



# Bartley C of E Junior School Health & Safety Policy

<b>Name of Unit/Premises/Centre/School</b>	Bartley CE Junior School
<b>Date of Policy Issue/Review</b>	January 2025
<b>Name of Responsible Manager/Headteacher</b>	Gemma Cooper – School Business Manager Iain Walbridge – Health & Safety Governor
<b>Date approved by Governors if statutory:</b>	Jan 2025
<b>Date for next review of this policy</b>	January 2026

## ***Our vision***

*We are committed to providing excellence everyday so each child can achieve,  
be happy and be successful in everything they do.*

*Our Christian values foster love for ourselves and each other.*

## 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, 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.

## ORGANISATION

### Employer Responsibility

The overall responsibility for health and safety is held by:	Hampshire County Council
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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 has a high profile
- Ensure adequate resources for health and safety are made available

- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangement

### Responsible Manager

The Responsible Manager for the premises is:	Karen Stonehouse until 20 <sup>th</sup> April 2025 Will Hodge from 21 <sup>st</sup> April 2025
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The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee 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, 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

### School Business Manager, Year Leaders, Deputy Headteacher, Headteacher

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.

### Safety Committee

The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The safety committee periodically 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.

The safety committee consists of:	1 Health and safety Governor, 1 Headteacher, 1 School Business Manager, 2 Site Manager(s).
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Who hold meetings every:	3 times per year
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### Governors

The Health and Safety Governor responsible for the premises is:

**Iain Wallbridge**

The H&S Governor will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensure that schools Health and Safety policy is reviewed every 3 years and updated where appropriate.
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

### Specific Health and Safety Responsibilities

### **Accident Investigator School Business Manager and Site Manager(s)**

The Accident Investigator is:

School Business Manager and Site Manager(s)

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 corporate procedures.

### **Asbestos Nominated Responsible Person Site Manager(s)**

The Nominated Responsible Person (NRP) for Asbestos is:

Site Manager(s)

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, Property Service, the Headteacher and/or the Children's Services Health & Safety Team as required.

### **COSHH Assessor Site Manager(s)**

The COSHH Assessor is:

**Site Manager(s)**

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 Assessor School Business Manager**

The DSE Assessor is:

**School Business 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 corporate procedures.

### **Fire Safety Co-ordinator Site Manager(s)**

The Fire Safety Co-ordinator (FSC) is:	Site Manager(s)
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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/Officer School Business Manager**

The H&S Co-ordinator is:	<b>School Business Manager</b>
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The on-site H&S Co-ordinator/Officer 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.

### **Health & Safety Representative**

The H&S Representative is:	<b>Andrea Berrill</b>
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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. They are expected to promote a positive safety culture throughout the premises and perform the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### **Legionella Nominated Responsible Person Site Manager(s)**

The Nominated Responsible Person (NRP) for Legionella is:	<b>Site Manager(s)</b>
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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 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.

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<b>Risk Assessor School Business Manager and Site Manager(s)</b>	
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The Risk Assessor is:	<b>School Business Manager and Site Manager(s)</b>
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The Risk Assessor will attend Risk Assessor training every 3 years.

The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified, assessed and managed.

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.

<b>Site Safety Trained Staff Site Managers()</b>	
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The Site Safety Manager for the premises is:	<b>Site Manager(s)</b>
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They will attend the Safety Awareness for Facilities Managers training course every 3 years.

The site safety trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.

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.

<b>Work at Height Site Manager(s)</b>	
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The competent person for work at height on the premises is:	<b>Site Manager(s)</b>
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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 Bartley C of E Junior School 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 others. This will be achieved as far as is reasonably practicable, by the implementation of these arrangements and procedures.

### Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is conducted in accordance with the corporate procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting system (online or via the paper version stored on the school drive Y:\Teachers Pool\2024-2025\Near miss and incident reporting. If the paper version is used, then it will need to be added on to the online system as soon as practical).

Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

A copy of the completed incident report is automatically received by the Children's Services Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

Following the completion of an online incident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

Minor accidents to pupils will be recorded in the accident book located in the first aid room and outside the medical trolley.

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. *(In Non-HCC controlled schools, the report to the HSE will need to be completed by the Employer.)*

The Headteacher will ensure that the governing body/senior management is informed of all incidents of a serious nature. All accident/incident reports will be monitored by School Business Manager 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 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.

## **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 online on the iPad located in reception 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.

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

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.

## **Community Users/Hirers/Extended Services**

The Headteacher 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
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- First aid procedures are agreed
- 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.

All contractors must report to reception where they will be asked to sign in using the electronic sign in system and 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.

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

### Curriculum Activities

The curriculum leads for the school are:

Art	Julie Andrews
Design and Technology	Karen Pittman
Science	Mike Rich
P.E.	Karen Read

These staff have attended training which is refreshed every two years.

The curriculum lead/s will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried safely and in accordance with the requirements and best practice.

They will ensure that all employees have a reasonable awareness the hazards and the control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety of any premises users.

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.

### **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.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

### **Electrical Equipment**

The Headteacher 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 at intervals either, annually, 4 yearly or on a needs basis in accordance with the schools PAT register.
- Equipment testing/inspection is conducted by a competent person. The competent person is Site Manager(s)
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested
- 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(s) 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.

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.

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.

## 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 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
- 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

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. The names and locations of the first aid trained staff on site are listed on the first aid policy 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 by the School Business Manger annually.

First aid provision will be regularly monitored, and equipment checks recorded.

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.

## Glazing

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school. The survey and assessment document is kept electronically Y:\School Pool\Health and Safety\Policies and Procedures\Glazing and is reviewed and updated annually or when there are changes to the premises and/or glazing.

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

## Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect, students, staff and members of the public. The hazards have been identified and recorded in *Y:\School Pool\Health and Safety\Risk Assessments\2024-2025\Kitchen and Food areas Risk Assessment*

Control measures have been put into manage the risk and these have been shared with staff and where necessary others. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measure to be put into place.

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised.
- Hot pipes and surfaces being boxed in

## Housekeeping & Hygiene

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, 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

## Hazardous Substances (COSHH)

Hazardous substances, materials, and chemicals are not permitted to be used on-site 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 are stored in the year 3 corridor locked cupboard.

### **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 departments is carried out by Department Heads and/or the subject teachers as nominated by the Headteacher.

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

All defects identified must be reported to Site Manager(s) by sending an email to the site manager inbox. Any identified high-level risks or safety management concerns will be addressed/actioned at staff meetings / or via Arbor / email communication.

The termly H&S web monitoring form will be completed by School Business 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. The main kitchen is managed by Hampshire Catering. 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.

Other kitchen areas (year 4 corridor cookery area), is managed by Bartley C of E Junior School.

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

## 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 NRP the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

## Lone Working

A risk assessment will be carried out to categorise each lone workers 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 is recorded on the lone working risk assessment.

## Minibuses

All minibus drivers will complete MIDAS training prior to being permitted to drive work minibuses and carry out checks the required checks.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

## Moving and Handling

All employees will complete the moving and handling e-learning course every year without exception.

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.

The Site Manager/Caretaker 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.

### **New and Expectant Mothers**

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by School Business Manager and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

### **Off-site Activities**

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

### **Provision of Information**

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is shared through staff meetings, minutes of meetings, emails and Arbor communications..

Visitors and Contractors are provided with Health and Safety Information on arrival by a member of the administration team, by issuing them with a leaflet which details health and safety and safeguarding information.

The Health and Safety Law poster is displayed in the staff room.

Local health and safety advice is available from School Business Manager and 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.

Completed risk assessments are listed in the assessment register Y:\School Pool\Health and Safety\Risk Assessments 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.

### **Smoking**

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

### **Stress & Wellbeing**

Bartley C of E Junior School is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

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.

School arrangements to monitor, consult and reduce stress situations include a Senior Mental Health Lead, which is the School Business Manager, school wellbeing charter, regular staff wellbeing which is analysed and reported, wellbeing information displayed for all staff in the staff room. Working closely with the wellbeing governor. Staff have access to the HCC employee support line, a free counselling service.

### **Swimming Pool Management**

Arrangements regarding swimming pool management are set out in the Pool Safety Operating Procedure.

### **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 by the School Business Manager who is 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.

### **Transport – Driving for Work**

In accordance with the Corporate Procedure - Driving for Work the school will risk assess staff driving for work purposes and when this should be undertaken.

Any member of staff that does need to drive for work purpose must be fit to drive and:

- Have the correct license to drive the vehicle
- If they are driving their own vehicle the school must ensure that it is taxed and safe to drive/has a current MOT
- Have business insurance

Records of checks will be kept Y:\School Pool\Personnel\Z) Car documents

### **Transport - 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 which is Y:\School Pool\Health and Safety\Policies and Procedures\Travel Arrangements will be shared with employees and relevant third parties.

### **Violence and Aggression**

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 by the Admin Officer.

If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

### **Visitors**

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

Visitors to the premises will be provided with health and safety and safeguarding information leaflet. Visitors to the premises will be provided with a photo ID badge and a red or black lanyard dependant on position and DBS status, they will need to sign in using the entry-sign system and read the H&S guidance given to them

Whilst on site visitors will be supervised by the member of staff who had arranged their visit if appropriate.

### **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 and Lifting Equipment (LOLER)**

All work equipment requiring statutory inspection and/or testing on site (for example, boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to Site Manager(s) 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.

School employees are not permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.

## APPENDICES

<i>Appendix 1</i>	<i>Emergency Evacuation Plan</i>
<i>Appendix 2</i>	<i>Traffic Management Plan</i>
<i>Appendix 3</i>	<i>First Aid Policy</i>
<i>Appendix 4</i>	<i>Pool Safety Operating Procedures</i>

## Appendix 1

# General Emergency Evacuation Procedure

Reviewed 30 October 2024

## Purpose

To define the procedures to be followed by students, staff, and visitors within the Bartley C of E Junior School whenever an emergency occurs (other than fire).

## Definition of an emergency

A situation which may result in the full or partial evacuation of the school.

For example:

- A Bomb Threat
- A Gas Leak
- An intruder showing threatening behaviour

## Procedure During School Hours

### **If you discover an emergency**

- Inform the school office immediately, who will assess the situation and decide on the appropriate action to be taken.
- If it is agreed that an evacuation is needed follow the procedure below. The evacuation route and assembly point may need to be altered/moved depending on the nature of the emergency.
- DO NOT put yourself at risk! 999/112 can be dialled from any telephone around the school.

### **Evacuation**

On notification of an evacuation (either via the normal fire alarm system or three (3) blasts on a whistle (repeated):

- Calmly leave the building immediately via nearest and safest exit. Floor plans are on entrance/exit doors.
- If you are with a visitor please ask them to follow you.
- The first employee to reach the fire/evacuation point will assume the role.
- Close doors behind you.
- Do not stop to collect belongings.
- Proceed to Assembly Point located at the front of the school.
- The Fire/Evac Warden will ensure that the area is evacuated. See duties below:
  - Place the fire warden hat on your head and/or jacket.

- Check all rooms in your area have been evacuated, closing doors behind you as you go.
- Collect any fobs from rooms which you have checked.
- Evacuate to the assembly point and report to the Evacuation Manager
- When safe to return to the building, place the hat on the wall where it came from
- Never put yourself in danger – IF IN DOUBT GET OUT!

### **Action at Assembly Point (front of school)**

#### Students:

- Line up quietly in their class and await calling of the register.

#### Teachers including covering teachers:

- Collect register sheet from Admin Officer and call the register.
- Raise register sheet above your head, once every child is accounted for.
- Alert Evacuation Manager if a child is not accounted for.

#### Visitors and contractors

- Assemble with staff in the centre of the muster area and await the calling of the register.

#### Admin Officer/Admin Staff

- Will liaise with the Headteacher/Deputy to decide appropriate action.
- If an evacuation is required a decision is needed as to determining which means of alarm is needed and if emergency services are required.
- If evacuating, registers for pupils, roll call of staff/visitors needs to be taken to the assembly point along with folder, key and tablet.
- The Evacuation Pack and keys to the building will need to be given to the Evacuation Coordinator. Registers will be given to the class teacher and the staff/visitor record will be given to a staff member to role call and then to report to the Evacuation Coordinator.
- Site Manager to meet the appropriate emergency services and to ensure nobody enters the school site (this will be delegated in the absence of the Site Manager).

#### Support Staff & LSAs

- Assemble and await a roll call by a designated member of staff.

#### Kitchen staff

- Kitchen Supervisor/Head Cook to call register and report to the Evacuation Coordinator.
- Kitchen Supervisor/Head Cook to shut down gas and electric if appropriate.

#### Evacuation Coordinator (usually Headteacher)

- Ensures all sections have reported in.
- Report missing persons to the Emergency Services.

- Inform staff when emergency is over and oversee children's safe return to the building.

## **Procedure For Lunchtimes/Breaktimes**

This same procedure must be followed in an evacuation at lunchtime/break time when the staff/children are on the playground/field.

- Fire alarm and/or three (3) blasts on a whistle (repeated) are sounded.
- Duty staff/lunchtime assistants to supervise children moving to the muster point at the front of the school.
- One member of duty/lunchtime staff to open side gates.
- Staff and children must not go back in to the school building.

If staff and/or pupils are inside the school building, they must exit the school via the nearest fire exit and join the children at the muster point at the front of the school.

Fire Officer will make secondary evacuation if needed.

## **Procedure Outside School Hours**

This procedure must be followed in an evacuation outside school hours e.g. school production or concert, after school clubs, adult education, after school or weekend working or activities.

### **If you discover an emergency**

Raise the alarm immediately by contacting the Site Manager/School Staff or raise the alarm yourself.

### **Evacuation**

On being notified of an evacuation (either by the fire alarm and/or three (3) blasts on a whistle (repeated) ):

- Leave building immediately via nearest fire exit. Floor plans and exits can be found on all exit/entrance doors.
- Close doors behind you.
- Do not stop to collect belongings.
- Proceed to Assembly Point located at the front of the school.

### **Action at Assembly Point (front of school)**

Activity Participants:

- Line up quietly and await instruction.

#### Activity Providers

- Collect your registers and call the register.
- Alert Evacuation Co-ordinator (Site Manager) if a person is not accounted for.

#### Evacuation Coordinator (Site Manager)

- Decide appropriate action.
- If an evacuation is required a decision is needed as to determining which means of alarm is needed and if emergency services are required.
- Report names of missing persons to the emergency services.
- Inform people when emergency is over and oversee the safe return to the building.

## Appendix 2

### Traffic On Site Checklist

This checklist has been prepared to be used by all sites; all questions should be considered when trying to reduce the risk from vehicles on your premise. It should be used to identify hazards and to ensure appropriate controls measures are implemented. Once completed a site plan with all control measures detailed should be put in place.

<b>Name of Premise / Site</b> Insert name of premise/site where inspection is taking place		<b>Bartley C of E Junior School, Winsor Road, Winsor, Southampton, SO40 2HR</b>		
<b>Pedestrian Access</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?			Gates are closed and supervised during school drop off and pick up.
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?			Yes, crossings are clearly visible
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?			
1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?			
1.5	Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m?			Children are allowed to use the main vehicle access as these are closed during drop off and pick up.
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?			
1.7	Are footpaths free of trip hazards, obstructions eg. signposts, ponding?			
<b>Waiting Areas</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
2.1	Are designated waiting areas a safe distance from vehicle movements?			

	(If not, are they protected by an appropriate physical barrier eg. fence or hedge)?			
<b>Fencing, Lighting &amp; Signage</b>		YES	NO	<b>Comments</b>
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?			
3.2	Does fencing impede visibility for either pedestrians or vehicles?			
3.3	Is directional signage clear, simple and visible eg. to reception?			
3.4	Are warning signs clear, simple and visible eg. slow or sharp bend?			Slow sign on the road
3.5	Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions?			Staff only, temporary sign staff and permit holders only, large 5mph road sign
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?			
<b>Cyclists</b>		YES	NO	<b>Comments</b>
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?			
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?			
4.3	Are entrance gates of sufficient width to avoid congestion near to highway?			
<b>Vehicle Access</b>		YES	NO	<b>Comments</b>
5.1	Is it clear to drivers that pedestrians have priority at all times?			
5.2	Does vehicle parking restrict the width of footpaths?			

5.3	Is vehicle speed effectively restricted on access routes?			
5.4	Are signs required to identify vehicular routes from the highway to parking areas?			Not required
5.5	Where visitors parking is permitted on site, is there effective control to ensure safe movements?			
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?			
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?			
5.8	Are community users subject to the same access controls as staff?			
5.9	Are vehicles encouraged to reverse into parking spaces?			
5.10	Is there a one way system in operation?			For school drop off there is a one way drop off system in the lay-by, however on school grounds unable to operate as not designed to be effective.
<b>Other Vehicular Access</b>		YES	NO	<b>Comments</b>
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?			Coach companies who drop off and collect children use the one way system in the school lay-by.
6.2	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)			No deliveries permitted between drop off and pick up times.
6.3	Has consideration been given to access by emergency vehicles?			
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?			Mini-bus policy for mini-bus use and HCC for transport to and from school.
<b>School Minibus</b>		YES	NO	<b>Comments</b>
7.1	Do you have a list of appointed drivers with suitable licences?			

7.2	Is training provided for drivers with regular refresher training (e.g. MIDAS)?			
7.3	Do drivers carry out suitable safety checks before using the vehicle and are they recorded?			
7.4	Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage?			
7.5	Is the minibus parked in a designated bay?			

The checklist should be kept locally and used to generate an action plan to document the controls and actions that have come out of the checklist process

Name of Inspector	Signature of Inspector	Date
<b>Gemma Cooper</b>	<i>Gemma Cooper</i>	<b>10.06.2021</b>

Manager's/Governor's Comments	Insert comments relevant to inspection as appropriate	
Name of Manager/Governor	Signature of Manager/Governor	Date

## ACTION PLAN TO IMPROVE VEHICLE & PEDESTRIAN SAFETY

Use the above checklist to identify on-site hazards. Using the table below, insert the reference number for each hazard and describe actions required to improve vehicle and pedestrian safety.

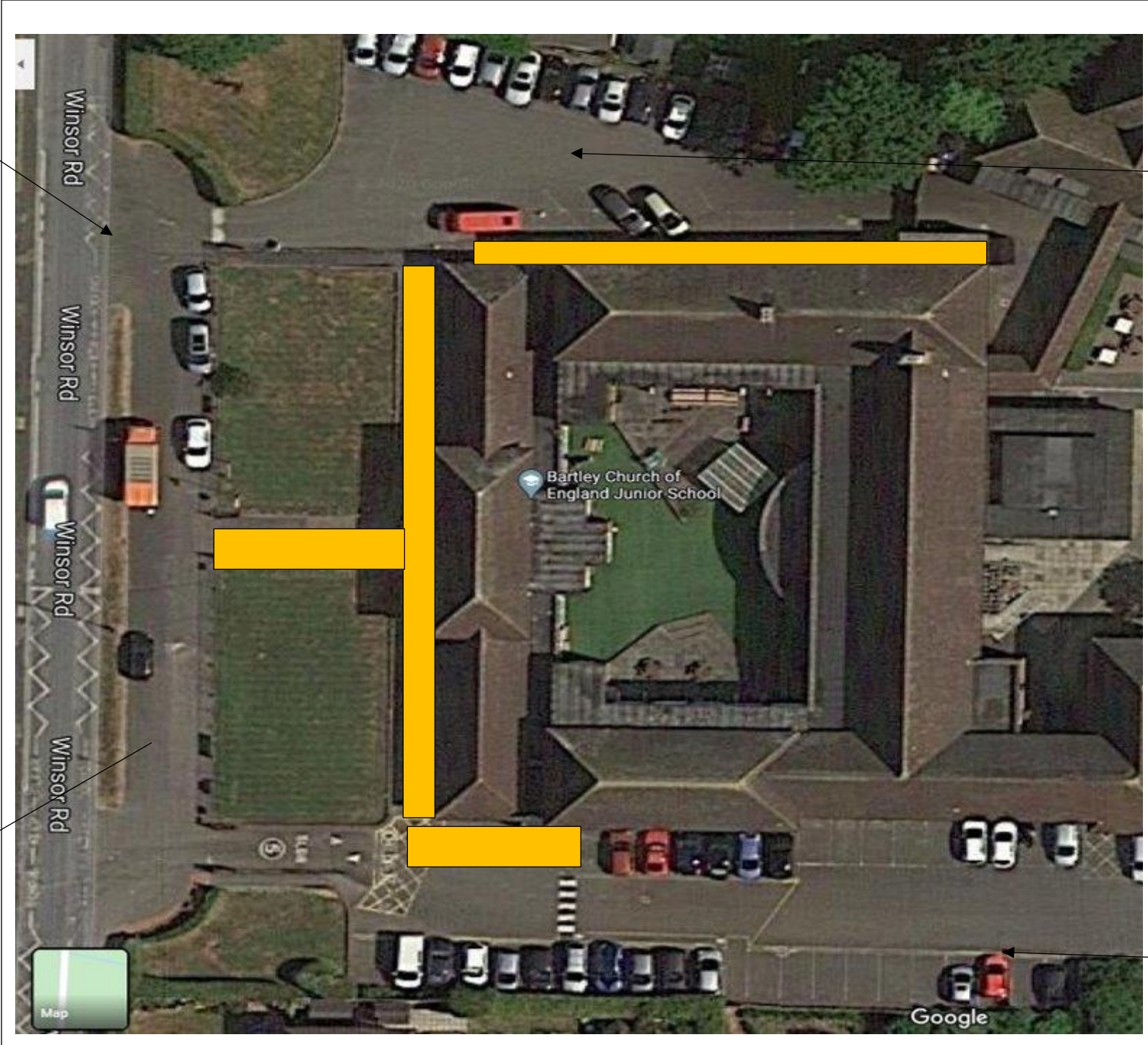
<i>Example</i>			
5.2	<i>Provide knee rail barrier to staff car park to prevent vehicles overhanging footpaths. Priority: medium – within 12 months of assessment.</i>	12/04 16	<i>Estimated cost: £2,000. Action approved by ***** 30/11/15. Contract to commence 31/03/16 in Easter Holiday.</i>

Hazard Ref. No.	Description of Action Required	Date Completed	Notes/ Comments
1.5	No action required.		Children are able to use the vehicle access areas during drop off and pick up as the gates are closed to vehicles on the right hand side. The left hand side the children are protected from moving vehicles by barriers and parked cars.
3.3	Arrange replacement signage		Currently in communication with children's services regarding replacement signage.
5.1	No action required		There is no pedestrian footfall during the school day and vehicle access during drop off and pick up is restricted by closing the gates.

Entrance to lay-by for one way drop off. Buses use layby for drop off and pick up. Parents, drop off only.

Left hand side car park for staff and mini bus.

= Footpaths



Exit from lay-by for one way drop off. Pick up buses only, drop off buses and parents.

Right hand car park, used by staff and not accessible during drop off or pick up

## Appendix 3

***This procedure replaces all previous policies and procedures relating to first aid.***

***When you are reading a printed procedure offline, please refer to the online version to make sure that you are using the most accurate and up to date issue.***

### **Purpose**

This procedure sets a common approach to providing adequate first aid provision at work in Hampshire County Council. The purpose is to provide suitably trained and equipped personnel to treat employees and others using our sites if they become ill or injured.

### **Scope**

The Council undertakes numerous activities that present significantly different risks and therefore require varying levels of first aid. This procedure recognises this variation and provides a common method of deciding the appropriate first aid provision in the form of people and equipment.

Hampshire County Council extends its first aid cover to members of the public using its sites and services. Where the public access Hampshire County Council sites and buildings, this cover needs to be considered.

### **Sections**

- [Section 1: First aid needs assessment](#)
- [Section 2: First aid materials, equipment and facilities](#)
- [Section 3: First aid personnel](#)
- [Section 4: First aid training](#)

There are five appendices which mirror the four sections of this procedure with a final checklist to assist managers.

### **Terminology**

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary.

First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive, if necessary.

### **Associated records**

Appropriate records will be informed by local risk assessment and guidance. Records must be kept and maintained to comply with this procedure and will be retained in accordance with [Hampshire County Council's data retention policy](#).

## Procedure

### Section 1 – First aid needs assessment – [Appendix 1](#)

Managers of sites must consider the appropriate first aid, giving due regard to the activities and risks created. Appendix 1 contains guidance to assist in this assessment. The conclusions of this assessment should be recorded.

The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities, e.g., using chemicals, machinery and plant etc.
- The need to provide first aid for those other than employees, e.g., service users including vulnerable persons, children, volunteers, members of the public etc.
- The size and characteristics of the workplace, establishment or setting, distance between buildings or sites
- The remoteness of the establishment/setting from emergency medical services
- The needs of travelling, remote and lone workers
- Historical accident information and data
- Provision when employees work part time, take annual leave or are off sick
- Any off-site activity and work away from base including travelling
- Whether your employees work on shared or multi-occupancy sites

You might also consider:

- Support for someone who might be experiencing a mental health issue, for further guidance refer to: [Mental ill health and first aid](#).

The first aid needs assessment should be reviewed regularly (at least annually) and in anticipation of, or after, any significant changes to ensure the provision remains suitable.

### **Peripatetic staff/travelling staff**

Where staff work or travel away from their place of work or are home based, some provision for first aid is needed based on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid, but suitability must be decided through a needs assessment as for fixed location workers.

### **Informing employees of the arrangements**

The assessment should also set out how employees will be informed of the arrangements.

## **Section 2 – First aid materials, facilities and equipment – [Appendix 2](#)**

As a result of the first aid needs assessment, suitable and sufficient materials, equipment and facilities must be provided.

Appendix 2 gives guidance on the following:

- First aid box contents
- Medical rooms/first aid accommodation
- Specific equipment

## **Section 3 – First aid personnel – [Appendix 3](#)**

Staff who are expected to perform first aid duties should be notified in writing of their role and training requirements. They should be made aware of the first aid needs assessment and be clear what part they play in delivery of first aid. They should be provided with suitable training for their role which should be updated in accordance with Appendix 4.

There are different levels of first aid personnel which relate to different levels of training and different competencies. Details are set out in Appendix 3.

In summary they fall into four categories:

- Appointed Person
- Emergency First Aid at Work
- First Aid at Work
- Additional training (such as paediatric first aid, mental health in the workplace, or the use of a defibrillator.)

Details of how to obtain first aiders in an emergency should be prominently displayed. In smaller sites this may be a list of trained first aiders with contact details whereas on complex sites there may be one contact number managed for example by the Facilities Management Team. Regardless, it should be clear how a person obtains competent assistance rapidly.

## **Section 4 – First aid training – [Appendix 4](#)**

Suitable training is required to fulfil the first aid personnel roles above. Training courses must comply with current standards from the [Resuscitation Council \(UK\)](#).

Appendix 4 contains a diagram to assist in understanding the requirements for refresher training.

### **Guides**

[Health & Safety Executive guide to first aid at work](#)  
[Resuscitation Council \(UK\)](#)

### **Appendices**

[Appendix 1 – First aid needs assessment](#)

[Appendix 2 – First aid materials, facilities and equipment \(first aid kits\)](#)

[Appendix 3 – First aid personnel](#)

[Appendix 4 – First aid training](#)

[Appendix 5 – Management flowchart and checklist](#)

## Appendix 1 – First aid needs assessment

The table below is the Health & Safety Executive’s general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a workplace it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on the number and type of first aid staff to be available on site at any time
<b>Lower hazards</b> e.g., offices, shops, libraries	Less than 25	An appointed person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
<b>Higher hazards</b> e.g. construction, forestry, workshops, use of dangerous machinery or sharp instruments, work with animals, light manufacturing, warehousing or higher risk activities.	Fewer than 5	An appointed person
	5 – 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

Industry specific guidance can be obtained from the [Health and Safety Team](#).

The next table sets out a series of questions to assist in the assessment process and a format for recording the decision. Complex sites and activities that create higher risks may require a more detailed assessment.


<b>Part 1 – First aid needs assessment</b>		
<b>Name of premises/ site/ school</b>		
	<b>Aspects to consider at your premises</b>	<b>First aid provision considerations (insert your information)</b>
<b>1</b>	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	Risks include, accident and illness of staff. Accident and illness of pupils. Accidents within the classroom, accidents occurring at break and lunch times and PE activities.
<b>2</b>	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc.)	Site Team work with hazardous materials all of which will have COSHH assessment. They will work with some machinery. Site Managers occasionally work at height and will take part in higher risk activities and driving the mini-bus. All training is up to date as per the above and risk assessments in place. HC3S work on site in the school kitchen until August 2025, when after this date there will be new external run staff.
<b>3</b>	Are large numbers of people employed on site?	We have 47 employed members of staff, in a higher risk setting the minimum requirement as above is one emergency first aider. We have 3 with 2 on site 3 days a week and 3 on site 2 days a week and in addition we have 31 staff trained for school first aid (treat children), and 8 staff trained at a higher level in paediatric first aid.
<b>4</b>	What is your record of accidents and cases of ill-health? What type and where did they happen?	The majority of incidents happen at break and lunch time in the playground. As such, there is a first aid station outside during these times with a member of staff who is first aid trained in situ. There are first resources / kits and a first aid injury book to hand on the outside trolley. There is a high percentage of head and face injuries that involve accidental bumps, ball injuries to ensure that there is an effective system in place there is a yellow book in which head injuries are noted and this is passed to the admin team who send an email notification to the

		parents in addition to the accident slip which will always be sent home. Cases of ill health tend to happen after lunch times and this can be a number of factors, flagging after lunch, if pain relief was administered at home by this point it has worn off. The main cause of adult first aid is trips and this is treated and recorded appropriately.
5	Are there staff/children on site who have disabilities or specific health problems?	Children and adults on site who have disabilities or additional health needs will have a Health Care Plan (HCP). The HCP is shared with relevant staff and where needed training and appropriate advice is sought for example: a child with CF. The CFR nurse has been into school twice and spoken to the administration team and the class teacher. Children who are under the care of external healthcare providers such as the therapies team can be seen in school and best practice and training is shared with relevant staff. HCPs are kept electronically and a hard copies will be found in the classroom blue medical box. Clear instructions on medication and dosage can be found in the blue box along with named inhalers and epi-pens.
6	Are there clients or service users on the site who may need first aid?	We have visitors who attend site from external agencies who may require first aid. Any lettings users are aware as per contracts that they must have an appointed first aider, information can be found in the lettings file and confirmation is clear and in line with requirements.
7	Have you considered staff and others who suffer from or may be experiencing/showing signs of mental health illness whilst at work?	Staff are aware of support and guidance available and this is signposted on the wellbeing display board in the staff room. Managers can access the occupational health and wellbeing shared services pages and find support and guidance documents. Managers can access additional guidance from Education Personnel Services. We have a member of staff who has completed mental health training through the government grant.
8	Have you nominated appointed persons to meet basic first aid requirements for times where qualified first aid staff may not be available?	An appointed person is not tasked with carrying out first aid. Their role includes ensuring that they know the location of the first aid kit for those who can self-administer first aid, such as plasters, calling the emergency services for help, assuring the patient and recording and reporting the incident. The BM is the

		nominated person and is centrally located with knowledge of the above.
<b>9</b>	Is there first aid cover for holidays/sickness, lunchtimes and for the beginning and end of the working day?	As per point 4, there is a first aid station at break and lunchtimes. Whilst the office is closed at lunch to first aid treatment, there is always 1 member of staff who is an appointed person on site available. After school hours whilst there is provision for Bartley run afterschool activities (excluding externally run clubs). There will be a nominated person and first aid trained member of staff on site until 16:30. The high number of first aid trained on site make this easy to manage.
<b>10</b>	What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building?	The school comprises of ground and first floor areas, and the school gym located in a separate building a very short distance from the main building. Each year group is situated in a separate corridor. We have 39 staff members in total (mix of school first aid course and full paediatric first aid) who can administer first aid and these are spread across these areas. In addition, first aid supplies / kits are spread across the site and can be found: - 4 kits, 1 kit located in each of the 4-year groups. 5 Kits located in the first aid room for off-site events. 1 Kit in the emergency evacuation box 1 green medical trolley located outside the gym 1 Kit on the school mini-bus
<b>11</b>	Do you have any work experience trainees?	Work experience / students can be on placement at the school at any given time and our first aid provision will extend to these. However, no work experience or students will be first aid trained and as a result should never administer first aid.
<b>12</b>	Are there inexperienced or young staff/workers/visitors on site?	We do host work experience students who are of secondary school age as above first aid provision will extend to these but they are not trained in first aid and as a result should never administer first aid.
<b>13</b>	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	Typically, there are more staff on site during mornings and as a result there are more first aid trained staff during this time. However due to the large number of staff who are first aid trained there are no adjustments required in the afternoons.

<b>14</b>	Do staff work in shift patterns and does each shift have sufficient first aid cover?	As above point 11.
<b>15</b>	Do you work on a site occupied by other organisations and share first aid arrangements?	HC3S occupy our kitchen and as a result they have a first aid kit supplied to them. There is a process in place should HC3S require first aid treatment. HC3S will cease trading in our kitchen in September and the same will apply for a new external provider.
<b>16</b>	What is the distance from emergency services and how long are they likely to take to arrive on site?	The school is located 10 miles (19 min) journey from the nearest hospital Southampton General Hospital. We have a higher than required proportion of first aid trained staff to mitigate this risk.
<b>17</b>	Do some staff work alone or remotely (including contracted home workers)?	We have a lone working policy for staff who are lone working in school this is rare and should any staff be working in school alone they must follow the procedure and any risk assessments in place. They will be aware of the first aid kits Staff work from home occasionally but not often out of choice, they are aware of DSE and the need for adequate first aid at home.
<b>18</b>	Do you have service users aged five or younger?	No
<b>19</b>	Do members of the public visit your premises?	Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Where the public access our sites and buildings, this cover needs to be considered. Provision for events such as sports day will be considered and appropriate measures will be put in place and documented on the risk assessment.
<b>20</b>	Do you have any employees with reading or language difficulties?	Not at present

Part 2 – Summary of first aid provision required			
Name of premises/ site/ school		Bartley C of E Junior School	
Level of first aid staff (type of provision)	Numbers of staff required to be on site at any time	Names of trained staff	Date training requires updating
<b>Qualified First Aider</b>	1	Ria Lincoln & Mike Rich	RL – 10.01.2027 – MR 01.09.2026
<b>Emergency First Aider</b>	1	Emma Kakoushis	10.01.2027
<b>School First Aid Trained</b>	31	Large number of staff – detailed list is available via the Business Manager	26.06.2026 – trained as a group
<b>Paediatric First Aid Trained</b>	1	Sioned Nuttgens, Ria Lincoln, Sue Hooper, Claire Way, Anna Bowers, Jack Crane, Zoe Lawrence	AB – 11.01.2026, JC – 01.08.2027, SH – 01.12.2026, ZL – 28.01.2026, RL – 09.02.2027, SN – 14.11.2027, CW – 28.01.2027
<b>Appointed Person</b>	1	Gemma Cooper	N/A – but is school first aid trained
<b>Other:</b> (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>		We run Forest School and have x1 member of staff trained on first aid to the level required – Mike Rich	
<b>Arrangements/cover outside of core hours:</b> <i>(before opening or after closing if there are staff or users on site)</i>	The lone working procedure applied as above. There is access to first aid kits and in an emergency and the staff members are aware of the procedure to follow.		

First aid needs assessment completion			
<b>Manager's comments</b>		<i>Insert comments relevant to assessment as appropriate</i>	
<p>The school has over the minimum statutory level of qualified staffing and first aid provision. In addition to the above we have a member of staff who runs a forest school group and is trained as a forest school teacher, they have paediatric first aid and forest school first aid qualification for running these activities.</p> <p>I would suggest that we review the requirements before the normal year recommendations due to the potential opening of the RP to ensure that this is reflective.</p>			
<b>Name of manager</b>		<b>Signature of manager</b>	<b>Date</b>
Gemma Cooper			15.01.2025
<b>Assessment reviews</b>		<i>Set future actions and review dates and sign/comment upon completion</i>	
<b>What needs to be done in the next 12 months to maintain suitable first aid provision?</b>		Continue to carry our monitoring tasks throughout the year.	
<b>Who is checking that it has been done?</b>		Gemma Cooper	
<b>Who is tasked with doing it and by when?</b>		Ria Lincoln and Sioned Nuttgens	
<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>


## Appendix 2 – First aid materials, facilities and equipment (first aid kits)

### First aid box contents

There is no mandatory list of items to be included in a first aid kit. The contents should reflect the conclusions of the first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:

- a leaflet with general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#))
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

### Peripatetic/vehicle first aid box contents

The Health and Safety Executive recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing – approx. 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Transport regulations require that all minibuses and public service vehicles used either as express carriage or contract carriage have on board a first aid container (*in a prominent position, maintained in a good condition, and readily available for use*) with the following:

- ten antiseptic wipes, foil packaged

- one conforming disposable bandage (not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rust less blunt-ended scissors

### **First aid rooms and facilities**

Existing first aid rooms must:

- be identified with the white cross on green background symbol
- be clean and ready for immediate use
- be appropriately stocked
- have hand-washing facilities
- be close to toilet facilities
- be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- where practical be sited on the ground floor near a suitable external exit route
- have emergency lighting where necessary
- have good communication either via a telephone or be located in areas constantly occupied to avoid leaving a casualty should further assistance be needed

If a site does not have a first aid room but the results of the first aid needs assessment suggest it should have, then you should contact a member of the [Health and Safety Team](#).

### **Defibrillators**

It is not currently a requirement to provide Automated External Defibrillators (AEDs) on site. The need for defibrillators should be considered and decided upon locally through the first aid needs assessment as should the access to, training and maintenance of the equipment.

### Appendix 3 – First aid personnel

There are different levels of first aid personnel. People should be trained to the appropriate level determined in the first aid needs assessment.

- **Appointed person (AP).** Appointed persons are employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained, but if required, or as good practice, can attend any relevant first aid training course.
- **Emergency First Aid at Work (EFAW).** Emergency First Aid at Work employees are those who have attended a six-hour emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years.
- **First Aider at Work (FAW).** First Aid at Work employees attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years, then the full course must be retaken.

#### Additional training

Examples of additional training needs (not exhaustive)

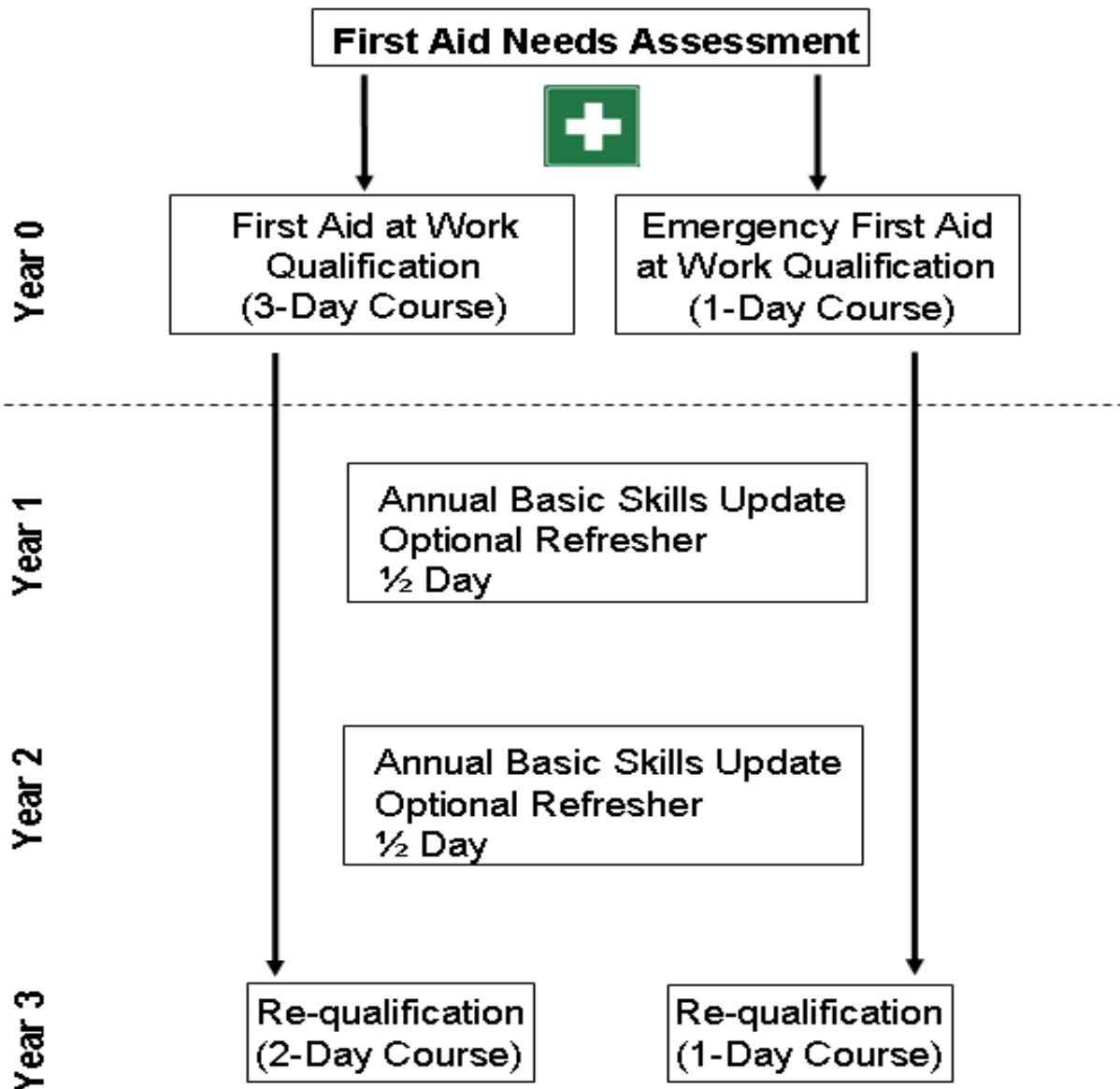
Additional training	Examples where additional training may be relevant in Hampshire County Council
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance or other activity, e.g. Outside education activities or forestry
Management of a drowning casualty	Swimming pools, rivers, lakes, outside education activities
Use of an Automated External Defibrillator	All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment
Recognising the presence of major illness ( <i>including heart attack, stroke, epilepsy, asthma, diabetes</i> ) and providing appropriate first aid	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public

Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first aid provision for children in a school or other childcare setting	Schools and nurseries
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### **Selection of personnel**

People should be selected to be nominated first aiders both based on their personal attributes and their role. They should be reliable, have the aptitude to absorb new knowledge and learn new skills, and be able to cope in stressful situations. Their normal duties should allow them to be able to respond immediately and rapidly to an emergency.

## Appendix 4 – First aid training flow chart



### Records

Copies of training certificates must be maintained by local management.

### Refresher training

Training should be planned ahead to ensure the provision of qualified first aid staff remains in accordance with the first aid needs assessment conclusions.

**Appendix 5 – Management check sheet and flow chart**

