



THE MOUNTBATTEN SCHOOL

Audit, Finance and Risk Committee

Health and Safety Policy

January 2023

Review Date: January 2024

Company No. 07560175

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Part 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 partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

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

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

Part 2: Organisation

Employer Responsibility

The overall responsibility for health and safety at The Mountbatten School is held by the Trustees who will:

- Ensure that Health and Safety has a high profile
- Ensure adequate resources for Health and Safety are made available
- Consult and advise staff regarding Health and Safety requirements and arrangements
- Annually monitor and review the Health and Safety arrangements.

Responsible Manager

The Responsible Manager for the premises is *the Chief Executive Officer who, together with the Headteacher, Director of Business Services and Facilities Manager, will act to:*

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of day-to-day management of the school
- Ensure staff are aware of their responsibilities
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure minimum of termly safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies as appropriate
- Produce, monitor and periodically review all health and safety policies and procedures.

All Staff (including volunteers)

All staff and volunteers 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 remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others 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 Facilities Manager

The Facilities Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Director of Business Services. He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/She is to work within their level of competence and seek appropriate guidance and direction from the Chief Executive Officer/Headteacher/Director of Business Services and/or the Children's Services Health and Safety Team as required.

The Facilities Manager is the competent person for the overall management of general premises facilities and acts on behalf of the Chief Executive Officer. He/she is responsible for the local management and completion of day-to-day premises matters and duties. They will attend the facilities management/health and safety training courses and refresh this training periodically.

On-Site Health & Safety Co-ordinator

The on-site Health & Safety Co-ordinator will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Director of Business Services. He/She is to work within their level of competence and seek appropriate guidance and direction from the Director of Business Services /Headteacher/Chief Executive Officer and/or the Children's Services Health & Safety Team as required.

Teachers and Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

The Trustees' Audit, Finance and Risk Committee

One of the purposes of the Audit, Finance and Risk Committee is to assist in the assessment of safety related matters and provide appropriate support to the Chief Executive Officer. The Audit, Finance and Risk Committee is to at least annually meet to monitor and discuss on-site Health and Safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Fire Safety Co-ordinator

The Director of Business Services is the nominated Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Chief Executive Officer. He / She is to attend the Fire Safety Co-ordinator training course and refresh this training every three years. The Fire Safety Co-Ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Chief Executive Officer and/or the Children's Services Health and Safety Team and/or Hampshire Fire and Rescue Services as required.

Health and Safety Representative

The premises Health and Safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their Health and Safety at work. He/She is expected to promote a positive safety culture throughout the premises and carry out the Health and Safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Head of Department

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

Legionella Competent Person

The Facilities Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Director of Business Services/Headteacher/Chief Executive Officer to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the Director of Business Services/Headteacher/Chief Executive Officer of any condition or situation relating to Legionella which may affect the safety of any premise's users. He/She is to work within their level of competence and seek appropriate guidance and direction from the Director of Business Services/Headteacher/Chief Executive Officer and/or the Children's Services Health and Safety Team as required.

Asbestos Nominated Responsible Person

The Facilities Manager is the nominated responsible person for asbestos on the premises and acts on behalf of the Director of Business Services/Headteacher/Chief Executive Officer to provide the necessary competence to enable asbestos to be managed safely.

The asbestos competent person will ensure that all staff and contractors have a reasonable awareness of asbestos management and dangers. He/She is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with requirements. He/she will advise the Director of Business Services/Headteacher/Chief Executive Officer of any condition or situation relating to asbestos which may affect the safety of any premise's users. He/She is to work within their level of competence and seek appropriate guidance and direction from the Director of

Business Services/Headteacher/Chief Executive Officer and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained accident investigator is the Director of Business Services/Facilities Manager/Health and Safety Co-Ordinator who will lead on all accident investigations in accordance with school procedures.

Health and Safety Training

The school has an e-learning package called 'Smartlog 4 Schools'. All staff will complete annual e-learning courses on Fire Awareness, DSE User, Manual Handling and Working at Heights. Once a user is set up on the system they are added to these training courses, the system then emails the user informing them of the need to take the training and will continue to do so weekly until complete. The system will remind users annually to retake the training course. The Director of Business Services is able to access the system which maintains an evidence of completion and will chase staff to ensure completion and escalate where necessary.

Part 3: 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 the Health and Safety provisions for The Mountbatten 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.

Accident/Incident Reporting and Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses, are carried out in accordance with school policy requirements.

Any accident, incident, injury or near miss involving staff, students, visitors or contractors is to be reported and recorded in the online accident reporting system.

The more serious accidents that are notifiable to the Health and Safety Executive (HSE) under RIDDOR are to be reported using the HSE/RIDDOR on-line reporting form..

All significant accidents, incidents and near-misses are to be immediately reported to the Director of Business Services, Facilities Manager, Headteacher and Chief Executive Officer. A documented investigation into more serious incidents will be undertaken by the appropriate member of staff. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The result of investigations will be recorded in the online accident reporting system. The Director of Business Services/Headteacher/Chief Executive Officer will ensure that the Governing Body/Senior Leadership team is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Audit, Finance and Risk Committee three times a year for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/community premises staff, who will report on the online accident reporting system. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person. The asbestos register as issued by the Asbestos Team is located at main reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

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 staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

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

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Community Users/Lettings/Extended Services

The Responsible Manager/Chief Executive Officer will ensure that:

- Third parties and other extended service users operate under hire agreements

- A risk assessment for the activity is completed using MBS Forms MBS 046/MBS 047
- The premises are safe for use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/Users are formally made aware of fire safety procedures and equipment.

Contractors on Site

The school's asbestos register must be checked by all contractors prior to any work commencing. Where contractors are required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services.

The Mountbatten School Contractors on site Safety Assessment Checklist – MBS 026/1 is to be used to determine competence of non-HCC contractors who will require:

- Contractors are to report to the reception upon arrival and departure
- Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the Director of Business Services at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments and safe working systems are to be inspected prior to work commencing
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to Reception where they will be asked to sign the Visitors Book and Asbestos Register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

Host staff are responsible for monitoring work areas where the contractor's work may directly affect staff and students on the premises. MBS 026/2 Contractors on Site Daily Site Safety Check List should be used for recording safety.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance

of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Defective Equipment, Furniture and Classroom Maintenance

- Defects must be reported to the Facilities Manager/Caretakers via email
- Defective equipment or furniture must be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement.

Display Screen Equipment

All users must complete the Display Screen Equipment e-learning course every year without exception. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Responsible Manager/Chief Executive Officer will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one extension lead per socket is permitted
- 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 repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested by one of the in-house authorised testers. Names available from the Facilities Manager.
- New equipment must be advised to the Responsible Manager/Chief Executive Officer in order that it can be added to future PAT testing schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Facilities Manager and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. Emergency lockdown is to be carried out in accordance with the school emergency lockdown procedure. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan/lockdown procedure at induction. Updated information will be provided to all staff via the Staff Handbook (Staff Handbook is available via the T & L website) 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.

Fire Safety

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

The Chief Executive Officer will ensure through the Fire Safety Co-ordinator that:

- All staff complete the mandatory Fire Safety Induction e-learning course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

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

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractor's part of the mechanical and electrical contract.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically P:\Health and Safety\Glazing Survey and is reviewed every three years or when there are changes to the premises.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are 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.

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 the trained COSHH assessor, and the product has been approved for safe use on site by the Director of Business Services/Headteacher/Chief Executive Officer. The premises COSHH assessor acting on behalf of the Director of Business Service/Headteacher/Chief Executive Officer is the Facilities Manager or the Senior Science Technician.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use. This remains locked at all times when not in use.

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 to the Facilities Manager/ caretakers by email.

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

Routine documented inspections of the premises will be carried out every term using Premises Safety Inspection Checklist (MBS 001) and annually using the Annual H & S Inspection checklist (MBS 010) Inspection findings are recorded on both of these documents.

These documents are circulated to The Director of Business Services & Facilities Manager with any significant risks identified as being **Low**, **Medium** or **High**. Action is then put in place based on the level of risk identified.

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

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the responsibility of Taylor Shaw. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are managed by Taylor Shaw.

Food Technology classrooms must only be used by students when a teacher is in the room supervising the use of the equipment. The teacher should hold a food hygiene safety certificate.

Legionella Management

Legionella management on site is controlled by the Facilities Manager who will manage and undertake all procedures regarding Legionella in accordance with school policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place:

- With the Director of Business Services/Headteacher/Chief Executive Officer's approval

- Be in accordance with the Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

The lone working arrangements for staff who may undertake lone working on this site are caretakers, pastoral support team.

Minibuses

The Facilities Manager is responsible for the operation and maintenance of minibuses to ensure the safe and legal operation of all the school's minibuses or other hired transport.

All vehicles must only be driven by those with the requisite licenses. Drivers licensed after 1997 and drivers who took their driving test outside the UK are unlikely to have the necessary D1 entitlement on their license. They will be required to pass a D1 test or undertake special additional training. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

To ensure that vehicles are roadworthy at all times, the Mini-bus Co-ordinator carries out a weekly safety check. An independent garage carries out 6 monthly checks on all vehicles including lease and is responsible for servicing, repairs and M.O. T's.

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The caretaker/Facilities manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance (Evolve).

Risk Assessments

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists
- Risk assessments are to be carried out by competent persons only

- Any individual undertaking a risk assessment must have completed appropriate risk assessor training
- Completed risk assessments are to be stored in the relevant department files/central risk register (for whole school assessments)
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date.

Safe Working Procedures – Reporting Systems

All staff and supervisors must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment and method statement.

Once developed, safe working procedures must be circulated to protect all personnel working within the unit/centre/school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures. Staff can access Health and Safety documentation on the staff shared drive *P:/Health and Safety/Policies*

Smoking

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

Smoking is not permitted on the school site.

Stress & Wellbeing

The Mountbatten School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through appropriate consultation with staff will be periodically reviewed and acted upon.

Traffic Management

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

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

Violence

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

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

Parents who are known to be violent or aggressive should never be seen by staff unless another adult/member of staff is present.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using incident reporting system.

Guidance on Violent Incident Management & reporting is available – see MBS 080

Visitors

- It is the duty of all of the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and sign out again when leaving
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Health and Safety together with Fire Evacuation information is supplied to all visitors when they sign in.

Vulnerable Persons

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

Working at Height

Work at height is always to be undertaken in accordance with the school policy on Work at Height. At The Mountbatten School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is Site Team and he/she is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training

- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff using the Stepladder & Steps Safety user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use.

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

The Mountbatten School staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets.

Appendices

- Administration of Medicines Policy
- Child Protection Policy
- Emergency Evacuation Plan
- Fire Safety Manual
- First Aid Policy
- Restraint Policy
- Security Policy.
- Lockdown Policy.

Policy approved by the Audit, Finance and Risk Committee

Signed
Chair of Audit, Finance and Risk Committee

Date: