

# **Pilgrims' Cross CE Aided Primary School**

## **Health & Safety Policy**

**Reviewed by Full Governing Body: December 2025**  
**Next review date: December 2026**

## **PURPOSE**

The purpose of a written health and safety policy is to ensure there is a plan for how health and safety at Pilgrims' Cross CE Aided Primary School is managed and organised, and to ensure that employees are aware of all their responsibilities and the arrangements in place.

**It is a legal requirement to have a health and safety policy in place.**

It is **mandatory** that our Health & Safety Policy should be:

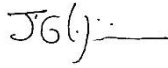

- Reviewed & updated periodically –annually or when there are changes
- Signed and dated by the Headteacher and Chair of Governors
- Made readily available and periodically sighted by all members of staff, including on the school website and at new staff induction
- A key part of the health and safety induction process for all new members of staff

Our Health & Safety Policy is:

- Approved by our Governing Body
- Permanently displayed on the Health & Safety notice board

# Pilgrims' Cross CE Aided Primary School

## HEALTH AND SAFETY POLICY

Date of review:	December 2025
Name of Headteacher approving this policy:	Jim Cascarini
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	December 2026

### STATEMENT OF INTENT

It is our policy to conduct 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.

## ORGANISATION

### Employer Responsibility

The overall responsibility for health and safety is held by:

The Governing Body

The employer is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

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

### Responsible Manager

The Responsible Manager for the premises is:

Jim Cascarini

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult staff and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees 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 Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

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

- Supporting the school's health and safety arrangements
- Ensuring their own work area always remains safe
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions

- Reporting safety concerns to their staff representative or other appropriate person using the defect book
- Reporting to the H&S Coordinator or directly at: <https://incidentreporting.apps.hants.gov.uk/p/corporate-incident-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
- Not moving hot drinks around the site, unless in a lidded, “commuter-style” cup
- Wearing appropriate clothing and footwear on site
- Keeping premises tidy/not obstructing fire exits or evacuation routes.

### Safety Committee

The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The safety committee periodically meet to monitor and discuss on-site health and safety performance and recommend any actions necessary should performance appear or prove to be unsatisfactory. The safety committee will be informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.

The safety committee consists of:	H&S Governor (Rowena Hansen), H&S Coordinator (Debbie Hopgood), Caretaker (Archie Reeve) and the Headteacher, Jim Cascarini (Headteacher)
Who hold meetings:	Every Half Term: Health & Safety is also a standing item on the FGB agenda.

### Governors

The Health and Safety Governor responsible for the premises is:	Rowena Hansen
<p>The H&amp;S Governor will:</p> <ul style="list-style-type: none"> <li>• Ensure that Hampshire County Council’s Health and Safety policy is enacted.</li> <li>• Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.</li> <li>• Ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it up to date).</li> <li>• Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.</li> <li>• Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.</li> <li>• Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.</li> </ul>	

- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

### Specific Health and Safety Responsibilities

#### Accident Investigator

The Accident investigator is:	Jim Cascarini
The Accident Investigator will attend accident investigator training every 3 years.	
The on-site trained accident investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures. All accidents & near-misses will be referenced in the Headteacher's Report at FGB meetings.	

#### Asbestos Nominated Responsible Person

The Nominated Responsible Person (NRP) for Asbestos is:	Jim Cascarini
As a new-build (2012), the school contains no asbestos. The NRP has attended the Hampshire Scientific Services Asbestos awareness taught course on appointment.	
The H&S Coordinator will ensure that all employees and contractors are aware that there is no asbestos on the premises.	

#### COSHH Assessor

The COSHH Assessor is:	Debbie Hopgood
The COSHH Assessor will attend the COSHH assessor training course every 3 years.	
The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

#### DSE Assessor

The DSE Assessor is:	Debbie Hopgood
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The DSE Assessor will attend the DSE assessor training course every 3 years.

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

### Facilities Management Trained Staff

The Facilities Manager for the premises is:	Jim Cascarini
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The Facilities Manager will attend the Safety Awareness for Facilities Managers training course every 3 years.

The facilities management trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.

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

### Fire Safety Co-ordinator

The Fire Safety Co-ordinator (FSC) is:	Debbie Hopgood
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The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.

The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The FSC 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 and the Property Services Fire Team as required.

### On-Site Health & Safety Co-ordinator/Officer

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

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

### Health & Safety Representative

The H&S Representative is:	Debbie Hopgood
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 & safety at work. They are expected to promote a positive safety culture throughout the premises and perform the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.	

<b>Legionella Nominated Responsible Person</b>	
The Nominated Responsible Person (NRP) for Legionella is:	Archie Reeve
The NRP will complete the Legionella e-learning course annually.	
The Nominated Responsible Person for Legionella on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.	
The NRP will ensure that all periodic and exceptional recording, flushing, cleaning, and general legionella management tasks, are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.	

<b>Risk Assessor</b>	
The Risk Assessor is:	Jim Cascarini
The Risk Assessor will attend Risk Assessor training every 3 years.	
The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified and managed.	
They will work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.	

<b>Work at Height</b>	
The competent person for work at height on the premises is:	Archie Reeve/External contractors only
They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.	
The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely.	
They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

## ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Pilgrims' Cross CE Aided Primary School are used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and employees to act and do everything possible to prevent injury and ill-health to others. This will be achieved as 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 conducted in accordance with the Governing Body's procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting system, online. Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

A copy of the completed incident report is automatically received by the Children's Services Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

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

Minor accidents to pupils will be recorded in the medical/minor bump books.

The Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Children's Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school. *(In Non-HCC controlled schools, the report to the HSE will need to be completed by the Employer.)*

The Headteacher will ensure that the Governing Body is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Governing

Body, via the Headteacher's Reports, for trend analysis to prevent reoccurrences. The Governing Body should be regularly updated on monitoring and any trends identified.

Community Users/Hirers/Extended Services must report all incidents related to unsafe premises or equipment to the school, who will report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **Asbestos Management**

Although there is no asbestos on site, under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first obtaining permission to do so and/or obtaining approval from the NRP.

### **Community Users/Hirers/Extended Services**

The Headteacher will ensure that:

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

### **Contractors on Site**

Contractors used at Pilgrims' Cross will be selected from the HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will be contacted for further guidance.

All contractors must report to the school office, where they will be asked to sign the visitors' book. All contractors will be issued with the local written contractors'

induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

All employees are responsible for monitoring work areas and providing appropriate levels of supervision.

### **Curriculum Activities**

All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of the relevant Department Heads and subject teachers. They will use 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.

### **Display Screen Equipment**

All Display Screen Equipment (DSE) users will complete the display screen equipment e-learning course annually. The DSE Assessor at Pilgrims' Cross is Debbie Hopgood.

All DSE users will carry out periodic workstation assessments using the Workstation Assessment Form. Findings from the workstation assessments will be actioned and routinely reviewed at intervals not exceeding three years.

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

### **Electrical Equipment**

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Defective equipment is reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested annually
- Equipment testing/inspection is conducted by a competent person. The competent person is
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

- Only one extension is to be used. No linking together of extension leads. If a reel extension lead is used it must be extended to its full length when in use. This includes reeled vacuum cleaner cables.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use, reported to the Headteacher, Jim Cascarini, and repaired or disposed of as soon as possible.

## Emergency Procedures

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

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Evacuation of the building will be as per the fire safety evacuation process, below. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPs) will be completed and reviewed for any vulnerable persons to ensure provision of 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 queries on site.

The Headteacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

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

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

## First Aid

Arrangements regarding first aid provision are set out in our First Aid Policy. The names and locations of the first aid trained staff on site are listed in the staffroom and a copy is kept in the Health and Safety folder.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by Debbie Hopgood annually. First aid provision will be regularly monitored, and equipment checks recorded.

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

## Glazing

Being a recently-built school, opened in 2013, the building, all the glazing on the school site is safety glass. Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school. The survey and assessment document is reviewed and updated when there are changes to the premises and/or glazing.

## Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect, students, staff and members of the public.

Control measures have been put into manage the risk and these have been shared with staff and where necessary others. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measure to be put into place.

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised.
- Hot pipes and surfaces being boxed in

## Housekeeping & Hygiene

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way

- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported
- All hot drinks when taken out of the staff room must have a lid attached to the cup to prevent scalding

### **Hazardous Substances (COSHH)**

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Headteacher

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

Flammable Liquids are stored in the flammable liquid store in the shed in the courtyard and managed by the Site Manager, in accordance with the Flammable Liquids Risk Assessment.

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets.

Hazardous substances are stored, locked away, in the Site Manager's cupboard.

### **Inspections and Monitoring**

It is the responsibility of all employees to monitor the condition of their workplace throughout the day.

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

All defects identified must be reported to the Site Manager and recorded in the Site Manager's defects book. Identified high-level risks or safety management concerns will be addressed/actioned by the Headteacher as soon as possible.

The termly H&S web monitoring form will be completed by the Headteacher, and shared with the H&S Governor, Rowena Hansen. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Health and Safety Governor. These documented inspections will examine all areas of the safety management system.

### **Kitchens**

The main kitchen area is only to be used by authorised employees of HC3S. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Other kitchen areas, canteens, food preparation areas are managed by Jim Cascarini.

Where kitchens are managed by third parties, relevant safe systems of work and risk assessments will be shared between the third party and school.

### **Legionella**

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure. They will:

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

In the absence of the NRP the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

### **Lone Working**

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

Lone working will only take place:

- With the Headteacher's approval
- Following risk assessment
- Where it cannot be avoided

The lone working arrangements for employees who undertake lone working on this site are discussed with Jim Cascarini in advance.

### **Minibuses**

The School does not own a minibus, but hires them from community organisations. All minibus drivers will complete suitable training prior to being permitted to drive and carry out checks on minibuses. MiDAS training is recommended.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

### **Moving and Handling**

All employees will complete the moving and handling e-learning course every year without exception.

Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training.

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

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure. For tasks that fall outside of the HSE filter tool, risk assessments will be carried out by the trained moving and handling risk assessor

### **New and Expectant Mothers**

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by their Line Manager/Headteacher and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

### **Off-site Activities**

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

### **Provision of Information**

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is provided in various ways, e.g., staff meetings, meeting minutes, email distribution, signature-based receipt of information.

Visitors and Contractors are provided with Health and Safety Information on arrival.

The Health and Safety Law poster is displayed in the staff room.

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

### **Risk Assessment**

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

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

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

Completed risk assessments are listed in the assessment register stored in the office. They will be reviewed periodically in accordance with the risk assessment review schedule.

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

### **Smoking**

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises.

### **Stress & Wellbeing**

Pilgrims' Cross Primary School is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

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

School arrangements to monitor, consult and reduce stress situations are arranged by the Governing Body and the Headteacher.

## Training

Health and safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in accordance with the New Staff Induction Checklist.

The Headteacher will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

All employees will be provided with the following training as a minimum:

- Induction training including the requirements of the school health and safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Relevant annual e-learning courses to meet mandatory corporate training requirements
- Role specific training
- Refresher training as required

Training records are held by the Health and Safety Admin Officer, Debbie Hopgood, 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 employees.

## Transport – Driving for Work

In accordance with the Corporate Procedure - Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff that does need to drive for work purpose must be fit to drive and:

- Have the correct license to drive the vehicle
- If they are driving their own vehicle the school must ensure that it is taxed and safe to drive/has a current MOT
- Have business insurance

Records of checks will be kept in the office by Debbie Hopgood.

## Violence and Aggression

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated at Pilgrims' Cross CE Aided Primary School.

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

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

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

### **Visitors**

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

Visitors to the premises will be provided with a lanyard and will be required to sign-in to the visitor register.

Whilst on site visitors will be supervised by an authorised staff member.

### **Vulnerable Persons**

Where there are vulnerable persons (for example a young person, new or expectant mother, someone with a disability or temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be implemented, and arrangements for the health, safety, and welfare of vulnerable persons on school premises will be suitably managed.

### **Work Equipment**

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

Appropriate checks will be made on equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the site manager and repaired or disposed of as soon as possible.

## Work at Height

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

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

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

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

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