Orchard Lea Federation
Health and Safety Policy

Date agreed: May 2026
Date for review: May 2027

STATEMENT OF INTENT

It is our policy to conduct our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, subcontractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities.
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all staff on matters affecting their health, safety, and welfare.
- Provide and maintain safe systems, equipment, and machinery.
- Ensure safe handling, storage, and use of substances.
- Provide appropriate information, instruction, and supervision for everyone.
- Ensure staff are suitably trained and competent to do their work safely.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health.
- Assess risks, record significant findings, and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

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

ORGANISATION

Employer Responsibility	
The overall responsibility for health and safety is held by:	Hampshire County Council

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

The employer will:

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

Responsible Manager	
The Responsible Manager for the premises is:	The Headteacher

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures.
- Develop a safety culture throughout the school.
- Consult employees and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively.
- Consult and work with recognised Trade Union Safety. Representatives/employee representatives and safety committees.
- Assess and control risk on the premises as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic safety tours and inspections are conducted.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure employees are aware of their health and safety responsibilities.
- Periodically update governing bodies/partnerships as appropriate.
- Produce, monitor, and periodically review all local safety policies and procedures.

All Employees (including Teachers, Support Staff, Site Staff, Temporary Staff and Volunteers)

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

- Supporting the school's health and safety arrangements.
- Ensuring their own work area always remains safe.
- Not interfering with health and safety arrangements or misusing equipment.

- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to their staff representative or other appropriate person.
- 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.

The Site Manager

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

Resources Committee

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

Specific Health and Safety Responsibilities

Accident Investigator	
The Accident investigator is:	The Headteacher **and in her absence the Assistant Headteachers**
The Accident Investigator will attend accident investigator training every 3 years.	
The on-site trained accident investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures.	

Asbestos Nominated Responsible Person	
The Nominated Responsible Person (NRP) for Asbestos is:	The Site Manager
The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.	
The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that 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 Asbestos team, Headteacher and/or the Children's Services Health & Safety Team as required.	

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

DSE (Display Screen Equipment) Assessor	
The DSE Assessor is:	The Site Manager
The DSE Assessor will attend the DSE assessor training course every 3 years.	
The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with Hampshire County Council procedures.	

Fire Safety Co-ordinator	
The Fire Safety Co-ordinator (FSC) is:	The Site Manager
The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.	
The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.	
The FSC will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.	

On-Site Health & Safety Co-ordinator	
The H&S Co-ordinator is:	The Site Manager
The on-site H&S Co-ordinator for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

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

Risk Assessors	
The Risk Assessors are:	The Site Manager, the Headteacher and the Assistant Headteachers
The Risk Assessors will attend Risk Assessor training every 3 years.	
The Risk Assessors act to ensure risk assessments are completed and hazards are identified and managed. They will work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.	

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

Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for the Orchard Lea Federation and are used alongside other current school procedures & policies.

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

Accident/Incident Reporting & Investigation

At the junior school, minor accidents to pupils will be recorded on the new online system.
All staff have a duty to report any situation that may have caused an injury to themselves and others.

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

The Headteacher will ensure that the governing body is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the resources committee for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

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

Animals on Site

Staff and parents/carers are not permitted to carry or walk animals onto our site.

Asbestos Management

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team is stored in each school office and is to be shown to all contractors who may need to conduct work on site. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

The Responsible Manager and the NRP will complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these will be retained with the asbestos register.

The Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning annually. The NRP (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course once.

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

Under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first checking the register to ensure it is safe to do so and/or obtaining approval from the NRP.

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

All staff receive annual training on asbestos through our Health and Safety Advisor (RW Safety Solutions).

Community Users/Hirers/Extended Services/Lettings

The Federation will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed and shared with all relevant parties.
- The risk assessment for the premises is shared with the users/hirer.
- The premises is safe for use and is always inspected prior to and after each use, by this we mean as part of the Site Manager's daily duties and the school's dynamic risk assessments.
- Hirers are encouraged to report any concerns about health and safety to the Site Manager via the office.
- Means of general access are safe for use by all users.
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

For HCC schools, contractors will be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will be contacted for further guidance. The Site Manager will use the HCC checklist to ensure that all checks have been carried out on the suitability of contractors before they start.

All contractors must report to the relevant school office where they will be asked to sign the visitor's book and will be shown the asbestos register. All contractors will be issued with the local written contractor's induction brief that includes all relevant details of fire safety procedures & local safety arrangements. Contractors will be asked to sign that they have read, understood and will abide by the school procedures.

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

Curriculum Activities

All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of the relevant Class teachers and subject leaders. They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

Staff will complete a risk assessment for any curriculum activity as appropriate at least 48 hours before the lesson and the risk assessment will be signed by the Headteacher.

The Science Leaders in each school will conduct an annual HCC safety audit each summer term.

All trips and residential visits will be risk assessed in accordance with HCC guidelines and our visits policy. Information will be passed to EVOLVE as in our visits policy.

Each school has a designated EVC (educational visits Co-ordinator) who will have training from Hampshire. They are responsible for planning, organising, and managing all school trips and off-site learning activities. They ensure the safety, educational value, and smooth operation of these visits.

Display Screen Equipment

All Display Screen Equipment (DSE) users will complete the display screen equipment e-learning course annually.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years. Each September, the form will be circulated to all staff by the Site Manager.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use. The Headteacher will authorise this following completion of the required paperwork which is available from the office.

Electrical Equipment

The Headteacher in co-operation with the Site Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment.
- Equipment is not used if found to be defective in any way.
- Defective equipment is reported & immediately taken out of use until repaired or disposed of.
- All portable electrical equipment is inspected/tested annually.
- Equipment testing/inspection is conducted by a competent person.
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested. This includes equipment brought in by lettings and outsiders. An example of this would be the DJ bringing in equipment for a disco. This will be confirmed at the point of booking.
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

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

Emergency Procedures

The Headteacher will ensure that emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place. These procedures can be found in the office and will be taken out as part of the evacuation packs in each school.

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

The Emergency Plan details how the schools will respond to a security threat and procedures to follow in the event of staff and pupils needing to shelter or lockdown.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident. Copies of these plans will be placed into the evacuation packs.

Footwear

All staff are expected to come to work wearing footwear that is sturdy, fit for purpose in accordance with their role and appropriate in the event of an emergency procedure. For example,

we do not expect to see staff wearing flip flops to work.

We also expect staff to wear footwear on school trips that is appropriate and fit for purpose.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manuals which are kept in the office in each school. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related queries on site.

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

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

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

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy which can be found on our website.

In the infant school, the names and locations of the first aid trained staff on site are listed in the office and clearly signposted around the school.

In the junior school, the names and locations of the first aid trained staff on site are listed in the office and clearly signposted around the school.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed annually by the First Aider in each school.

First aid provision will be regularly monitored, and equipment checks recorded in line with our First Aid Policy.

First aid is never to be administered by anyone except first aid trained employees with in-date training certification, operating within the parameters of their training. It will be recorder on Medical Tracker at the Junior school and in the medical book at the infant school.

Parents will be notified of first-aid being administered via Medical Tracker at the junior school and via a letter and/or a call at the infant school.

Gates

All staff and visitors are required to ensure that the main vehicle and pedestrian gates are closed between 9 am to 3pm. When leaving the site, we expect staff, lettings hirers and visitors to wait for the gate to close before driving away.

Some lettings have access to the car park and on agreement with the schools the gates may be set to automatically open and close during agreed periods of time. These arrangements will apply during term time only.

Glazing

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the schools. The survey and assessment document is kept electronically and is reviewed and updated when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to the Site Manager and made safe and replaced as soon as possible.

Hot Drinks and Hot Surfaces

Staff are not permitted to take hot drinks into the classroom during school hours or take drinks outside onto the playground during school hours. All cups/mugs must have a screw top lid.

We may serve hot drinks during community events or at meetings and these will always have a lid on. During a community event, there will be a seating area for parents to sit whilst consuming the drink.

Parents are not permitted to bring their own hot drinks into either school.

Control measures have been put into place to manage the risk of hot surfaces. They include;

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised

Housekeeping

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

- All corridors and passageways kept free from obstruction.
- Shelves in storerooms and cupboards stacked neatly and not overloaded.
- Floors kept clean, clutter free, dry, and free from slip and trip hazards.
- Emergency exits, and fire doors not obstructed in any way.
- Supplies stored safely in their correct locations.
- Rubbish and litter cleaned and removed at the end of each working day.
- Poor housekeeping or poor hygiene conditions reported to the Site Manager and Heads of School.
- All staff are responsible for keeping shared areas clean and tidy. For example, in the staffroom and cloakrooms.
- All staff are responsible for tidying away equipment at the end of the day and returning it to storage areas. Class teachers and HLTAS are responsible for ensuring that their rooms ae left tidy and the floors and cloakrooms are clear at the end of each day.

COSHH

Hazardous substances, materials, and chemicals are not permitted to be used onsite until:

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

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

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

All staff must ensure that any products are returned to the cupboard after use.

Contractors are expected to have their own COSHH assessments and they need to be checked by the Site Manager.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual areas is carried out by staff as nominated by the Headteacher.

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

All defects identified must be reported to the Site Manager and recorded on a Premises Inspection Checklist. Any identified high-level risks or safety management concerns will be addressed/actioned at leadership meetings and/or the resources committee.

The termly H&S web monitoring form for each school will be completed by the Site Manager. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Kitchens

The main kitchen area is only to be used by authorised employees/third party. Pupils are not allowed to enter the kitchen on either school site.

The main kitchen is managed by an external provider. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry from either the Site Manager or a Senior Leader and must strictly adhere to the kitchen safe working practices.

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

No food or drink may be prepared or consumed on the Premises without prior arrangement (at the time of hire) with the School.
Where the Hirer caters food within the Hire Period, the Hirer shall observe all relevant health and safety, food health and hygiene legislation and regulations. The School shall have the right to observe the preparation and service of food.

All litter must be placed in the bins provided.

In line with current regulations, all food waste will be disposed of separately to the main rubbish.

Legionella

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

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

In the absence of the Site Manager, the Headteacher will ensure that there is competent cover in place to fulfil the duties and manage the legionella at both schools.

Lone Working

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

Lone working will only take place:

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

The lone working arrangements for employees who undertake lone working on this site must be agreed in advance. Any employee undertaking lone working must have a buddy system in place. Staff working on site during the holidays must ensure that they inform the HOS or EHT when they arrive and leave if the Site Manager is not present.

Moving and Handling

All employees will complete the moving and handling e-learning course every year without exception. This e-learning will be assigned by the office staff to each staff member each September. In addition to this, staff have training on moving and handling each year.

Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training. Any lifting must be subject to a dynamic risk assessment.

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

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

Near Misses

All staff are expected to report any near misses in the books at the relevant school. In addition to this, staff should report the near miss to the Site Team and Headteacher orally.

Near misses will be followed up and made safe by the Site Manager.

Off-site Activities

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

Outdoor Play Equipment

Play equipment is checked by the Site Manager each week and also annually by a contractor. Pupils are not permitted to use the equipment without supervision from a member of staff.

Parents are not permitted to allow their children to use the equipment unsupervised by school staff.

Lettings are not permitted to use the play equipment.

Permit to work

Areas that may need a permit to work are almost always only accessed by either the Site Manager or an approved contractor. On occasions it may be necessary for the Site Manager to issue a permit to work in these areas.

Provision of Information

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is communicated through staff meetings and e-mails.

Visitors and Contractors are provided with Health and Safety information on arrival by the office staff as they sign in.

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

Risk Assessment

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

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

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

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

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

Site Security

Staff and visitors will need to raise any concerns about the site to the Site Manager via the offices. All gates need to be closed during the school day. Staff must not share the codes to doors and gates even with members of their own family.

In the junior school, classroom doors will be locked every Friday and beginning of a school holiday.

In the event of the alarms being triggered, Kestrel Security Company will respond and contact the Site Manager in the first instance.

All visitors will be expected to sign in through the school offices and all staff have a duty to challenge any person on site not known to them.

Smoking/vaping

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

Stress & Wellbeing

Orchard Lea is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Each school has a nominated well-being lead.

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

Traffic Management

The school will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas.
- Site plan check sheet.
- Safe system of work; this can be included in the site plan check sheet.
- Risk assessments where necessary.

A copy of these can be found in each school office.

Arrangements will be shared with employees and relevant third parties.

Training

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

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

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

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

Training records are held in each office and overseen by the Admin team who are responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all employees.

Violent Incidents

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated.

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

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

Violent incidents between children will be reported locally in line with our behaviour policy.

If a child is injured following violence between children, it will be reported as an accident on the online reporting system and in line with our behaviour policy.

When a child is becoming aggressive or violent towards a member of staff, the member of staff will issue a ‘code red’ alert and this will ensure that another member of staff offers support. Any violence will be treated in line with our behaviour policy and also reported online to Hampshire if the incident results in an injury.

Visitors

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

Visitors to the premises will be provided with a lanyard so that pupils and staff know they have been signed in.

Whilst on site visitors will be supervised. This will usually be by the member of staff they are visiting.

We expect all staff to challenge any unknown person on site.

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

Work Equipment
All work equipment requiring statutory inspection and/or testing on site (for example, boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors. Records of these checks are kept in the Site Manager's office. All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the Site Manager and repaired or disposed of as soon as possible.

Work at Height

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

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

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

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

School employees are not permitted to work on roofs.

Staff receive annual reminders ~~from RW Safety Solutions~~.