



## Health and Safety Policy

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### The Perins MAT

**2022 - 2023**

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## Statement of Intent

The Perins MAT accepts its responsibility to provide, as far as is reasonably practicable, a safe and healthy environment for pupils, staff, and other users of the premises. The schools will take all reasonable steps to meet their responsibilities.

As part of this they need everyone using their premises and while on school trips

- to take reasonable care of themselves and others and
- to co-operate with those who have health and safety responsibilities to ensure compliance with policies and procedures and minimise risks.

Stakeholders mean staff, pupils, Trustees and Local Governors, [contractors,] and visitors to the premises. Their responsibilities are outlined below.

### **Our aims are to:**

- Provide and maintain a safe and healthy working and learning 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 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 all staff and their representatives on health and safety matters
- Monitor compliance and act where this is necessary.

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

# 1. Organisation

## 1.1 Employer Responsibility

**The Trust Board has overall responsibility for Health and Safety. For its part the Trust Board will:**

- Ensure [Health and Safety](#) has a high profile and that systems are in place to ensure statutory compliance
- Ensure adequate resources for Health and Safety are available
- Monitor and review health and safety arrangements

**The Executive Headteacher and the Headteachers of the Schools will:**

- Develop and maintain a safety culture throughout the schools
- Ensure staff and students are aware of and carry out their responsibilities
- Update the Trust Board and Local Governing Bodies as necessary and report any concerns
- Monitor the progression of health and safety within the schools

**The Responsible Person/ (Estates and Health & Safety Manger) will:**

- Have authority over all stakeholders with exception of the Executive Headteacher relating to Health & Safety matters
- Ensure that health and safety records are correctly maintained
- Promote a culture of health and safety within the staff body
- Ensure appropriate training is provided to all stakeholders so they can carry out their duties safely
- Report to the Health & Safety Trustee (Katy Toms) and the Health & Safety Working Group (HSWG) as necessary and report any concerns over any matter particularly where it affects or might affect items on the Risk Register.
- Undertake and review site [risk assessments](#)
- Maintain, update and review [Fire Procedures](#)
- Monitor effectiveness of policies and procedures
- Ensure Health & Safety policies and procedures are in place

**The Estates Team under guidance off the Estates and Health & Safety Manager will:**

- Instruct contractors to carry out repairs, servicing and maintenance as required
- Complete and review monthly site safety inspections
- Ensure statutory inspections and all statutory requirements are undertaken at appropriate times
- Take day to day operational decisions
- Complete reactional repairs as required
- Monitor compliance and promptly report any concerns to the responsible person

## 1.2 Staff Responsibilities

**All staff will:**

- Undertake health and safety training as required, understanding the importance of health and safety policies and procedures
- Adhere to these policies and procedures, risk assessments, controls and other arrangements put in place for health and safety reasons and ensure that others do the same

- Undertake annual risk assessments of their working environment by the start of each new academic year, with periodic reviews as necessary
- Take reasonable care of themselves and others to ensure, as far as reasonably practicable, that their classrooms and work areas are safe and not doing anything which may put themselves and others at risk, as far as reasonably practicable, through their actions or inactions while on school premises and when accompanying pupils on school trips
- Promptly raise, initially with their line manager / supervisor, any health and safety concerns, requesting and undertaking any appropriate additional training for their health and safety
- Promptly report, initially to their line manager / supervisor, all incidents and any perceived shortcomings in their behavior and the behavior of others in health and safety arrangements.

### 1.3 Pupil Responsibilities

#### All pupils will

- Comply with the health and safety policies and procedures, controls and other arrangements put in place for health and safety reasons and co-operate with those responsible for such matters
- Take reasonable care of themselves and others and not do anything which may put themselves and others, the schools' premises, and equipment at risk, through their actions or inactions. This applies both while on school premises and school trips
- Promptly report to [a teacher] all incidents and any perceived shortcomings in their behavior or the behavior of others on health and safety matters.

### 1.4 Contractor and Visitor Responsibilities

#### All contractors and visitors will

- Adhere to the health and safety policies and procedures, controls and other arrangements put in place for health and safety reasons and co-operate with those responsible for such matters
- Take reasonable care of themselves and others and not do anything which may put themselves and others, premises, and equipment at risk, through their actions or inactions while on school premises
- Promptly report to the appropriate person all incidents and any perceived shortcomings in the behavior of others on health and safety matters.

### 1.5 Health and Safety Trustee and the HSWG

The role of the Health & Safety Trustee is to assist in the assessment of safety related matters and provide appropriate support to the Estates and Health and Safety Manager. The Health & Safety Trustee and the HSWG meet half termly to monitor and discuss on-site health & safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory.

The HSWG consists of the following representatives:

- Health & Safety Trustee
- Chair of Trustees
- Chief Operations Officer
- Estates and Health & Safety Manager
- Headteacher (SHJS)

- Office Manager (SHJS)
- H&S Administrator (minute taker)

## 1.6 Fire Safety Co-ordinator

Arrangements regarding fire safety are set out in the [Fire Safety Manual](#). The Estates team member is the Fire Co-ordinator at Sun Hill Junior School and The Deputy Estates and Health & Safety Manager for Perins School. The Estates and Health & Safety Manager also has overall responsibility for fire safety related matters across the MAT only superseded by the Executive Headteacher.

## 1.7 Estates Management Trained Staff

The Estates Team for each site are the competent persons for the overall management of general premises facilities and acts on behalf of the responsible manager. He is to attend a IOSH and or NEBOSH training course and refresh this training every six years. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within their level of competence and seek appropriate guidance and direction from the Chief Operations Officer when required.

## 1.8 Heads of Department

The Heads of Department are responsible for the day-to-day local management of health and safety within their own departments, acting on behalf of the Executive Headteacher and the Headteachers of the Schools. He/she 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. He/she will ensure the department complies with overall school policies and procedures; that their working environment is fully risk assessed by the beginning of each academic year, activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

## 1.9 Legionella Competent Person

The Estates and Health & Safety Manager is the nominated competent person for Legionella across The Perins MAT and acts on behalf of the Executive Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the [Legionella e-learning](#) course and ensure all training records are retained within their personnel records. The Estates and Health and Safety Manager should refer to the [Legionella Management Plan](#) and supporting documents to accurately track and manage legionella control.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/ Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Corporate Health and Safety Team – Hampshire County Council.

## 1.10 Asbestos Competent Person

The Estates and Health & Safety Manager is the nominated competent person for asbestos across the Perins MAT and acts on behalf of the Executive Headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to annually complete the asbestos e-learning course and all training

records are to be retained within their personnel records. A bi-annual survey of Asbestos will be completed by a competent contractor in conjunction with an annual inhouse inspection. Actions from inspections will be risk scored and added to the Estates Operational plan of works.

### 1.11 Accident Investigator

The trained accident investigator for the Perins MAT is the Estates and Health & Safety Manager who will lead on all accident investigations in accordance with departmental and corporate procedures. Information and outcomes gathered will be shared with HR for further support and direction.

## 2 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 The Perins MAT and are to be used alongside other school procedures & policies.

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

### 2.1 Accident/Incident Reporting & Investigation

All non-urgent matters can be reported through Every. Urgent matters must be reported in the first instance to the Estates and Health & Safety Manger or in his absence to a member of the Senior Leadership Team (SLT).

All accidents, incidents or injury to staff, students or visitors should be recorded in the Accident Report Book.

Accidents involving children considered to be of a more serious nature than the minor incidents are to be recorded on a [School Accident Internal Report Form](#) which is to be retained on site.

The more serious accidents that are notified to the Health & Safety Executive (HSE) are to be reported directly onto the RIDDOR website. In line with the Perins MAT retention schedule these documents will be held for the required period of time.

All significant accidents, incidents and near-misses are to be immediately reported to the Estates and Health & Safety Manager. The Estates and Health & Safety Manager is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. Once the investigation is complete the relevant information may be escalated into a reportable incident.

The Estates and Health & Safety Manager will ensure that the Trust Board / and Senior Leadership Team are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Chief Operations Officer for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. Records will be kept of all incidents for a minimum of 12 months unless the data is no longer relevant or must be destroyed in compliance with GDPR regulations.



## 2.2 Asbestos Management

There is an [Asbestos Management Plan](#) that governs the way in which the Perins MAT controls the management of asbestos in buildings. There are logs for both the [Perins School Asbestos](#) and [Sun Hill Schools Asbestos](#) Log.

All major refurbishment work including painting should be referred to the Estates and Health & Safety Manager with a view to the competent contractor being instructed to inspect where necessary. An asbestos risk assessment should be carried out in all cases.

The asbestos register is to be shown to all contractors who may need to carry out work. Contractors must check the area they will be working on within the register before signing the register and being permitted to commence work.

Under no circumstances should staff drill or affix anything to walls that may disturb materials without first checking with the Estates Team. Any damage to structures possibly containing asbestos must be reported as a matter of urgency to the Estates and Health & Safety Manager.

## 2.3 Child Protection

Arrangements regarding child protection are set out in the [Child Protection Policy](#).

## 2.4 Acceptable Use of Force Policy

Arrangements regarding physical intervention are set out in the Acceptable Use of Force Policy

Violent, aggressive or threatening behavior is not tolerated within The Perins MAT and as such each and every incident must be reported to a member of SLT within the appropriate school. All violent incidents will be reported to HCC in line with standard procedure.

## 2.5 Community Users of School Facilities

The Estates and Health & Safety Manager will ensure that:

- Third party users operate under the hire [terms and conditions](#) as set out in School Hire and on the Perins School website.
- Third party users operate under the safeguarding policies and procedures
- Risk assessments are completed where appropriate
- The premises are safe for 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

## 2.6 Contractors on Site

The Perins MAT conducts a [Contractor Selection Processes](#) to ensure risk management and DBS checks are carried out as well as following safer recruitment good practice. Once satisfied with the provision of supporting documentations, approved contractors will be allowed to operate on school property. All contractors will be expected to provide, [a risk assessment](#), liability insurance and if they have more than 5 employees a Health

and Safety Policy Statement. The schools will liaise with contractors working on site so that normal Health & Safety provisions are not compromised at these times.

All contractors must report to the individual school's reception where they will be asked to sign in, complete the [contractor control daily document](#) and (if applicable sign the asbestos register), and will be asked to familiarise themselves with the [health and safety induction and guidance](#). All contractors will be issued with a visitor's badge. Any contractor without proof of a DBS check must be accompanied while on site.

## 2.7 Visitors on Site

All visitors must sign in at reception. It is the responsibility of all staff to provide reception with details of any planned visitors to the school site. All visitors will be provided with a visitor's badge and lanyard; Red non-DBS, Green – DBS checked visitor that must be displayed prominently and they will also be asked to read the [health & safety induction and guidance](#). Visitors to site not holding a DBS check must be accompanied at all times when on the school sites.

In the event of becoming aware of the presence of an un-authorized person on site, reception should be contacted immediately so that SLT and, if necessary, police can be informed. It is most important that all unknown persons who are not wearing a visitor's badge are verified as legitimately visiting the school sites. Staff should summon SLT support before approaching any individual about whom they have serious doubts

## 2.8 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 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.

## 2.9 Off Site Activities

Staff must submit every trip via Evolve for SLT approval. No arrangements to book or advertise a trip to students or parents can be made until full approval has been given. Full approval will be given upon review of the appropriate risk assessment, parent letter and cost model. Every visit must be backed up with student details, emergency contact details, medical and dietary information.

## 2.10 Display Screen Equipment

All DSE users must complete the display screen equipment [e-learning course](#) every year without exception and ensure all training records are retained. All DSE users must carry out an annual [workstation risk assessment](#). Workstation assessments will be actioned as necessary by the Estates and Health & Safety Manager and routinely reviewed at intervals not exceeding three years.

## 2.11 Electrical Equipment

The Estates and Health & Safety Manager for Perins MAT will ensure that:

- The [Portable Appliance Testing policy](#) is maintained and updated on an annual basis and shared with staff.
- 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; or surge protected 4 gangs
- 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 tested annually, and equipment testing can only be carried out by a competent person.
- The competent persons are the Estates team and members of IT Services with a valid PAT course certificate
- New equipment must be logged on the [PAT Equipment form](#) for PAT testing in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the responsible person at each school for PAT testing and attended to as soon as possible.

## 2.12 Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school evacuation plan. Each school has a fire emergency plan for fire related emergencies.

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.

It is the Estates and Health & Safety Managers responsibility to ensure the Emergency Evacuation Plans are kept updated annually. This will include implementing, updating and reviewing the lockdown procedures for both schools.

[Personal Emergency Evacuation Plans \(PEEPS\)](#) are to be completed, provided, and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

## 2.13 Fire Safety

Arrangements regarding fire safety are set out in the [Fire Safety Manual and Fire Policy](#). The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The [fire evacuation routes and procedures](#) are displayed in each classroom & held electronically. Estates and Health & Safety Manager will ensure through the Fire Safety Co-ordinators that:

- All staff complete the mandatory [fire safety induction e-learning course every 2 years](#) and records are retained centrally within SharePoint
- Fire safety procedures are readily available for all staff to read as well as [inhouse training](#) will be provided to fire wardens
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits.
- They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises Fire Safety Manual
- The fire risk assessment is reviewed annually by the Estates and Health & Safety Manager and amended as new hazards or required amendments are identified

- Firefighting equipment will be inspected on a monthly and quarterly basis by the Estates team.
- Annual servicing and checks of fire detection and equipment will be undertaken by approved contractors.

## 2.14 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 can also be found on the health and safety noticeboard in the staff rooms.

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.

First Aid is available from the school office at both schools until the end of each school day. Outside of hours, the Estates team will be on hand to deliver first aid while the schools are open. External facility bookings are expected to provide their own first aid arrangements.

An AED is located in the centre of Perins School in an external cabinet mounted on the Estates Lodge. An AED is located on the main gates into the Sun Hill Junior School site and is stored in an externally mounted cabinet. Access codes for these units are held by SARS as well as the school reception.

## 2.15 Medication

Arrangements for medication are set out in the Administration of Medicines Policy/Supporting Pupils with Medical Needs Policy

On no account should staff give students un-prescribed medicines or medicine (such as paracetamol or throat lozenges) held in school which parents/carers have not given permission prior to being administered.

Students should not carry medication with them (except for diabetes, asthma sufferers and those needing epi – pens). Medicines and parental permission for them to be administered in school should be kept in the school office or locked first aid room.

Parents/Carers should always be notified if medication has been administered in school by a member of staff including the dose and time.

## 2.16 General Equipment

All M&E equipment requiring statutory inspection and/or testing on site (*e.g. boilers, hoists, lifting equipment, local exhaust ventilation*) will be serviced and inspected by our nominated Contractor, *Corrigenda*. All general equipment such as PE, science and design equipment will be inspected by appropriate competent contractors.

Equipment is not to be used if found to be defective in any way. It should be used for its intended purpose only. Defective equipment is to be reported and immediately taken out of use until it is repaired.

## 2.17 Good Housekeeping

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

- All corridors and passageways are kept free from obstruction

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

## 2.18 Hazardous Substances

[The COSHH Page](#) controls the use of hazardous substances, materials, chemicals and cleaning liquids and are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Estates and Health and Safety Manager. The MAT COSHH assessor is the Estates and Health & Safety 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 or process. 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 which is to remain locked at all times.

### 2.18 (b) Hot Liquids

All hot drinks consumed with in the school site (with exception to staff only areas) must be in a spill proof cup with a tight-fitting lid.

## 2.19 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 notified and recorded.

Monitoring and inspections of individual departments will be carried out by Heads of Department, and subject teachers as nominated by the Head of Department

Routine documented inspections of the premises will be carried out every month by the senior member of the Estates Team for Perins and Estates Assistant for SHJS in accordance with the premises monthly inspection schedule Inspection findings are to be recorded on the IAuditor system and then uploaded to SharePoint. These will be stored for a minimum of twelve months.

Defects identified during these routine documented inspections are to be recorded in Every. Any identified high-level risks or safety management concerns are to be actioned as a matter of urgency by the Estates and Health & Safety Manager.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Estates and Health & Safety Manger. These documented inspections will examine all areas of the safety management system and will be carried out using IAuditor and then uploaded to SharePoint.

## 2.20 Kitchens

The main kitchen areas at both schools are for preparing hot school meals are operated by contractors and must only be used by authorised staff in accordance with their identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the Catering Manager prior to entry and must strictly adhere to the kitchen safe working practices and risk assessments.

The school kitchen at SHJS used for lessons and after school clubs is operated by staff or lettings employees and must only be used by authorised staff in accordance with their identified safe working procedures. Pupils taking part in cooking lessons must be supervised at all times by a responsible adult who has completed and passed the online course Food Hygiene and Safety 2018.

## 2.21 Legionella Management

Legionella management on site is controlled by the Legionella competent person, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. Testing failures are to be reported to the Estates Team or a competent contractor in accordance with Legionella Management Plan and all records including water temperature checks are to be kept for a minimum of 5 year.

## 2.22 Lone Working

All lone working is to be approved by the relevant Headteacher and is to be carried out in accordance with the premises [lone working risk assessment](#) and the local written procedures.

## 2.23 Minibuses

All drivers must be suitably qualified and trained before driving the minibuses this includes holding a D1 license. Information about the use of mini buses for school purposes can be found on the [Minibus SharePoint Page](#). Before starting a journey, a [vehicle inspection form](#) should be carried out, and all journeys should be recorded in the log held in each vehicle. The Perins MAT should be made aware of any driving convictions prior to driving the minibuses. All vehicle faults or concerns should be reported directly to the Estates and Health & Safety Manger.

## 2.24 Moving and Handling

All staff must complete the [moving and handling e-learning course](#) every two years without exception and records retained centrally. [Internal training is provided for those that require it as well as guidance on SharePoint](#). 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 Estates Team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

## 2.25 Provision of Information

The Estates and Health & Safety Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are the [Health and Safety SharePoint](#) page, department meetings, staff briefings, email, inductions and staff training.

The Health and Safety Law poster is displayed at various points across The MAT.

## 2.26 Risk Assessment

General risk assessment management will be coordinated by the Estates and Health & Safety Manager.

[Risk assessments](#) are undertaken for all areas where a significant risk is identified, or a possibility of such risk exists.

The trained risk assessor on site is the Estates and Health & Safety Manager Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Chief Operations Officer at Perins and The Headteacher at SHJS prior to implementation.

Completed risk assessments to be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system. Risk assessments will be monitored by the Health and Safety working group.

## 2.27 Security

Arrangements regarding security are based on the annual premises [security risk assessment](#) and are set out in the on-site security policy & procedures which include emergency unlock routines.

## 2.28 Smoking

Perins and Sun Hill Junior School are no smoking environments.

## 2.29 Stress & Wellbeing

The Perins MAT 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 accordingly.

On-site arrangements to monitor consult and reduce stress situations are addressed in the performance management procedure for each member of staff.

## 2.30 Traffic Management

Parents are requested to drop pupils off outside of school or safe parking areas not within the school grounds and adhere

to the individual school's parking procedures. The schools have parking spaces for staff and visitor's cars.

There are dedicated drop off/pick up points for the school buses and members of staff are on duty when buses are dropping off and collecting students on site.

The schools operate a strict 5 mph speed limit through the school parking areas and traffic calming measures are in place along with the appropriate signage. Vehicles without permits are not permitted onto the school site themselves without the prior knowledge of a member of the Estates Team.

### 2.31 Pedestrian Access to Site

Annual risk assessments are undertaken to ensure the safety of the school community.

### 2.32 Student Supervision

Rotas are in place to ensure that there is adequate staff cover to supervise pupils outside of lesson times. These rotas are reviewed each year by the Chief Operations Officer.

### 2.33 Training

[Health and safety induction training](#) will be provided and recorded for all new staff/volunteers by the Estates and Health & Safety Manager.

The Chief Operations Officer 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 that require it.

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

- Induction training regarding all the requirements of this health & safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate [annual e-learning courses](#) as directed by the SLT

Training records are held by the Estates and Health & Safety Manager who is responsible for coordinating all health & safety training requirements, maintaining the health & safety training plan, and managing the planning of refresher training for all staff.

### 2.34 Violent Incidents

Violent, aggressive, threatening, or intimidating behavior towards staff, whether verbal, written, electronic or physical, will not be tolerated within the Perins MAT.

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



occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the Violent Incident Report Form.

### 2.35 Work at Height

General work at height will be undertaken by staff trained in working at height and where a risk assessment has been undertaken. Staff will be required to undertake [e-learning](#) to gain a broader understanding of the risks of working at height.

The trained persons for work at height on the premises who have attended the [inhouse training course](#) 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
- 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 persons for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment with records retained centrally
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Only appropriately qualified staff may use leaning ladders
- Any safety concerns about a work at height task must be raised with the Estates and Health & Safety Manager 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

### 2.36 Infection Control

Infection control measures will be deployed on a daily basis to limit the spread of infection across our stakeholders.

All stakeholders have a responsibility to follow guidance as instructed by the Executive Headteacher to support efforts to limit and control the spread of infection and virus's in the schools and wider community.

Stakeholder responsibilities include:

- Maintaining good personal hygiene, including washing hands regularly
- Reporting cleaning or infection concerns as and when identified
- Notifying the school if an infectious disease/virus is contracted
- Remaining at home if unwell with a potentially infectious disease/ virus
- Following specific control measures in the event of a pandemic/ epidemic/ local outbreak

#### Management Responsibilities

- Implementing and monitoring affecting control measures
- Planning in accordance with national guidance relating to pandemic/ epidemic/ local outbreak
- Reporting infection disease and virus's in accordance with HSE reportable disease list
- Ensuring the appropriate training and personal protection is in place

## 3 Support

If you require support in the workplace, please contact the Estates and Health and Safety Manager via:

Email: [jtopping@perins.hants.sch.uk](mailto:jtopping@perins.hants.sch.uk)

Land line: 01962 737231

Mobile: 07946173783

Comprehensive information about the management of risk and health and safety can be found on our SharePoint page.  
<https://perinsschool.sharepoint.com/sites/healthandsafety>