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**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Health and Safety Policy



Document Owner and Approval

The Hayling College is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff in the School Pool
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Version History Log

Version	Description of Change	Date of Policy Release by THC
1	Initial Issue	10 September 2025

Named Roles

School Leader	Martyn Reah
School Business Manager	Emma Cooper
Designated Safeguarding Lead	Helen Cox
Senior Site Manager	Carl Jackman
Health & Safety Coordinator	Emily Richards
Health & Safety Governor	Alastair Lockyer



1. STATEMENT OF INTENT

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

2. ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at the school is held by The Governing Body who will:

- Monitor both compliance with, as well as the effectiveness of this policy
- Provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy
- Identify a lead for health and safety who will actively monitor and promote health and safety across the school by raising matters with senior leaders as necessary
- 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



This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the organisation.

The duties of the Governing Body include the duty to monitor and regularly review the Health & Safety Policy for the school.

3. Governing Body

The school Governors have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of the school. Each governor has a clear role in supporting and holding the school to account.

Governors are responsible for overseeing the management of the school and will:

- Monitor compliance of policies
- Termly monitor and review local health and safety arrangements and report back to the School Leader.
- Work alongside the school leader to provide guidance and support
- Provide oversight and be accountable to parents, the local community and the local authority
- Ensure that health and safety has a high profile
- Consult and advise staff regarding health and safety requirements & arrangements
- Use professional business/industry experience to support, inform and constructively challenge decisions
- Promote the objectives of the school
- Attend relevant training sessions and school events
- Assign a lead Health & Safety Governor who will actively monitor and promote health and safety across the school by raising matters with the School Leader as necessary. Attend site termly and review health & safety management. They will complete the Governing Body Health and Safety monitoring form during the site walk with the SSM and then upload it to Governor Hub along with a summary of findings. This feedback will also be emailed to the School Leader for actioning.

4. Responsible Manager (School Leader)

The responsible manager for the premises is the School Leader who will act to:

- Develop a safety culture throughout the school/premises/organisation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Ensure all new staff are given the appropriate Health and Safety Induction
- 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



- Ensure staff are aware of relevant and up to date information with respect to health and safety. Information can be found on the school google drive – Staff Health and Safety, the school Health and Safety notice board in the staffroom and relevant information is emailed to staff during the year.
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

5. School Business Manager (SBM)

The School Business Manager for the premises will act to:

- Develop a safety culture throughout the school/premises/organisation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Ensure all new staff are given the appropriate Health and Safety Induction
- 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
- Ensure staff are aware of relevant and up to date information with respect to health and safety. Information can be found on the school google drive – Staff Health and Safety, the school Health and Safety notice board in the staffroom and relevant information is emailed to staff during the year.
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

6. Designated Safeguarding Lead (DSL)

The designated Safeguarding Lead is a person appointed to take lead responsibility for child protection issues in school. They are supported by the School Leader. Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding policies.

7. 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:

- Read the Health and Safety Policy and make note of amendments when notified.
- Ensure all training that is assigned to them is completed and carried out as required.
- Look at all risk assessments within their school or that may be associated with their role.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- Where any new process or operation are 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.



- 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.
- Not interfering with Health and Safety arrangements or misusing equipment provided.
- 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.
- Supporting the school/premises/organisation 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 the Headteacher/SSM/
- 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
- Will wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. Therefore, no stiletto heels will be worn if staff are working with children and no flip flops or similar style shoes are permitted due to risk to the wearer and the children's safety. The school also recommends the staff do not wear open toe sandals, if they do, they do this at their own risk.
- Keeping the premises tidy and not obstructing fire exits or routes.

8. Senior Site Manager (SSM)

The School's Senior Site Manager (SSM) will manage the school site team on behalf of, and under direction of the School Leader. The SSM will assist the THSC in managing and coordinating Health and Safety matters relevant to their responsibilities. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the School Leader and/or RW Safety Solutions as required.

The SSM will support the staff with regards to Health & Safety at work. The SSM is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements.

The SSM will also manage and co-ordinate all planned preventative reactive maintenance matters within the school on behalf of, and under direction of the School Leader. They will update the electronic Health and Safety Diary – ensuring all health and safety procedures are planned and tracked with support from the THSC.

In the absence of the site team, the SSM is responsible for undertaking a wide range of typical health and safety related duties (checks) on behalf of, and under the direction of the responsible manager.



These include but are not limited to:

- Local management of legionella
- Local management of COSHH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors in partnership with the school office
- Local management of site security in partnership with the Headteacher and school office
- Local management of site safety
- Local management of risk assessments and safe implementation of control measures
- Co-ordinate the resolutions to the defects listed via the defect reporting procedure.
- Work at height management

9. Health & Safety Coordinator (THSC)

The Schools Health & Safety Coordinator (THSC) will manage and co-ordinate Health & Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the School Leader as required under the guidance of the H&S consultant.

The THSC will support the staff with regards to Health & Safety at work. The THSC is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements.

The THSC will support the School Leader to fulfil their statutory responsibilities for keeping pupils, staff, Trustees and visitors safe by:

- Working closely with the Health and Safety consultant to provide advice and guidance to staff
- Coordinating the administration and implementation of Health and Safety policies and procedures
- Working with the SSM and School Leader to ensure a consistent approach to Health and Safety across the School
- Facilitating training requirements and maintain records across the school

The THSC is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to:

- Maintain, review and improve the Health and Safety Management operations
- Oversees facilitate, assess, review, monitor and maintain good records for:
 - Fire and emergency procedures
 - Provision of Health and Safety information to staff, pupils, contractors and visitors
 - Identification of hazards and risk management
 - Management of the Health and Safety training plans across the school including identifying and facilitating appropriate course
 - Welfare arrangements including First Aid provision
 - All aspects of building and site safety arrangements
 - Risk assessment management and co-ordination of the schools' risk assessment records



- Management of First Aid provision across the school including ensuring training is up to date and recorded, equipment is checked.
- Coordinate the review of relevant policies and procedures to ensure appropriate and timely approvals
- Incident and accident reporting and investigation
- Near miss reporting
- To effectively manage the computerised diary, recording and reporting systems to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient.
- Along with the SSM, to liaise with senior and nominated staff in the implementation and deployment of Health and Safety procedures.
- To schedule and prepare Health and Safety report as required with the support of the SBM and SSM
- Keeping up to date with any changes that may impact health and safety within the school and disseminating information at the appropriate level to staff.
- Acting as the main point of contact for all matters relating to Health and Safety within the school
- As directed by Health and Safety Consultant providing advice and guidance to the Chair of Governors, the school Leader and senior leaders in the event of an incident.

10. Site Team

The Site team will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the SSM, THSC and School Leader.

The site team are responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the SSM.

These are detailed below:

- Local management of legionella
- Local management of COSHH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors in partnership with the SSM and THSC
- Local management of site security in partnership with the Headteacher, SSM and school office
- Local management of site safety
- Carry out routine inspections and complete checklists on a regular systematic basis as instructed by the SSM and THSC
- Co-ordinate the resolutions to the defects listed via the email reporting procedure.
- Understanding of work at height principles. Management of hazards and control measures as per working at height risk assessments
- Ensure all schools display correct Health and Safety information both for staff, pupils, contractors and visitors.
- To manage and carry out regular scheduled and ad hoc inspections of school premises to monitor the effectiveness of hazard identification and risk management



11. All Teachers & Supervisors

Teaching staff are responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the School Leader, with support and guidance from the SSM and THSC. They will ensure that Staff are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed and the risk assessments in place are current, half termly inspections are carried out, and necessary controls are implemented.

Their responsibilities include:

- Weekly checking of equipment to ensure it is safe
- Complete quarterly inspections using the classroom check sheet of their areas of responsibility, taking prompt remedial action where necessary to control risk and report any issues to the THSC.
- Ensure safe use of equipment by adults and children
- Reminding children of safe behaviour in class and around the school
- Be vigilant when on duty and proactively support children behave in a safe manner, especially when playing outside
- To follow the schools Trip Policy when planning and risk assessing any internal or external trip, found on the school shared drive.
- Carryout risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury.
- Ensure compliance with overall school policies and procedures
- Raise reactive breakdowns and Health & Safety issues using the email reporting system and completing near miss reports.
- New staff attend the new staff induction meeting and are briefed on Health & Safety processes within the workplace

All internal risk assessments are to be completed using the Master Template (found in Health and Safety / Risk Assessments)

Liaise with the responsible manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed and any necessary precautions can be implemented. All risk assessments are to be completed using - Master Risk Assessment (found in Health and Safety / Risk Assessments)

- Record any concerns re Health and Safety using the email reporting system.
- Ensure volunteers in your work area are aware of safeguarding and evacuation routes.
- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site and sign out of school using the inventory system.
- Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.

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.

12. School Health and Safety Committee

The purpose of the safety committee is:

- To assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher.
- To meet, minimum of once a month, to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory.
- Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- The safety committee consists of the School Health and Safety Governor, Health & Safety Coordinator, Senior Site Manager, School Leader or (Responsible Person).

13. Fire Safety Co-ordinator

The Fire Safety Coordinator is the SSM acting as competent person for the fire safety on the premises on behalf of the School Leader. They will attend Fire Risk Assessor Training and are responsible for the local management and upkeep of the Fire Safety Manual. They carry out the termly fire alarm tests and report the results to the School Leader. Any concerns will be actioned. Evidence of this process is retained.

The day-to-day fire safety duties are carried out by the site team and SSM. They will ensure that the weekly checks are carried out on the fire safety equipment and any concerns are dealt with promptly. The Fire Safety Coordinator will ensure that the fire safety manual contents are reviewed, and actions taken are monitored. They will carry out the annual internal fire risk assessment on behalf of the School Leader and arrange for the external fire risk assessment to be carried out every three years or as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety.

The School Leader, SBM, THSC, SSM and Site team will complete a course in Fire Safety for Education providers.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the RW Safety Solutions as required and from external fire risk assessor.

14. Personal Emergency Evacuation Plan Manager

The School nurse is the appointed competent Personal Emergency Evacuation Plan Manager, their responsibilities are as follows:

- Assess if any of our children need a PEEP
- Complete PEEPS, with support from class teacher, parents and other relevant agencies.
- Ensure parents have signed and are in agreement of the PEEP



- Complete PEEPS for visitors, contractors and supply teachers, with support from the Admin Officer
- Review the effectiveness of the PEEP during and after any evacuation (including drills) – add notes to the PEEPS and sign to show they have been reviewed.

Review PEEPs on an annual basis, or earlier if the needs of the evacuee change.

15. Legionella Competent Person

The SSM, Site team and THSC are the nominated competent person for Legionella on the premises and act on behalf of the School Leader to provide the necessary competence to enable Legionella to be managed safely. They attend training at intervals not exceeding three years and all training records are to be retained. They will work within their level of competence and seek appropriate guidance and direction from the School Leader and/or RW Safety Solutions as required.

The SSM and Site team will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the HSE guidance Legionella ACOP (L8), the schools Legionella Written Scheme and Risk Assessments. They will advise the School Leader of any condition or situation relating to Legionella which may affect the safety of any premises users.

The SSM will ensure that the Legionella risk assessment is reviewed internally on an annual basis and externally carried out by a competent Legionella risk assessor initially and every three years thereafter/ or as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

All staff will have the Legionella Written Scheme and Risk Assessments made available to them.

16. Asbestos Competent Team (ACT)

The SSM and THSC are nominated responsible person to deliver asbestos controls as outlined in the Asbestos Management Plan on behalf of the School Leader who is the asbestos responsible manager.

The site team are the deputy nominated responsible personnel and act on behalf of the School Leader to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Management Plan.

The ACT 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 School Leader and/or RW Safety Solutions as required.



They will attend training at intervals not exceeding three years and all training records are to be retained.

Management of Asbestos is presented to all staff as part of the Annual Health & Safety training session, presented by the schools appointed external Health & Safety Consultant. Asbestos also forms part of the New Staff Induction and regular reminders issued as part of the H&S bulletins.

17. Accident Investigators

The responsible Accident Investigators are the School Leader, Business Manager and THSC.

The on-site trained accident investigators will lead on all accident investigations in accordance with departmental and corporate procedures. They will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or RW Safety Solutions.

The THSC will support and monitor the on-site accident investigations. They will collate information, report trends and action requirements on behalf of, and under direction of the School Leader and School Leader. This information will be reported to the Safety Committee. The THSC will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate direction and guidance from the School Leader and/or RW Safety Solutions.

18. First Aid & Medical Lead (School Nurse)

Under the direction of the School Leader an on-site First Aid Leader with sufficient first aid training, supported by the THSC in Supporting Pupils with Medical Conditions (General Management) will manage and coordinate the medical needs of the school. This includes:

- Complete the first aid & medical needs assessment and review annually, or sooner when required
- Ensure staff are adequately trained to minimum requirements as outlined in the first aid & medical needs assessment
- Delegating the first aid equipment checks to a designated member of staff and reviewing the check sheets termly.
- Responsible for meeting requirements as outlined in the First Aid Policy and for administration of medicines
- Ensure resources are available
- Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date

Individual Health Care Plans are managed by the School Nurse, with support from the SENCo, School Leader and individual pupils' teacher and parents/careers.



19. Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from RW Safety Solutions must be sought.

20. SENDCo

The SENCo staff members will fulfil Health and Safety Admin duties and his/her responsibilities are as follows:

- Consult with teachers, parents and medical personnel attending to the child
- Work with the School Leader, Teacher, School Nurse and THSC to prepare and review risk assessments specific to the child in question.
- Evidence discussions and meetings between staff, parents and medical personnel involved.
- Ensure resource of provision for disabled pupils forms part of a whole school commitment to narrowing the attainment gap between pupils with SEND those without.
- Organise short- and long-term interventions to deliver learning programmes and interventions developed on an individual needs basis. In addition, some home-school interventions may be appropriate.

21. Educational Visits Coordinator

The Education Visits Coordinator works with their colleagues to help them access and manage risks regarding off-site activities. They must support and oversee planning so that well-considered and prepared arrangements are made when managing off site activities.

They work alongside the School Leader and in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

The School Leader will step forward in the absence of the EVC.

The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years.

22. Senior Mental Health & Wellbeing Lead (SMHL)

The SMHL is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing strategy.

They will undertake the Designated Mental Health Leader Course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and pupils.

They will promote the schools Stress Management Policy and the Mental Health & Wellbeing Policy and work with the School Leader and Trust to regularly review and update the policies where appropriate.



23. Cleaning Staff

The cleaning staff are outsourced to a cleaning contractor. They are responsible for the safe working procedures for management of the cleaning equipment and hazardous substances.

Any required equipment and cleaning supplies are organised and managed by the cleaning contractor. They provide their own COSHH register and its available at their locations. These contractors will adhere to the same management control processes for hazardous products as those of the school.

Risk Assessments and control measures will be created by the Cleaning Contractor and they are then checked by the SSM prior to implementation.

The cleaning contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the SSM, Site team and Business Manager annually and their performance monitored throughout the year. They must meet the school's minimum insurance requirements.

The cleaning contractors must sign in/out at the main reception on the Inventory System and will be issued with lanyards that must be worn when on school grounds. They are advised to wear their own uniform.

24. Catering Contractor

The school kitchen staff are outsourced to a catering contractor, they are responsible for the local running of the main kitchen. THC are responsible for maintaining the kitchen appliances, equipment and organising the regular annual cleaning of the extraction hood.

Risk Assessments will be created by the Kitchen Staff. All Risk Assessments and associated control measures are then to be approved by the catering manager prior to implementation.

The Catering Contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by HCC and their performance monitored throughout the year.

The Catering Contractors must sign in/out at main reception on the Inventory System and will be issued with lanyards that must be worn when on school grounds, the only exception is when they are in the kitchen.

25. Ground Maintenance Contractor

The ground maintenance is outsourced, contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the Governors annually and their performance monitored throughout the year. They must meet the school's minimum insurance requirements.

Risk Assessments will be created by the Grounds Maintenance Contractor. All Risk Assessments and associated control measures are then to be approved by the SSM prior to implementation.



The Grounds Maintenance Contractor is responsible for supplying and maintaining their own equipment. These records may include recent test records, inspection certificates or a record of completed maintenance such as an equipment logbook.

26. Core Contractors & Hired In Contractors

These Contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the SSM and Site team annually and their performance monitored throughout the year. They must meet the Schools minimum insurance requirements.

Risk Assessments will be created by these Contractors. All Risk Assessments and associated control measures are then to be approved by the SSM prior to implementation.

All service and maintenance records must be provided to the school as evidence of their works.

27. Extra-Curricular Third-Party Providers

Third-Party Providers for extra academic activities or cultural activities, before and after school clubs and activities outside of school grounds.

Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. All Risk Assessments and associated control measures are then to be approved by the School Leader or their delegated member of Staff prior to implementation.

They will be vetted by the school annually using the Safeguarding and Health & Safety for Third Parties Form and their performance monitored throughout the year and must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Companies must:

Person who books

- Have their own safeguarding policy.
- Have up-to-date Safer Recruitment training.
- Carry out all the necessary pre-employment checks for every member of staff including Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role.
- Have all relevant qualifications applicable to the service they are providing.
- Read and understand the school Safeguarding policy.
- Public Liability Insurance.
- Employers Liability Insurance for those who are not self-employed.
- Relevant first aid qualification suitable to the activity.
- Read and understand the school Health and Safety policy.

28. Lettings

The school leader has overall responsibility for the security and management of its school premises.

The administration of the hire procedure is the responsibility of the administrative staff in our school.



Lettings must complete the Lettings Policy and Form, those working with children must provide enhanced DBS checks on all persons and to review safeguarding policies and procedures and to impose any additional requirements they consider appropriate in connection with the hiring.

Lettings must comply with the school's health & safety policies and procedures.

29. 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 school and are to be used alongside other current school/premises procedures and 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.

30. Health and Safety Management System

The Health and Safety Management Diary is updated on a regular basis by the THSC and SSM. This ensures procedures are carried out at the correct intervals and can be reviewed by the school leader. The Health and Safety management diary includes:

- Planned Preventative Maintenance for all school and plant equipment – carried out by the Site Team
- Statutory Insurance Inspections – checked by THSC
- Premises Services Schedule – covered by our SLA
- Regular in-house Health & Safety Checks -carried out by the Site Team
- Premises Policy Reviews – on an annual policy schedule and reviewed
- Site Inspections - Monthly Checklist completed by the Site Team
- Risk Assessment Review Schedule – checked by THSC
- COSHH Assessment Review Schedule – checked by THSC
- DSE Workstation Assessment Review Schedule - checked by THSC
- Classroom Check Sheet Review Schedule – instigated by the Site Team and monitored by THSC
- Legionella Review Schedule – by the Site Team
- PAT testing – by the Site Team
- Ladders, Steps & Trolleys Review Schedule – checked termly by the Site Team
- Fire Safety Review Schedule – by the SSM
- Health & Safety Policy & Procedure Review Schedule – on an annual basis by the SBM
- Safety Check Sheets Review Schedule – by the Site Team
- Incident Rate Monitoring and Trend Analysis Review Schedule - NO
- First Aid – by the School Nurse and THSC
- Asbestos management – by the SSM
- Training Log – by THSC
- Lettings – by the Administration Team



31. Accidents

Accidents involving adults

Any Major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the online Accident Book held on the Google drive and followed up with an accident investigation.

All staff should record all accidents/Incidents and the THSC will report on the Incident Rate/Trend analysis. This document will be used to report to the Governors.

If any Major accident, incident or injury to members of staff should occur then these events will be reported to the School Leader and the Schools Health & Safety Consultant. The Health and Safety Executive will be notified using a RIDDOR reporting form. Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE
<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the School Leader and the Schools Health and Safety consultant.

Accidents involving children

The following has been written with reference to the following information supplied by the HSE:
<http://www.hse.gov.uk/pubns/edis1.pdf>

All major accidents or incidents that involve children are to be immediately reported to the School Leader. Major accidents or incidents of pupils are recorded in the online Accident Book held on the Google drive and on the mis system Arbor and then followed up with an accident investigation.

The THSC will report on the Incident Rate/Trend analysis. This document will be used to report to the Governors.

Examples of a major accident / incident are; a bump on the head that causes suspected concussion or dizziness, a head injury that results in a lump on the head, serious burn, suspected breaks of bones, deep (non-surface) cuts and grazes that do not stop bleeding after 5 mins, or are approximately longer than 2 cm or cover more a 5cm square.

Minor accidents or incidents involving children such as bumped head, cuts, serious grazes and injuries that needed some medical treatments are recorded on Arbor. Any bump or injury to the head the parent is called.

Arrangements regarding First Aid are set out in the First Aid Policy and arrangements for supporting pupils for medical conditions are set out in the Administration of Medicines policy.

Accident and Incident Reporting and Near Misses will form part of the Annual Health & Safety Training to all Staff.



32. Violent Incidents

Violent Incidences will be recorded within the accident book on a separate tab. The numbers of these and patterns will be shared with Governors.

Any physical injury will also be recorded on an accident report form tab.

The course of action will be at the discretion of the School Leader.

Key rules are outlined in the Behavioural Policy.

33. Incident Reporting, Investigation

Near misses will also be recorded within the accident book located on the Google drive. Near Miss incidents will be reviewed at the monthly Health and Safety meeting and reviewed accordingly.

A formal review will be carried out by the THSC every year which investigates a year's worth of accidents, near misses and violent incidences and findings will be shared with the School Leader and

Business Manager. The THSC will collate information from adults and children and look for trends. The Incident Rate Monitoring and Trend Analysis includes total number of near misses, accidents

with leave, RIDDOR reported accidents involving staff/children, any reportable death, injury, occupational disease, or dangerous occurrence, visitor accidents, areas of the school, child/adult, injury type, body part, times in the day that result in a high level of accidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence.

This analysis report and actions will be reported to the School Leader.

Premises hirers and community/extended service/third party users must record all accidents and near misses using the above procedure and this information will be added to the school records.

The THSC is trained in accident investigation and will always conduct a documented investigation into incidents, accidents, or injuries where appropriate.

34. Administration of Medicines

These arrangements are outlined in the Supporting Pupils with Medical Conditions Policy.

The First Aid & Medical Lead will ensure procedures for supporting children with medical conditions and the administering of medicines are being followed.

35. Asbestos Management

Asbestos Management on site is controlled by the Asbestos Competent Persons outlined in the asbestos management plan. The SSM, THSC and the Site team will attend an Asbestos awareness (Competent course) (including the management of asbestos) every three years.



Due to the age of some of the school buildings, asbestos is present in some areas. All Asbestos Containing Materials (ACM's) within the school premises are deemed safe as they are undisturbed or encapsulated.

To identify the asbestos containing materials within the school buildings, an Asbestos Survey is conducted that provides an Asbestos Register and full details on the items found. An Asbestos Reinspection Survey is done yearly by the SSM or as soon as reasonably possible where there is a possible change in risk or room use or refurbishment/construction which may affect safety. ACMs identified in the first survey are inspected to ensure that no damage or deterioration has occurred. The Asbestos Register updated accordingly, re-issued to all staff and updated in the Asbestos Manual located at Reception. Internal visual inspections of areas within the school with reported ACM's are carried out termly by the Site Team, any issues found are immediately reported to the SSM or THSC who will follow the Asbestos Emergency Procedure found in the Asbestos Management Plan.

The Asbestos Register is located in Reception and is to be shown to all Contractors who may need to carry out work on site. Contractors must review the Asbestos Register for the area in which they

intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the

appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register.

Under no circumstances are Contractors or Staff to drill or affix anything to the fabric of the building that may disturb materials without first checking the Asbestos Register and / or obtaining approval from the Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the School Leader and / or the Asbestos Competent Person who will immediately act to cordon off the affected area and seek appropriate advice. 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 School Leader and / or Asbestos Competent Person.

For any project or refurbishment works in areas containing asbestos, the asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly.

Asbestos Awareness will form part of the Annual Health & Safety Presentation to all Staff.



36. Child Protection

Arrangements regarding child protection are set out in the Child Protection and Safeguarding policy.

All visitors will sign in using the electronic signing in system Inventory and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor.

37. Community Users/Lettings/Extended Services

The School Leader 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

38. Contractors on Site

Contractor Risk Assessments and Method Statements (RAMS)

Engineering and Fabric Term Maintenance Contractors are responsible for managing their own Risk Assessments and Method Statements (RAMS). They operate under a set of generic RAMS that cover the broad range of tasks they undertake. These are supplemented by a Point of Work (POW) risk assessment completed on the day of attendance to address site-specific risks and conditions.

All RAMS documentation includes consideration of hot works permits where applicable.

Where *The Hayling College* appoints its own contractors for specific works outside of the term maintenance contract, the appointed contractor will be required to submit relevant RAMS for review and approval **prior to commencement of any work**.

If a specific RAMS is required for a scheduled job under the term maintenance contract, it is the responsibility of the requesting party to contact the Term Maintenance Contractor (TMC) and request the relevant documentation in advance.

Any hot work permits are to be issued for all temporary hot work on site including gas and electric welding, soldering, brazing, hot cutting and use of naked flames, blowtorches, grinding wheels and cutting discs. Hot work to be carried out only by those people trained in use of equipment, hazards & precautions to prevent fires. Permits are issued by contractors which are copied and checked by the SSM. The SSM will attend Permit to Work training every 3 years.

All Contractors must report to Reception, where they will be asked sign in using the electronic signing in system Inventory and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor. All contractors must review and sign the Asbestos Register. All Contractors will be provided with a Contractor Induction Brief which



includes the Fire Safety procedures and local safety arrangements, prior to them commencing work.

Contractors may not carry out any work during the time that children are present in school without the direct permission of key staff such as the SSM and Site team. Contractors working outside of the time that children are present they can carry out their duties with permission of the SSM, Site team or Headteacher. If there is any risk to the staff or children the contractor will

cordon off the necessary work area. The decision of this precaution is ultimately the school's decision, and if this is not possible the work will not be completed.

All 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. Any member of staff can instruct a contractor to stop working on site if they feel their other staff or children's safety is at risk.

No tools will be left unattended by any member of staff or contractor.

39. Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the School Leader and teaching staff using Supporting Practical Work in Science, D&T and Art.

The leadership team and 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.

40. Dogs on School Grounds

No dogs are allowed on school grounds without prior approval from the School Leader and a risk assessment in place.

Only assistance dogs and dogs being used for educational purposes are generally allowed onto the school premises and only at the discretion of the School Leader.

41. Defect Reporting

Any defects in and around the school must be reported via the Site support email given to all staff.

The SSM and THSC will review this along with the Site team and prioritise concerns and action.

42. Display Screen Equipment

All users, those using a display screen for continuous periods of an hour or more per day must complete workstation assessments and any issues will be actioned as necessary by their Line



Manager. with support from the THSC. Workstation assessments are to be routinely reviewed at intervals not exceeding two years.

DSE will form part of the annual Health & Safety Training to all staff.

43. Electrical Safety

The School Leader will ensure through the THSC and SSM that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing / inspection can only be carried out by a competent person / contractor
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported via the Health and Safety email reporting procedure and immediately taken out of use until repaired or replaced.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the School Leader and it has been PAT tested prior to use
- New equipment brought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty.
- All electrical equipment will be inspected / tested under the following regime:

Fixed Appliances	Every third year
IT & Double Insulated Equipment	Annually
All earthed equipment and other portable items	Annually

- All new school purchased electrical equipment will be PAT tested in line with the schools PAT testing regime
- Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 10 years by a Contractor appointed by the SLA.
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Plug adapters are not to be used on site.
- All coiled extension leads must only be used temporally and must be fully extended when in use.
- Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually
- Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead
- Where extension leads are in use, only 1 extension lead permitted per classroom.
- Where extension leads are in use, only 1 extension lead permitted per single or double socket.
- Where extension leads are in use, these are not to be overloaded.
- It is not permitted to join extension leads together.
- The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment
- Appropriate cable management will be implemented as part of any project works



Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the Health and Safety email procedure and attended to as soon as possible.

The schools a trained PAT Tester and training is provided and refreshed every three years. Training and refresher training is arranged by the SMM and copy certificates are held with the SSM. PAT Testing equipment is calibrated annually with certificates being held on the UWINAT Intranet and shared drive.

44. Emergency Procedures

General emergency evacuation procedures for non-fire related emergencies are to be carried out in accordance with the Emergency Management Plan. This includes a lockdown procedure which is to be used if there is an external threat to safety and adults and children need to be kept within the building.

Fire related emergency evacuation procedures are to be carried out in accordance with the fire evacuation plan. Emergency procedures shall be tested termly and scheduled by the SSM. The evaluation of these drills will be reported to the School Leader and will form part of the report issued to the Safety Committee.

Evacuation routes in classrooms and fire action notices are displayed next to fire alarm call points and next to all final fire exits. These routes detail nearest exit, the necessary route and the assembly points and fire extinguishers.

All staff will receive a brief and/or a copy of the Emergency response/Critical Incident and fire related emergency evacuation plans at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

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

45. Fire Safety

Arrangements regarding fire safety are set out in the school/premises Fire Safety Policy and Management Plan, which underpins all fire safety management process and informs the School Emergency Evacuation Plan.

The Fire Coordinator 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. At this school it is the Assistant Headteacher/Business Manager (Assistant Fire Safety Coordinator)

The School Leader will ensure through the Fire Safety Co-ordinator that:

- All Staff will receive an annual refresher Fire Safety training presentation
- All staff are to complete fire safety training at intervals not exceeding three years



- A selection of staff will complete a Fire Extinguisher Awareness Training course online annually.
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed as follows:
 - Internally carried out **annually** by the school fire safety manager/competent person and H&S Governor who will ensure that evidence of reviews are retained for inspection purposes.
 - Externally carried out by a competent fire risk assessor **initially and every three years thereafter**
 - Externally carried out by a competent fire risk assessor **as soon as reasonably possible** where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety
- The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.
- All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc
- The necessary checks for Fire Doors, Fire Fighting Equipment and Emergency Lighting are carried out locally and by external contractor when appropriate. These records can be found in the Fire Manual and the H&S Diary.

46. 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 clearly signposted around the school, and on the Health & Safety Notice Board.

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 provision requirements will be assessed using the first aid & medical needs assessment form to identify, formalise and record what level of first aid provision is needed in their building, premises or for the team. This form along with the training matrix will be reviewed periodically by the First Aid Lead and monitored by the THSC.

The First Aid Lead will delegate the role of ensuring First Aid Boxes are checked every term, recording of checks and replenishing as appropriate. This checklist will be periodically reviewed by the First Aid Lead and random checks of the First Aid Boxes will be done termly.



The First Aid Lead will be a qualified first aider and will support school staff in following the First Aid Policy and the Supporting Pupils with Medical Conditions & Administration of Medicines Policy.

Every year group has a minimum of one qualified first aider and they are the first point of contact for medical assistance or for daily medicines to be administered.

47. General Equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, fire extinguishers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent Core Contractors or as locally arranged on regular intervals recorded in the Health & Safety Management Diary. Records of inspections/testing will be kept on the Health and Safety shared drive.

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.

Where appropriate, defective equipment or building fabric issues are to be reported to the SSM and Site team.

48. 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
- The Site team will ensure the bin store is locked at the end of the day, during the weekends and during the holidays. Any excess rubbish created during the day should be put directly in the external bin, in the bin store.

49. Hazardous Substances

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

The THSC & SSM undertaking COSHH assessments will undertake necessary COSHH assessor training every three years. The Faculty leads who are not writing the risk assessments, but will be undertaking the technical check/monitoring should also be competent and will complete COSHH assessor training every three years.



All COSHH assessments are stored at the location of the hazardous substance for ease of access and on the shared drive.

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. A COSHH assessment index is made available to all staff so they are aware of items approved for use in accordance with the assessment.

Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the cleaner's cupboards and the Site Managers office for this premises. These locations are to remain locked at all times. COSHH assessments will be kept accessible in these locations and on the shared drive.

Dishwasher tablets and washing up liquid is stored locally within the kitchen and refurbishment facilities. COSHH assessments will be accessible in these locations and on the shared drive.

The SSM and the Cleaners will ensure the cleaning cupboards are always locked when not in use, at all times.

Third party contractors storing hazardous products on site are Catering and Cleaning. They provide their own COSHH register and its available at their locations. These contractors will adhere to the same management control processes for hazardous products as those of the school. The SSM will inspect storage locations every term to make sure items are appropriate and risk assessments are available.

Flammable Liquids are stored in Flammable liquid cupboards and managed by the SSM in accordance with the Flammable Liquids Risk Assessment.

Hazardous Substances and COSHH will form part of the staff induction and the Annual Health & Safety training to all staff.

50. Hot Drinks

Arrangements for the safe management of Hot Drinks are set out in the staff induction and the Annual Health & Safety training to all Staff. Hot drinks beyond the staff rooms require a lid with the cup. Staff are not permitted to carry an open cup or mug containing a hot drink. Staff are encouraged to report incidents where this is seen. No hot drinks are permitted in classrooms unless they have screwed on lids.



51. 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 reported using the defect reporting procedure.

Documented monitoring and inspections of individual teaching spaces will be carried out termly by all teaching staff via completion of the HSE classroom checklist issued to all staff by the THSC and managed on the Health & Safety Management Diary. The information from these check lists are collated into one then issued to the SSM and Site team to action and record.

Routine documented inspections of the premises will be carried out every week/month/term in accordance with the premises inspection schedule, found in the Health and Safety Diary on the shared google drive. Inspection findings are to be recorded, and any defects recorded using the H&S email system. The completed site teams inspection forms are regularly checked and signed by the SSM. The SSM records these checks on the Health Safety Management Diary which details the

regular checks carried out by school. The Health & Safety Management Diary will be regularly reviewed by the THSC.

Defects identified during these routine documented inspections are to be immediately reported to the SSM, THSC or School Leader and recorded using the defects report system. Any identified high-level risks or safety management concerns are to be actioned and shared at the monthly Health and Safety meetings.

The Business Manager will meet termly with the SSM and THSC, in this meeting the Business Manager will review all system/technical checks and the management checks to ensure systems have been maintained. The SSM and THSC will complete via the monitoring tab within the H&S diary.

The SSM will complete an Annual Fire Safety Management Review of the management plan and an Annual Health & Safety Inspection Checklist. This documented inspection and audit will form part of the Health & Safety Report that is sent to our Governors that is held termly.

Periodic detailed inspections of the premises' safety management system will be carried by the school Health and Safety Governor. These documented inspections will examine all areas of the safety management system and a Health & Safety Management Review Form will be completed. Defects identified during the inspection and audit are to be reported to the THSC, SSM and the School Leader, who will arrange for the appropriate remedial actions to be taken. This documented inspection and audit will form part of the Health & Safety Report that is reviewed by the Governors that is held termly.

52. Kitchens

Authorised access and safe working procedures for local management of the main kitchen and other facilities where catering is provided are organised and managed by the school appointed Catering Contractor. These areas are only to be used by authorised Staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter these areas



must gain approval from a competent person prior to entry and must strictly adhere to the catering contractors safe working practices.

Servicing is carried out as part of the SLA. Fire doors are checked weekly, water monitoring monthly and descaling termly.

The catering contractors must sign in and out at main reception on the Inventory System and will be issued with lanyards that must be worn when on school grounds. However, they are not required to wear the lanyard when in the kitchen.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are under the local health and hygiene guidance.

The school has a specialist kitchen and practical room to enable the children to prepare food and cook food with the assistance of a competent adult. All staff and volunteers working with the children preparing or cooking food will adhere to the relevant risk assessment and must be adequately trained in Level 2 Food Hygiene and Safety for Catering which is refreshed 3 yearly.

53. Legionella Management

Legionella management on site is controlled by the Legionella Competent Persons, in accordance with the Risk Assessment and Written Scheme, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. These are checked monthly by the SSM and quarterly by the THSC and School Leader.

The Legionella risk assessment is reviewed as follows:

- Internally carried out annually by the College's Legionella competent person and H&S Governor who will ensure that evidence of reviews are retained for inspection purposes.
- Externally carried out by a competent Legionella risk assessor initially and every three years thereafter
- Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

54. Lone Working

The lone working arrangements for staff who may undertake lone working on this site are set out in the Security & Lone Working Policy.

All lone working is to be approved by the line manager and is to be carried out in accordance with the various Lone Working Risk Assessments and Security Risk Assessments which are issued to those members of staff that work on their own and available to all on the shared drive.

Staff are not permitted to work at height, use hazardous substances or dangerous equipment when working alone unless prior approval is given by the School Leader.



When lone working is undertaken it must only take place with the headteacher's approval and in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

55. Moving and Handling

All staff must attend the annual moving & handling awareness training which is part of the annual health & safety refresher course. 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 specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. These are issued to relevant staff and made available to all on the shared drive.

The 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 at periods not exceeding three years.

The kitchen staff are also expected to carry out regular moving and handling and details of how to do this are detailed in the fold up tables moving and handling risk assessment.

Risk Assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.

56. New and Expectant Mothers

The THSC will carry out risk assessments wherever any employee notifies the school that they are pregnant. These risk assessments will be reviewed regularly and in appropriate intervals in accordance with the New & Expectant Mother's needs and on their return to work.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and/or GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and/or GP immediately to ensure investigation.



- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and/or GP as this must be investigated promptly.

57. Off-Site Activities

Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance. The Education Visits Coordinator works with their colleagues to help them access and manage risks.

All off site activities, other than routine or local trips, will be registered, managed, recorded and approved using the Evolve system. All relevant Teachers, the EVC and School Leader will have an account with the online Evolve system.

Local trips will still be recorded using the Evolve system, these will then be approved by the School Leader.

Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.

58. Physical Intervention

Arrangements regarding physical intervention are set out in the Behaviour Policy, this can be found on the shared drive.

59. Provision of Information

The School Leader and THSC will ensure that Health & Safety information systems are established so that all Staff are periodically provided with information regarding Health & Safety on the premises. These systems are:

- Annual Health & Safety Training to all Staff (signed acceptance sheet required)
- New Staff Induction
- Health & Safety Induction and Refresher Training (Certificate required)
- Regular training
- The National College development platform
- Health & Safety noticeboard
- Key Information section on the School website
- Health & Safety section on the School shared drive
- Use of email
- Committee meetings
- Monthly Health & Safety Newsletter (Email)
- COSHH assessments stored at the location of the hazardous substance

Local Health & Safety advice is available from the THSC, SSM and the Schools appointed Health & Safety Consultant can provide both general and specialist advice.

The Health & Safety Law Poster is displayed on the Health & Safety Noticeboard.



60. Risk Assessment

General Risk Assessment management will be co-ordinated by the School Leader, THSC and SSM and must be undertaken for all areas where hazards are identified or perceived. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant, a trained Risk Assessor shall oversee the assessment. Risk Assessments will be carried out by those Staff with the appropriate knowledge and understanding in each area of work.

- Statutory Risk Assessments will be created by the School Leader, THSC and SSM
- Subject risk assessments will be created by the School Subject Leaders
- Risk Assessments for Educational Visits, Trips and Off-Site Activities will be created by the activity leader and reviewed / approved by the Educational Visit Coordinator.
- Risk Assessments for extra-curricular / before and after school clubs and activities will be created by the provider and reviewed / approved by the school trained risk assessor.

All Risk Assessments and associated control measures are then to be approved by the School Leader or their delegated member of Staff prior to implementation.

Completed Risk Assessments are listed in the school drive and tracker and will be reviewed periodically in accordance with each Risk Assessment's review date.

Risk Assessments will be issued to relevant staff and made available on the Shared Drive.

The THSC, SSM, SBM and School Leader will complete a risk assessor course carried out by the Health & Safety Consultant 3 yearly. Other relevant staff such as Forest School Leads will complete a yearly course in Understanding Risk Assessments.

61. Security

Arrangements for security are set out in the Security and Lone Working Policy.

62. Mental Health & Wellbeing

Information and arrangements are set out in the Mental Health & Wellbeing Policy and the Stress Management Policy.

The school strives to support all staff members on maintaining a healthy work / life balance. It is recognised that mental health and wellbeing is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much impact on an employee's mental health & wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and the school offers a variety of mechanisms to support in identifying and controlling stress.

The Lead Wellbeing Manager and SAS team arranges activities and events to encourage healthy working relationships and reduce workplace stress. There is a well-being notice board displayed in the school staff room that is regularly updated with tips and advice for managing stress.



The primary means of identifying and controlling stress is through the use and on-going development of open and effective communication with all members of staff throughout the school. We take the view that positive mental health and wellbeing are paramount to a happy and productive working and learning environment and acknowledge the part we all have to play in promoting this. An open-door policy is in place where staff are encouraged to discuss any concerns

or stress symptoms. Line Management and staff meetings, both departmentally and school wide are held regularly, along with Staff Surveys, where all staff are encouraged to provide feedback, both positive and negative.

To aid in supporting our staff, the school provides an employee's support line, the number is displayed in the staffroom and sent out on email to all staff annually. Employee Assistance Programme for Hampshire Telephone- 08000280199. A counselling service is also available on Head Teacher referral free of charge to all staff. Training and action plans can be provided for all staff and children.

To support the comfort, safety and wellbeing of all staff at their workstations, DSE Workstation Assessments are carried out by relevant members of staff at intervals not exceeding 2 years. Any issues identified are reviewed and actioned by the Line Manager and School Leader support where appropriate.

New and Expectant Mothers are regularly assessed throughout their pregnancy and for 6 months following the birth or until they have stopped breastfeeding to ensure their continued comfort, safety and wellbeing in the workplace.

Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager.

Should a member of staff be feeling unwell, they are asked to telephone and email the school as soon as possible before they are due to start work. A return-to-work meeting with their Line Manager and Sickness Absence Form is provided for the staff member to complete following a certified leave of sickness.

63. Supporting pupils

As part of the school's commitment to promoting positive mental health and wellbeing for all pupils, the school offers support to all pupils by:

- Raising whole school awareness of mental health and wellbeing during assemblies, PSHE and through the curriculum
- Having open discussions about mental health and wellbeing as well as providing safe opportunities for pupils to share their thoughts/concerns using worry boxes, circle time etc
- Providing pupils with opportunities to provide feedback on any elements of school life that impacts negatively on mental health and wellbeing
- Offering support for parents and pupils with the school's Family Wellbeing Lead Offering internal interventions



64. Traffic Management

Arrangements regarding on-site traffic safety are based on the Premises Traffic Risk Assessment.

Arrangement for where staff may use their own vehicle for business use are outlined in the Driving at Work Risk Assessment.

65. Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist and will include online Safeguarding, Prevent and Health and Safety training. The signed New Staff Health and Safety Induction Checklist are kept in staff's individual personnel files.

The THSC and SSM on behalf of the School Leader are responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. The induction process will be managed by the Business Manager with assistance from the THSC.

A Training Needs Analysis will be carried out from which a comprehensive Health & Safety Training Matrix will be developed and maintained to ensure Health & 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 of the key requirements outlined in this Health & Safety policy
- Annual Health & Safety training to all Staff
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant Health & Safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals, if relevant to their role

Health & Safety training records are held by the THSC who is responsible for co-ordinating all Health & Safety training requirements, maintaining the Health & Safety Training Matrix and managing the planning of Health & Safety refresher training for all Staff as required, with assistance from the THSC.

All Health & Safety training is supported by a Certificate of Training or a signed Training Acceptance Sheet.

All staff will attend an annual Health & Safety Foundation / Refresher training session, presented by the Schools appointed external Health & Safety Consultant. This presentation will include:

- Accident & Incident Reporting
- Asbestos Awareness (including Asbestos Register)
- Basic Hygiene
- Defect Reporting
- DSE Safety
- Electrical Safety & PAT



- Fire Safety
- Hazardous Substance & COSHH
- Hot Drinks Safety
- Housekeeping
- Moving & Handling
- Near Misses
- Needles & Needlestick Injuries
- Risk Assessment Requirement
- Safe Practices
- Safe Premises
- Sharps & Weapon Safety
- Slips & Trips
- Work at Height

66. Trees & Branches Risk and Management

The school recognizes that trees within the school grounds should be subject to appropriate management.

Tree Surveys are undertaken by a competent person (Arboriculturist) every two years or as soon as reasonably possible where there is a change in risk which may affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable.

For the on-going care, inspection, and maintenance of the trees the Site Manager will conduct a termly visual inspection. Any issues found will be immediately reported to the SSM for necessary action to be taken by a competent contractor.

Any damage to any tree, should be immediately reported to the School Leader, THSC and SSM who will immediately act to cordon off the area and seek appropriate advice.

A risk assessment will be completed and reviewed annually/ or as soon as reasonably possible where there is a possible change in risk which may affect safety.

67. Visitors

All visitors must initially report to the school office 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 health and safety information via the electronic signing in system. Visitors will be expected to sign in and out upon entrance and exit and will be issued with a Visitor lanyard to wear visibly during their time on site.

Where possible, prior to the visitor's attendance, a member of the admin office will ask the visitor if a Personal Emergency Evacuation Plan is required.



68. Work at Height

Work at height is always to be undertaken in accordance with this policy and work at height risk assessments. The schools general work at height will be undertaken in accordance with the specific risk assessments for work at height activities 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.

All higher risk staff attend the Ladders and Steps Safety Training presented by the external appointed Health & Safety Consultant 3 yearly.

The SSM and THSC are the Competent Persons for Working at Height on the premises who have attended training with the Health & Safety Consultant commensurate with their specific work tasks and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Carry out termly inspections of all on-site ladders, stepladders
- 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.

A documented check of all Work at Height Equipment is carried out termly by the caretaker and reviewed termly by the SSM to ensure the continued safety and suitability of the equipment. Any equipment that is found to be defective is removed from use and disposed of. Defective equipment is replaced if required.

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any Staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height. No other equipment except the schools step stools, step ladders or a ladder must be used
- Staff may only use step stools and step ladders if they have received training commensurate to their role and specific work tasks – The Annual Health & Safety training is appropriate for Teaching staff using work at height equipment to occasionally access shelves and update noticeboard displays
- The SSM and Caretaker may only use leaning ladders if they have attended appropriate training at intervals not exceeding 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 those provided by the School 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
- No member of staff will be allowed on the school roof.
- No member of staff is allowed to work at height while lone working



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**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

RELATED POLICIES

- Administration of Medicines Policy
- Behavioural Policy & School Behavioural Policy
- Child Protection Policy
- Fire Evacuation Plan (with Fire Marshal Routines)
- Fire Safety Manual (to be added following the pre-occupation fire safety risk assessment)
- First Aid Policy
- Health & Safety Training Plan & Record
- Health & Safety Diary
- Security and Lone Working Policy & Procedures
- Lock-Down Procedure
- Supporting Pupils with Medical Conditions Policy (with Administration of Medicines)