimise and control the risk posed by vehicles on school sites. The Management of the Health and Safety at Work Regulations refer to the need to undertake risk assessments on all activities where there is foreseeable risk. Therefore, there is statutory requirement to undertake a risk assessment on the traffic management at our site.

Risk Assessment

This risk assessment identifies:

- All significant hazards
- All persons at risk
- What control measures are in place to control the risk
- What additional control measures are required to reduce the risk further

The arrangements for effective traffic management based on the significant findings of the risk assessment. The arrangements take into account previous practical experiences and consideration of the aspects included in this guidance. This risk assessment will be reviewed following an incident, when factors change or it is no longer valid.

Things to consider when reviewing our Traffic Management are:

- New staff
- Season of year
- Weather conditions
- New or altered buildings
- Changes to the layout of the site
- Vehicles on site

All vehicle drivers authorised to enter the site are informed of the need to exercise extreme caution during access and egress of the site.

Parent's vehicles

Parents should seek permission on parking on the school site from the Headteacher and therefore should advise the member of staff that they are visiting that they intend to drive when making arrangements to visit the school. They are advised of the appropriate place to park on site, if appropriate. There is very limited visitor parking on site and therefore only authorised and pre-arranged parking for visitors will be provided. They must also be informed of the need to exercise caution. Vehicles are not to enter the site at peak periods, 8:00-9:00am Monday to Friday and 2:20-3pm Monday to Thursday and 2pm-3pm on Fridays, or when pupils are clearly using the school environment.

Staff vehicles

Arrangements are made for staff parking their vehicles on the school site to ensure that their access and egress does not put pedestrians at risk. All staff arrive before 8am and leave after 4pm.

Staff using the school car park must arrive and leave adhering to pre-determined times (to ensure that the minimum numbers of pedestrians are on site at the start and end of the day). If staff arrive late/leave early then they should exercise caution when entering the staff car park area, being aware that pupils use the rear entrance to the school to access the site on foot.

Delivery vehicles

Deliveries are arranged so as not to coincide with the start / end of the day and break/lunchtimes wherever possible.

Contractor's vehicles

Contractors should arrange to visit the site by appointment and they will be informed not to arrange their arrival or departure with the start / end of the day or break / lunchtime.

Building works vehicles

Where there is proposed major construction the vehicle access to the site must be discussed and agreed at the pre-contract meeting. Where possible, arrangements will be made to dedicate one particular area for construction traffic only. If this is not possible then the time the construction vehicles enter site will be agreed with the Headteacher and closely supervised. The amended site access arrangements need to be recorded and communicated to all site users.

Emergency Access

If a vehicle has to be driven through any areas not usually accessed by vehicles it will be done when the playground is free from pupils. If this is not possible due to exceptional circumstances (emergency services), then vehicles will be driven slowly through the areas not accessed by vehicles whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person will clear the vehicles route in advance.

Cycles

Cyclists must dismount before entering the school premises and park the cycle in the cycle stands.

Parking

A regular review of our parking arrangements is undertaken to consider if:

- There are a suitable number of parking spaces for the vehicles permitted onto the site.
- There are sufficient separate parking spaces for deliveries, buses, and minibuses taxis.
- The parking spaces are provided in appropriate places.
- The position of the spaces hinders access/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- We permit parents to park on the site.
- We have arrangements for visitor parking.
- We have arrangements for disabled parking.

Pupils

Staff and pupils are made aware that parking areas are out of bounds to pupils during the School Day. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open / close the school gates to allow vehicles access / egress.

Physical Control Measures

Signage

The installation of appropriate signage needs to be considered with the LA such as:

- Speed limit signs (5mph) at front entrance to the school.
- Warning notices at entrances stating that only authorised vehicles are permitted on site.
- Warning notices highlighting that children are on site and the need to exercise caution.
- Signage indicating where delivery drivers are to report when arriving site.

Speed humps

The strategic installation of raised speed humps at appropriate positions within the site is used to control the speed of vehicles on the site.

Barrier fencing

Barrier fencing is in place at strategic points of the site where the segregation of pedestrians and vehicles is deemed necessary. The access to the rear Staff Parking area is controlled by a registration recognition camera and fob-only access. Additionally, there is a call point so that access can be granted by Reception. Temporary barriers are utilised to control pedestrian and vehicular traffic if work is being carried out at the school.

Road markings

Where pedestrians share the same access as vehicles, a path to mark the route on the ground is in place. Where the pedestrian route crosses the vehicular traffic the provision of a safe road crossing is marked on the ground (mini-zebra crossing).

Gates

There are separate pedestrian and vehicle gates. Vehicle gates are kept closed during the school day – all site users must ensure gates are shut when leaving the premises. Pedestrian gates lead on to clearly defined pedestrian pathways. No parent's vehicles are allowed on site during the school day unless agreed with the Headteacher.

Footpaths

Pedestrian pathways are maintained in good condition. They are free from obstruction and overhanging vegetation.

Supervision

It is seen as good practice to supervise the arrival and departure of pupils at the site on large group trips / visits. Pupils are also supervised out of the school premises at the end of the school day. Spot checks are in place to ensure that there are no breaches in the traffic management arrangements. Staff are on duty at 8.20am for 10 minutes and see pupils away from the school building at 2.40pm Mondays to Thursdays and 2.20pm on Fridays.

Severe weather problems

Where the weather is poor (snow / ice) at early mornings, late afternoon or during the evening (for lettings, concerts, and parent's evenings), then the following will be considered:

- That there is a safe route for traffic and cleared footpaths.
- Pupils are given priority and no vehicles will enter the site.
- Pupils will be met by staff from taxis and parents' vehicles at the main gate, if safe and appropriate.

Access to and from School

Many schools suffer from severe vehicle congestion problems close to and surrounding their premises. Parents who drop off and pick up their children by car cause much of the congestion. On occasions we:

- Liaise with local Police regarding enforcement.
- Liaise with the Local Authority regarding remedial measures (speed limits, road markings, traffic calming, etc).
- Notify parents of the dangers and problems associated with congestion at school entrances (by newsletter and text message).
- Liaise with operators who pick up / drop off pupils transported by bus / taxi (when the need arises).
- Discuss any problems regarding traffic management with the Governing Body.

Purbrook Park School

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Health & Safety Accident Reporting Annex G

Co-ordinator: Governing Body, Business &
Administration Manager & the Health & Safety Officer

Start date: September 2024

Review date: September 2025

Accident Reporting

Health & Safety Annex G

PURBROOK PARK SCHOOL will undertake to ensure compliance with the relevant Hampshire County Council (HCC) Procedures with regard to Accident Reporting and to ensure best practice by extending the arrangements as far as is reasonably practicable.

Responsibility for first aid at **PURBROOK PARK SCHOOL** is held by the **Business & Administration Manager & the Health & Safety Officer**.

The flowcharts below can be used to clarify which incidents should be reported on the online system, and which can be recorded locally.

The reason to report accidents is to enable HCC to maintain visibility of all work-related incidents that happen on their sites. The H&S team review all the incidents that are reported on the system and take further action where necessary. If any of the incidents need reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) then the H&S team will report these for you and will provide a copy for your records.

What should be reported?

The online system should be used to report incidents that are work related and fall into one of the following criteria:

- Accidents – all accidents involving staff, contractors, members of the public and any serious incidents involving children (for minor injuries in the playground etc. schools are expected to use their own local recording/‘bump book’ system).
- Road traffic incidents – any road traffic incidents on your site or involving a member of public/staff/student during a work-related activity.
- Near misses – any incidents with the potential to have caused harm on site, for example, suspected asbestos disturbance, fire without injury, building faults that could cause injury (e.g., falling roof tiles).
- Dangerous Occurrences – these are a particular set of criteria set by the HSE (<http://www.hse.gov.uk/riddor/dangerous-occurences.htm>)
- Occupational Ill Health - a range of specific illnesses or diseases that can be caused by work as defined in (RIDDOR).
- Violent and aggression - incidents of intentional violence and aggression towards a member of staff or public in a care related activity. If the incident involves two children (child on child) then this must be recorded locally and not on the online system. If, however a child received a serious injury from another child then this needs to be record as an accident on the online system.

Work related accidents

