The HENRY BEAUFORT School



Health and Safety Policy 2026-2027

Policy amended by:	**School Bursar**	**March 2026**
Reviewed by:	**Health and Safety Committee**	**March 2026**
Approved by:	**Resources Committee**	**May 2026**
To be Reviewed by:	**Annually**	**May 2027**

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The HENRY BEAUFORT School

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, students and all persons likely to be affected by our activities, including the general public, where appropriate.
We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

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

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

The HENRY BEAUFORT School

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at The Henry Beaufort School is held by Hampshire County Council.

The Employer will

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

Responsible Manager

The responsible manager for the premises is the Headteacher who will act in accordance with the HCC Corporate Policy to work to the principals of the HSE 'Successful Health and Safety Management' (HSG65) to meet health and safety and fire safety legislation. This is not an additional duty, but an integral part of the management role that has always been present. Existing legislation, the Fire Safety (Regulatory Reform) Order 2005 and follow up corporate and departmental policies, including those which came into effect recently, have created a requirement to specifically identify this role.

A Responsible Manager must:

- 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 Staff and volunteers

All staff/visitors/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 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 their staff representative or other appropriate person.
- Teachers/support staff should raise their concern in the first instance with their AL/line manager who will then liaise with the School Bursar to agree what action is to be taken. In all instances where the AL/line manager contacts the School Bursar the AL/line manager will ensure that it is logged in the site team electronic jobs book located on the staff SharePoint.
- Reporting any incident that has led, or could have led to damage or injury-see section Accident/Incident Reporting and Investigation.
- 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
- ALL Staff completing the annual induction checklist including, but not limited to, Asbestos e-learning, DSE e-learning, Fire Awareness e-learning and Manual Handling e-learning.
- Supporting the County Councils efforts by working with due regard to the safety of themselves and others

Academic Leaders, Heads of Department and Line Managers

Department Heads/Line Managers are 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.

The HENRY BEAUFORT School

On Site Safety Co-ordinator

The School Bursar is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. 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 Headteacher or a competent Health and Safety source.
He/she will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. He/she is to work within his level of competence and seek appropriate guidance and direction from the Headteacher or a competent Health and Safety source.

Site Staff and Cleaning Department

The Site Team are responsible for a range of periodic health and safety checks at the direction of the School Bursar, or other delegated responsible person.
He/she is to work within the parameters of any training provided and in accordance with risk assessments and the on-site safe working practices.

School Bursar is to oversee the cleaning team in conjunction with the Site Team and Cleaning Manager. He/she is to work within the parameters of any training provided and in accordance with risk assessments and the on-site safe working practices.

The organiser of any event held outside of the school day will complete a risk assessment and share it with all interested parties at least seven days in advance. It must be signed off by the Headteacher.

The HENRY BEAUFORT School

Health and Safety Committee
Terms of reference

To provide guidance to the governing body, and support for the Head teacher on their statutory obligations, on all matters relating to health, safety and welfare.

To review Henry Beaufort School's health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety. To provide a watch on the effectiveness of health and safety training.

To consider reports, correspondence or relevant issues from trade union safety representatives, Staff Health and Safety representatives, outside agencies and enforcing authorities.

To ensure that all returns to HCC and outside agencies are accurately completed within deadlines.

To be quorate the committee requires 5 members to be in attendance. Decisions are by a simple majority.

The Chair of the Committee shall be the School Bursar.
If the Chair is absent from a meeting, an alternative may be elected to take the Chair for the duration of that meeting.

The Health and Safety Committee consists of the following:

Headteacher or delegated member of SLT
Health and Safety Governor/s
Academic Leaders/Head of Departments/Technicians

- Science, PE, Technology.
- Art, Drama and Music one in attendance on a rolling basis.
- Health and Safety Representative (Union/Staff Representative) if assigned
- School Bursar

Community Development Officer
AHT i/c Attendance
Designated Safeguarding Lead

The Chair of the Governing Body is not a member but can be required to attend by request. The Head teacher is to attend a minimum of 2 meetings per calendar year.

Other AIs/HoDs can attend the Health and Safety Committee Meetings by request to the School Bursar to discuss concerns that arise in their department.

The HENRY BEAUFORT School

Organisation

The Committee meets 3 times a year, once per term.

Meeting dates are published well in advance where staff can see them on the School Calendar

Meetings should not be cancelled or postponed except in very exceptional circumstances. Where postponement is absolutely necessary, an agreed date for the next meeting should be made and announced as soon as possible.

Emergency meetings may be arranged at short notice when needed. All members are expected to contribute to the forming of the agenda.

Sufficient time should be allowed during each meeting to ensure full discussion of all business.

If a member of the group is unable to attend a meeting, the member concerned must nominate a named substitute.

The Chair of the Committee is responsible for meeting arrangements, record taking and distributing minutes.

Requests for Agenda items must be made 7 days in advance of their distribution.

An agenda, all papers and any relevant previous minutes should be sent to all invited members prior to the meeting.

Agreed minutes of each meeting should be recorded on SharePoint and available to all staff.

The HENRY BEAUFORT School

Fire Safety Co-Ordinator

The School Bursar is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. 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 responsible manager or a competent Health and Safety source.

Staff Health and Safety Representative- not currently assigned

- The staff health and safety representative will represent the staff with regard to their health and safety at work and must be voted in.
- 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.
- He/she will be required to undertake the Health and Safety Reps Induction course and attend any other relevant health and safety training
- He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager or a competent Health and Safety source.

It is recognised that the Health and Safety Rep can act on Health and Safety issues in the absence of the Health and Safety Officer in conjunction with the School Bursar and the Headteacher or a competent Health and Safety source.

Union Health and Safety Representatives- not currently assigned

The role of a Representative is to represent fellow employees, carry out investigations and inspections and handle official health and safety information.

- 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.

It is recognised that representatives have the right to inspect and take copies of any health and safety related statutory statistics and management papers without having to request it. As a matter of courtesy, the Headteacher should be informed.

Senior Leadership Team

The Senior Leadership Team will ensure that they monitor and control Health and Safety as per their departmental responsibilities. They are to monitor progress against action plans half termly. In the absence of the Headteacher a member of the SLT must be delegated to undertake Health and Safety duties.

The HENRY BEAUFORT School

Community Development Officer

The Community Development Officer is responsible for the day-to-day local management of the health and safety of all bookings on site with oversight from the School Bursar. He/she will ensure that third parties and other extended service users comply with all hire agreements and policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented and overseen by the School Bursar with oversight from the Headteacher.
He/she is to work within their level of competence, attend any relevant health and safety training, and seek appropriate guidance and direction from the responsible manager or a competent Health and Safety source.

Legionella Competent Person

The Senior Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and attend a formal training course every three years. 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 Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from a competent Health and Safety source. The Risk assessment will be completed by an authorised competent body.
Asbestos Competent Person

Asbestos Nominated Responsible Person

The School Bursar is the nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. He/she is to annually complete the asbestos e-learning course and attend formal asbestos management training at three yearly intervals. All training records are to be retained.

The asbestos competent person will ensure that all staff 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 departmental and corporate requirements. He/she will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher or a competent Health and Safety source.

Accident and incident reporting

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

It is the responsibility of the lead person in charge of the lesson/event to ensure that all reportable incidents are reported in a timely manner. Where the member of staff does not have access to SharePoint they will complete a written report at the time of the accident to

add to the online report as soon as possible afterwards.

A copy of the completed form is then automatically sent to Children's Services Health and Safety Team, the person reporting the incident and the investigating manager (The School Bursar) will then receive a request to carry out an investigation and a link to record this on. 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.

Minor accidents to pupils are to be recorded in the minor accident book ('Bump' book) Microsoft Form available on SharePoint.

The more serious accidents that are notifiable to the Health and Safety Executive (HSE) will be notified by the Children's Services Health and Safety Team for them to report. A copy of the form will then sent to the HSE by the Local Authority Corporate Risk team at which time the School Bursar will be notified

A commonsense approach should be taken to determine whether or not an accident is minor. As a guide, an accident is not trivial and a report should generally be prepared when:

- A serious incident report is prepared about an incident which resulted in death, injury or hospitalisation.
- There is an injury to the head or where a person loses consciousness.
- A person sustains an injury to the eyes or where teeth are broken or dislodged.
- A person sustains broken bones or lacerations requiring sutures.
- It is necessary to transport an injured person to hospital.
- Medical attention is provided on site by an ambulance officer or health care professional, or such treatment is reported by the student, visitor or parent at a later date.
- A student has to leave school early as a consequence of an accident.
- A parent, care-giver or relative is summoned to the school as a consequence of an accident.
- Parents or caregivers are advised to take a student to a doctor for precautionary reasons.
- A student is injured outside of school hours but where staff may still be on duty and exercising a duty of care (e.g. while on excursions).
- An accident occurs during the use of a school facility by a community group.
- When the Headteacher or his or her delegate or a Health and Safety Rep considers it appropriate to do so bearing in mind the apparent potential for legal proceedings to result.

When completing an online report please add the School Bursar as the Line Manager.

Definitions: -

- Accident – something that has resulted in an injury to someone, including employees, contractors, agency workers, visitors, members of the public, etc.
- On site traffic incident – a road traffic accident/ incident that has resulted in an injury to someone, including employees, contractors, agency workers, visitors, students, members of the public, etc.
- Near miss – something which did not cause harm but might have, should anyone have been near enough at the time.
- Occupational ill health – a range of specific illnesses or diseases that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 2013.

- Dangerous occurrence – a specific, reportable event as defined in the Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Violence and aggression – specific incidents of violence and/ or aggression in the workplace.

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. 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 HCC online accident investigation report tool is to be used for the reporting of investigations.

The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident and incident reports will be monitored by the Governing Body for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Once an incident has been reported, the Line Manager who receives the report are required to carry out a local investigation and record the findings through the online investigation report form. Where child protection is involved the designated safeguarding lead will carry out the investigation or delegate it to the deputy safeguarding lead.

Premises and Community hirers and third-party users must report all accidents/incidents related to unsafe premises or equipment to the community team, who will appropriately record, report and investigate each accident/incident. Accidents/incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

The student information management database (Arbor) records consent from parents to administer pain killers to students, including paracetamol and Ibuprofen. Medications are only given if consent is provided. Where a student presents with pain following an accident and consent is not recorded on the system, a telephone conversation is had with the parent or guardian to gain consent in that instance. Occasionally the system is updated with the consent given verbally to provide consent in all necessary and appropriate incidences.
Administration of medication is recorded on Arbor including the name of the medication, the dose and the time administered.

Any prescription medication or medication from home must be held in student welfare, the student will be required to attend student welfare to self-administer the medication, and a record of the medication name, time and dose is recorded on Arbor.

Asbestos Management
Asbestos management on site is controlled by the asbestos competent person (School Bursar) The asbestos register as issued by Property Services is located at 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 and records to be retained.

Prior to any changes to the premises' structure that may affect the asbestos register

Property Services must be notified and their recommendations followed.

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 competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher or the asbestos competent person who will immediately act to cordon off the affected area and contact the Property Services 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 Headteacher or asbestos competent person.

The Asbestos disturbance procedure is displayed on the Health and Safety noticeboards in all staff rooms.

Safeguarding

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

Contractors on Site

The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of contractors who are required to provide 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 into InVentry and sign the asbestos register/view Alpha Tracker online and will be escorted by their host who will be responsible for their activities. All contractors must confirm that they have seen the fire safety procedures and local safety arrangements as directed on the Inventry visitor management system.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and students on the premises.

E.g. Host staff: the drama department request/arrange for a lighting company to service the lights in drama. The drama department is the host.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Academic Leader 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, Food and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Academic Leaders 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.

Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without

exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers for support staff and by Academic Leaders of teaching staff and routinely reviewed at intervals not exceeding two years and the appropriate records retained for yearly checking by the Health and Safety Committee.

Electrical Equipment

The Headteacher, through the School Bursar and Senior site manager, will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- 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.
- New equipment under one year old is covered by the manufacturer's warranty.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is Hoopers Services Ltd.
- 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

Any defective or suspected defective equipment, plugs, cables and sockets etc., must be taken out of use and reported in the site team jobs book, accessed through the SharePoint homepage, and will be attended to as soon as possible. If not safe to leave, the site team must be contacted by radio by speaking to reception on extension 201

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies. A plan can be viewed on SharePoint Fire Safety and Evacuation Information.docx

All staff will receive a brief of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. The emergency evacuation plan can be viewed on SharePoint Fire Safety and Evacuation Information.

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. This should be completed by the line manager.

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 Fire Safety co-ordinator will ensure 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. A plan can be viewed on the SharePoint Fire Safety and Evacuation Information.
- 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 amended as new hazards or required amendments are identified and reviewed annually by the fire safety co-ordinator and signed by the Responsible manager and Chair of Governors.

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 on departmental notice boards.

First aid is never to be administered by anyone except first aid trained staff (County approved provider) 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 will be inspected by appropriate competent contractors as provided by the term contractor under Property Services arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported in the site team jobs book located via SharePoint and immediately taken out of use until repairs can be carried out. If not safe to leave, the site team must be contacted by Radio accessed through reception on extension 201.

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

General

- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- The external waste storage units are to be chained or locked into a secure area.
- Tops of lockers to be keep clear at all times
- An accumulation of litter which is more than the normal daily amount must be recorded in the Site team jobs book for clearance.
- Food must be removed at the end of each day if not stored in a sealed container/fridge.

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 for that department, and the product has been approved for safe use on site by the Headteacher. The COSHH assessors acting on behalf of the Headteacher is 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.

When not in use all hazardous substances are to be stored in a secure and signed storage facility. These are to remain locked at all times. Secure areas are listed below and in appendix 3

Site/Cleaning: Chemical store services block. Art:
Art storage cupboard
Science: Prep room and chemical store.
Food Tech: Technicians cupboard R5 and R6
D and T: Chemical store cupboards R1
Hair and Beauty: Cupboard in the H and B room

Chemical list available from appropriate Technicians and site and cleaning manager

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 recorded in the site team jobs book located within public folders in Microsoft Outlook and will be attended to as soon as possible. If not safe to leave, the site team must be contacted by Radio accessed through reception on extension 201.

Monitoring and inspections of individual departments/buildings will be carried out by Academic Leaders or the subject teachers as nominated by the Academic Leaders.

Routine documented inspections of the premises will be carried out termly in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-010(B) (Secondary School Inspection) Monthly Premises Safety Inspection Checklist. These inspections will be carried out by the School Bursar and a member of the Site Team, alongside the AL/HoD for that area.

Any identified high level risks or safety management concerns are to be immediately reported to the Headteacher or School Bursar.

It is the Responsible Managers responsibility to ensure that the Health and Safety audit is completed by the Local Authority in conjunction with the School Bursar, Site and the Headteacher if available.
This audit is a new process which still needs to embed across all schools.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Governing Body. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-010(B) (Secondary School Inspection) Health and Safety Inspection Checklist.

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 Cater Link. 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 tech preparation areas are as per the Academic Leaders local policy.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Property Services Control of legionella in Water Systems. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.
The Risk Assessment will be carried out by a suitably qualified person.

Lone Working

Lone working increases 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 in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been clearly identified and put into place.

Lone working must be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are located on the SharePoint Corporate-health-safety-procedure-Lone-working.docx

A completed copy of the Lone Working RA is to be held in the department Health and Safety file in each team area.

Minibuses

The School Bursar is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the HCC corporate Minibus Policy. All minibus drivers must have D1 or Grandfathers rights (test passed up to and including 31st December 1997) on their license and completed MIDAS training prior to being permitted to drive minibuses.

A list of trained drivers will be kept and maintained by the School Bursar.

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 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 Site team are 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 every three years.

The School Bursar and Site Team will complete all appropriate risk assessments for moving and handling activities.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Evolve, Outdoor Education Service's procedures and guidance. A member of SLT will be the education visits coordinator (EVC) and will maintain overall control to ensure that all activities are compliant with Hampshire County Council and school procedures and guidance.

Any activities regarded as a hazardous pursuit requires the permission of the governing body and the authorisation of Hampshire Children's Services. Approval depends on:

- The completion of a risk assessment and pre-visit conducted by party leader
- Efficient organisation
- Appropriate supervision
- Permission granted by parents
- Suitability for age and aptitude of pupils

A record will be kept on the Local Authority Evolve System which is available for inspection at any time.

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy

Provision of Information

The Headteacher through SLT and the School Bursar will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are Health and Safety notice boards, staff meeting minutes, emails, inset days and electronic copies on SharePoint

Local health and safety advice is available from School Bursar, or other competent Health and Safety source who can provide both general and specialist advice.

The Health and Safety Law poster is displayed in the staff room in the Winchester building and at the entrance to all other buildings (AL/HoD to ensure that this is maintained).

Risk Assessment

General risk assessment management will be coordinated by the Health and Safety Coordinator /School Bursar in accordance with guidance contained in the Children's Services Safety Guidance Procedure.

Risk assessments must be undertaken for all areas where a significant risk is identified, or the possibility of such risk exists and should be on the HCC Health and Safety approved forms.

SLT will ensure that AL's/line managers oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and training in each area of work. Departments are responsible for their own risk assessments and will be monitored by the School Bursar and a member of the Site team as part of the termly inspections.

All risk assessments and associated control measures are to be approved by the responsible manager/headteacher or their delegated member of staff prior to implementation.

Completed, whole school risk assessments are listed in the Electronic Risk Register which is kept by the School Bursar and will be reviewed periodically in accordance with each risk assessment's review date.

Subject-specific risk assessments are to be written and kept in the department and be available to all staff working in that area.

Any requests for spending against the Health and Safety budget must be supported by a formal request from AL/HOD/Line Manager/the Responsible Manager subject to approval by the Bursar.

Smoking and E-cigarettes

Smoking and the use of E-cigarettes are not permitted on the school premises.

Wellbeing

Henry Beaufort School is committed to promoting health, safety and wellbeing and recognises the importance of identifying and reducing workplace stressors.
Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health and Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are performance management, Health and Safety notice boards, Wellbeing notice board, Employee Assistance Programme and the Wellbeing Survey.

The survey is to be carried out each year and analysed using the relevant and appropriate software. Staff will be given a minimum of four weeks or half term to complete the survey.

Traffic Management

The Headteacher/School Bursar will take the lead in developing arrangements in relation to the school site traffic management procedure and will arrange through the Site Team.

- Completion of the checklist and site plan.
- Ensure staff see and adhere to the completed site plan.

The Governing Body will have a strategic role in relation to transport/traffic. In particular, they will:

- Assist where required in the development of procedures resulting from the assessment of the traffic checklist.
- Assist and adopt any local arrangements. To include completion of the checklist and site plan
- Monitor the implementation and regular updating of the school's traffic management plan.
- Ensure any actions that come out of the checklist are put in place.
- Monitor the school's health and safety management systems and take any necessary remedial action in relation to traffic management.

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures.
The School Bursar and the Headteacher to review the policy.

Training

Health and Safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health and Safety Induction Checklist and the Learning Zone Platform.

The Headteacher, through SLT and the School Bursar, is responsible for ensuring that all staff and volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out by the Headteacher from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff.

Any training that has been identified for staff is to be undertaken within a reasonable period of time but should be completed as follows:

High risk- by the end of the next term subject to course availability
Medium risk- within two terms subject to course availability
Low risk- within three terms subject to course availability

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

- Induction training regarding all the requirements of this Health and Safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the designated SLT CPD co-ordinator. SLT are responsible for co-ordinating all health and safety training requirements for their staff and will provide information to the SLT admin assistant who will maintain the records for Health and Safety training once completed.

Violent Incidents

At The Henry Beaufort School violence is defined as but is not exhaustive:

- Aggressive physical contact which may or may not result in pain or injury
- Other non-physical aggressive behaviour directed towards an employee including:
    - Verbal abuse
    - Intimidating behaviour causing fear or concern
    - Sexual or racial harassment
    - Cyber bullying

- Violence to any property which may encompass a range of behaviour including:
    - Throwing a small item e.g. cup, board cleaner, book (not necessarily at a person)
    - Destruction or ransacking of a building or part thereof

Violence towards staff

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.

The whole school will be consulted annually in order to agree the level that will trigger the completion of the report form. Staff still have the right to complete the form even though it is below the trigger point.

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

Violent Incidents reporting to County

The Headteacher will ensure that all violent incidents will be reported to the HCC Health and Safety team as follows:

In the absence of the Head a member of the SLT must be delegated to undertake this task.

ALL violent incidents will be reported to County using the online reporting form.

Visitors

All visitors must report to the main reception first. Once there 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 information via the school Inventry Visitor Sign in System.

Vulnerable Persons

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

The HENRY BEAUFORT School

Work at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure. At Henry Beaufort 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 must have attended the Caretaker Support Service, Ladder and Stepladder Safety course and he/she is authorised to:

- Use steps, stepladders and leaning ladders in accordance with that training
- Provide stepladder and steps training to staff using the Children's Services Stepladder and 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.

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

- Where work at height cannot be eliminated, a risk assessment must be completed before the activity commences
- 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
- Staff may only use two step stepladders if they have completed the e-learning annually and printed the certificate. Staff may only use leaning ladders if they have personally attended a formal course which must be renewed 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 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

APPENDICES

Appendix 1

Headteacher: S Hearle
Designated Safeguarding Lead: Matt Coe
School Bursar: A Caplin
Off-site Activities- Assistant Headteacher/EVC: Emma Colebourn

Appendix 2

	Policy
A	Supporting Pupils with Medical Needs
B	First Aid Policy
C	Safeguarding Policy and Child Protection
D	Emergency Evacuation Plan
E	Fire Safety Manual
F	Physical Intervention Policy
G	On-Site Security Policy and Procedures
H	Lone Working Policy and Procedures
I	Critical Incident Business Continuity Plan

Appendix 3

Site/Cleaning: Chemical store services block.
Art: Art storage cupboard
Science: Prep room and chemical store.
Food Tech: Technicians cupboard R6
D and T: Chemical store cupboards R1
Hair and Beauty: Cupboard in the Hair and Beauty room

Appendix 4

Chemical list

See department files for curriculum substances
See Site and Cleaners COSHH files (site office)

Appendix 5
Minor Injuries 'Bump' Form (Microsoft Form)

Student minor injury and incident reporting

This form is to report ANY minor incident witnessed by, or reported to a member of staff. This will ensure that all incidents are collated and trends identified. Please note any major incident resulting in hospital treatment MUST be reported on the main Hampshire County Council reporting incidents form (on SharePoint)

Hi, Alison Caplin. When you submit this form, the owner will see your name and email address.

* Required

1. Student Name *

Enter your answer

2. Name of person reporting Incident *

Enter your answer

3. Date of Incident *

Please input date (dd/MM/yyyy)

4. Time of Incident *

Enter your answer

5. Nature of Incident *

- ◯ Cut/Graze
- ◯ Slip/trip or fall
- ◯ Burn
- ◯ Other