

Health and Safety Policy

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Contents

1. Policy Statement	3
2. Aims and Objectives.....	3
3. Health & Safety Assistance & Advice	3
4. Responsibilities	4
Governing Body	4
Headteacher.....	4
Health and Safety Lead and Co-ordinators	4
All Staff	5
Pupils.....	5
5. Legionella Competent Person	5
The Site Manager will:	5
6. Risk Assessment.....	6
7. Accident Investigator	6
Health & Safety Assistance & Advice	6
Arrangements.....	6
Incident Reporting	6
8. Administration of Medicines.....	7
9. Asbestos Management	8
10. Fire Safety and Emergency Procedures	10
11. Safeguarding and Child Protection	10
12. Positive Handling and Physical Intervention.....	10
13. Staff Wellbeing.....	10
14. Contractors on Site	11
15. Curriculum Activities	11
16. Risky Play	11
17. Display Screen Equipment (DSE)	12
18. Electrical Equipment	12
19. Emergency Procedures.....	12
20. Fire Safety	12
21. First Aid.....	13
22. General Equipment	14
23. Good Housekeeping.....	14
24. Hazardous Substances	14
25. Inspections and Monitoring	15
26. Kitchens	16
27. Lone Working	16
28. Moving and Handling	16
	2

29.	Off-site Activities	16
30.	Physical Intervention.....	17
31.	Provision of Information.....	17
32.	Risk Assessment	17
33.	Security	17
34.	Smoking	17
35.	Traffic Management	17
36.	Training	18
37.	Violent Incidents	18
38.	Visitors	18
39.	Work at Height	19

1. Policy Statement

At Vermont School, we are committed to ensuring the health, safety, and wellbeing of our pupils, staff, visitors, and all who access our premises. As a primary SEMH school, we recognise our additional responsibility to provide a safe, nurturing, and supportive environment that considers the complex needs of our pupils.

We aim to promote a culture of safety and care, where health and safety is everyone's responsibility.

2. Aims and Objectives

- To provide a safe and healthy environment for all pupils, staff, and visitors.
- To ensure safe practices are adopted and maintained in all areas of the school.
- To identify and assess risks and implement appropriate control measures.
- To support pupils with SEMH needs by tailoring health and safety strategies to promote emotional regulation and prevent harm.
- To ensure all staff receive appropriate health and safety training, including specialist training where required.
- To promote the physical and emotional wellbeing of pupils and staff.

3. Health & Safety Assistance & Advice

Southampton City Council is the competent source of safety guidance for the school/organisation as required under Regulation 7 of the Management of Health & Safety at Work Regulations 1999.

Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from Caroline James at SCC Health and Safety must be sought. The school will subscribe to advice and guidance from the Health and Safety Executive (HSE) and Southampton City Council as landlords of the building.

4. Responsibilities

Governing Body

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

- Ensure the policy is implemented and regularly reviewed
- Provide resources and oversight to support safe practices
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor compliance with health and safety legislation

Headteacher

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

- Develop a safe culture and oversee the implementation of the health and safety policy across the school
- Consult with staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Conduct and review risk assessments as part of everyday management
- Liaise with external agencies as necessary (e.g., HSE, LA advisors)

Health and Safety Lead and Co-ordinators

The on-site Health & Safety Officer is the School Business Manager, who will manage health and safety issues on behalf of the Headteacher and the Chair of the Health and Safety Committee. The on-site Health & Safety Coordinator is the School Operations Manager who will advise and co-ordinate local safety matters on behalf of the Headteacher, and under the direction of the School Business Manager and Site Manager.

The competent person for fire safety on the premises and who act on behalf of the Headteacher is the School Business Manager who will:

- Coordinate all aspects of health and safety within the school
- Develop a safety culture throughout the school/premises/organisation
- Produce, monitor and periodically review all local safety policies and procedures
- Maintain health and safety records, including incident logs and risk assessments
- Conduct regular audits and inspections
- Ensure First Aid kits are stocked with "in date" equipment and reviewed regularly

The On-Site Health and Safety Coordinator is the School Operations Manager who will have specific responsibility for overseeing health and safety issues working with the Business Manager to ensure:

- Administration of Medicines procedure and policy is review and in place
- Training records are current, and reviewed regularly
- First Aid kits are stocked with "in date" equipment and reviewed regularly
- All training is relevant, timely and recorded on personnel files and on Arbor

As Fire Safety Officers, the School Business Manager and the Site Manager will attend appropriate fire safety training and refresh this training every three years. The Fire safety Officer is responsible for:

- The local management and completion of day-to-day fire safety related duties
- Upkeep of the fire safety manual
- Bi monthly or twice termly walkabouts to identify hazards that may compromise fire safety
- Ensure good housekeeping
- Identify issues relating to signage or fire doors
- Maintain an induction/training package for new employees and existing employees during the first inset each academic year

All Staff

All staff have a statutory obligation to cooperate 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:

- Follow and support health and safety procedures and report hazards or concerns. Comply 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
- Actively support the emotional and physical safety of all pupils
- Participate in relevant training and implement de-escalation and positive behaviour support strategies
- Ensuring their own work area remains safe at all times
- Reporting safety concerns to the Business Manager, Site Manager or Health & Safety Committee Member
- Reporting any incident that has led, or could have led to damage or injury on the on- line Health and Safety Reporting system supported by Southampton City Council
- 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

Pupils

- Encouraged to follow school rules and safety guidance appropriate to their age and ability
- Supported to develop awareness of personal safety and emotional regulation

5. Legionella Competent Person

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. In 2024-25, this will be the Site Manager. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. The work and maintenance of the records has been contracted to Freeston Water Treatment Services. The maintenance record book is held in the school office.

The 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.

The Site Manager will:

- Ensure completion of the annual Legionella risk assessment
- Complete weekly flushing routines and 6 monthly shower head cleaning
- Complete temperature monitoring - carried out by Freeston Water Treatment Services
- Ensure full flushing after holidays

- Maintain records which are correctly completed and recorded in accordance with the Legionella ACOP (L8)
- Undertake relevant training
- Work within levels of competence
- Collaborate with the designated contract manager from Freeston Water Treatment Services (who are responsible regular water tests and for the annual Legionella testing)
- Report issues of concern to the Headteacher and Business Manager

6. Risk Assessment

- Risk assessments will be carried out for all school activities, environments, and individual pupils where necessary
- Individual Risk Management Plans (RMPs) will be created for pupils with significant SEMH needs
- All staff will have access to and training in implementing RMPs and de-escalation techniques

7. Accident Investigator

The on-site accident investigators are the School Business Manager and School Operations Manager who will lead on all accident investigations in accordance with school and SCC corporate procedures.

Health & Safety Assistance & Advice

Southampton City Council is the competent source of safety guidance for the school/organisation as required under Regulation 7 of the Management of Health & Safety at Work Regulations 1999. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from Caroline James at SCC Health and Safety must be sought. The school will subscribe to advice and guidance from the Health and Safety Executive (HSE) and Southampton City Council as landlords of the building.

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 Vermont School and are to be used alongside other current school/premises procedures and policies, including SWP.

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

Incident Reporting

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded using the online Health and Safety Management system (HSMS) reporting system using the links below.

Reporting Form	Description
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<u>Accident/incident</u>	An accident or incident which has resulted in injury to a person
<u>Violence or abuse</u>	An event or violence or abuse which may include physical injury
<u>Other</u>	Usually incidents involving asbestos, gas or other dangerous occurrence
<u>Near-miss or hazard</u>	Incidents which could have resulted in injury, but didn't or a hazard which is a situation or object which has the potential to cause harm to a person, damage property or the environment

Violent or significant incidents are to be recorded using the online HSMS reporting system. Minor accidents to pupils are to be recorded firstly using the school Medical Tracker platform.

Serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with SCC Health and Safety Team and reported using the HSE's online RIDDOR (F2508) reporting system. All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher and the near miss register is to be recorded by the School Business Manager or the Operations Manager. The trained accident investigator is to always conduct a documented investigation into more serious incidents. 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 Headteacher will ensure that the Governing body, and Senior Leadership Team are appropriately informed of all incidents of a serious nature. All accident/incident reports that are logged on the SCC Health and Safety Management System (HSMS) will be monitored by Sam Chapman who is the lead Governor for health and safety for trend analysis in order that repetitive causal factors may be identified to prevent recurrences.

Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. The School Business Manager, (the accident investigator) will canvass staff for near-miss occurrences at the weekly staff meetings and will record any near miss incidents for review by the health and safety committee.

8. Administration of Medicines

Arrangements regarding medicines are set out in the Medication Policy

Medical and First Aid

- Trained first aiders will be available on-site at all times. There are eleven qualified first aiders on site who have been trained by Tigerlily. The awarded qualification is CTQ Level 3 Award in First Aid for Schools. Certificates are held by the school and are valid for three years. The most recent training date was 7th April 2025
- A fully stocked first aid kit will be available in two places. The first location is the front reception office and the second will be located in the new medical room which is under construction. The first aid kits will be checked each week by a dedicated first aider
- Care plans will be maintained for pupils with medical needs and regularly reviewed

- All medication will be stored securely and administered according to school procedures

9. Asbestos Management

Vermont School has an SLA with SCC for asbestos management. Southampton City Council's Corporate Estate & Assets – Asbestos Team provide us with the support and reassurance we need to ensure that any asbestos risks in our school are recognised and managed safely, effectively and in accordance with current regulations.

SCC will routinely review our asbestos management plan and conduct a regular inspection of any asbestos risks to ensure they remain safe.

Asbestos management on site is controlled by the asbestos competent person, the Site Manager. Following an asbestos survey/reinspection being completed SCC will provide Vermont School with electronic copies of the latest asbestos reports and plans etc. for our setting. These reports are also held on a centralised asbestos register, ensuring that we always have access to the most current asbestos information.

The database is a live system and can be updated in response to any changes at our school. This means we will always have access to the current asbestos report. Reports are also kept in a folder in the school office. The asbestos register catalogues all known and presumed incidents of asbestos identified.

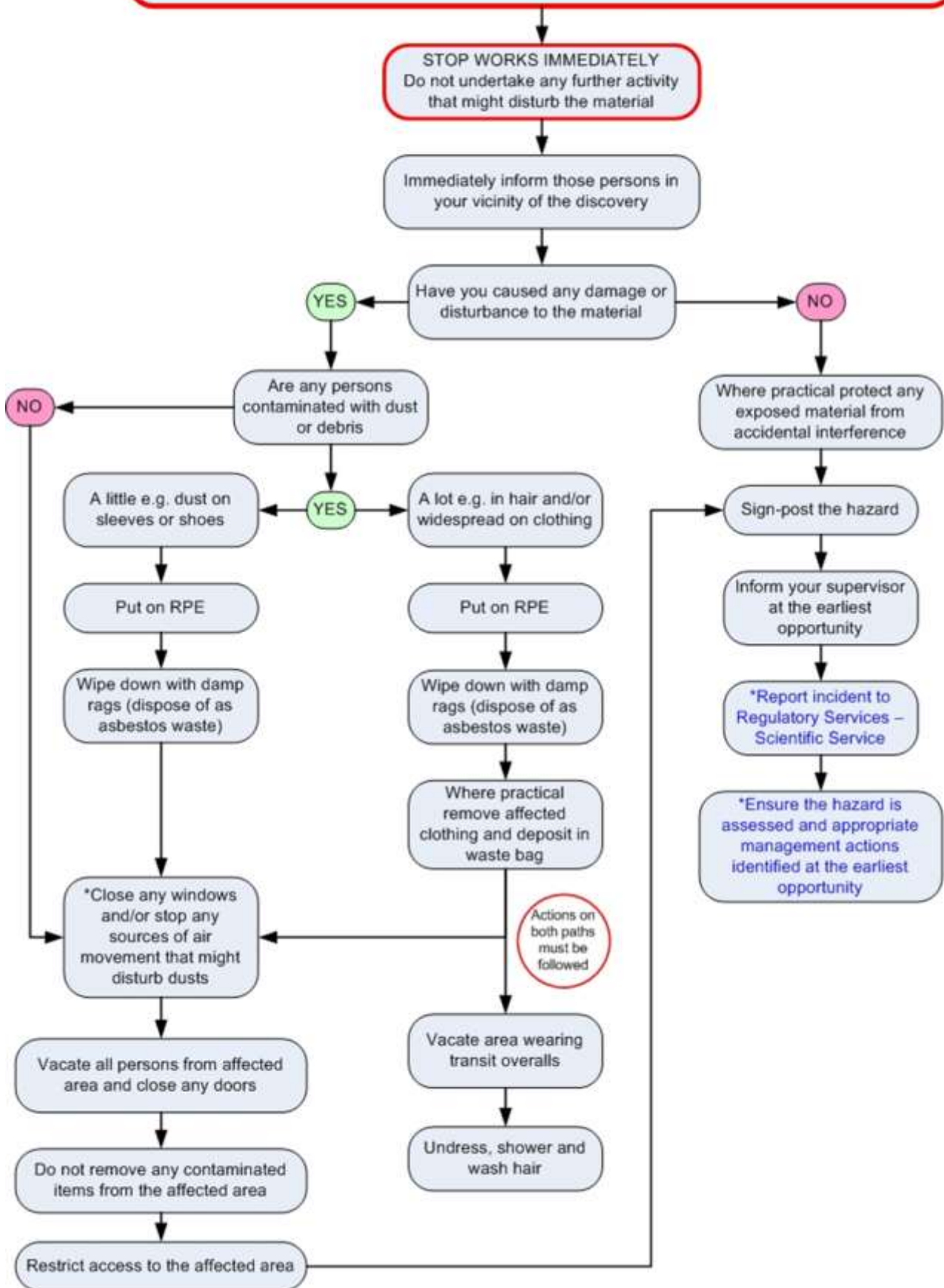
The asbestos register will be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

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 and the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and the asbestos competent person.

All staff will be informed of the asbestos register and site plan at the start of every new school year and the location of it. This is in the Reception Office. The staff are also informed of the procedure (See diagram on the following page):

Suspected Asbestos Discovery Made



The Site Manager, 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.

The Site Manager will:

- Attend training at intervals not exceeding three years.
- Maintain all training records.
- Ensure signature log is used by all new contractors and kept in a central location in the school office.
- Ensure all visiting contractors and staff are aware of and use the Asbestos Register before undertaking any works.
- The Site Manager will incorporate asbestos awareness training into the September inset day.
- Ensure that asbestos is managed in accordance with SCC corporate requirements.
- Work within their level of competence and seek appropriate guidance and direction, from Southampton City Council Asbestos manager as required.
- Report issues of concern to the Headteacher and School Business Manager.

10. Fire Safety and Emergency Procedures

- Fire drills will be conducted termly.
- Fire exits and evacuation procedures will be clearly displayed and accessible.
- A fire risk assessment will be conducted annually or when significant changes occur.
- Staff will receive training in fire safety procedures.

11. Safeguarding and Child Protection

Arrangements regarding child protection are set out in the Safeguarding Policy. The lead Governor for Safeguarding is Sam Chapman. The Child Protection and Designated Safeguarding Lead (DSL) (formally known as the CLPO Child Protection Liaison Officer) is Louisa Paston, supported by a safeguarding team of Mandy Trayhorn (Assistant SENCO) and Kelly Moss (SEND Support Consultant).

12. Positive Handling and Physical Intervention

Arrangements regarding physical restraint are set out in the Physical Interaction and Positive Touch Policy.

- Vermont School is committed to the least restrictive practices.
- All staff will be trained in positive behaviour support and SecuriCare strategies.
- Physical intervention is only used when necessary to prevent harm, and all such incidents will be recorded and reviewed. The school team is SecuriCare Trained.

13. Staff Wellbeing

The Governors of Vermont School are committed to promoting high levels of health and wellbeing and recognise the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements. On-site arrangements to monitor, consult and reduce stress situations are through support from the senior leadership team, referral to occupational health and through the Employee Assistance Programme.

- We acknowledge the challenges of working in an SEMH setting and prioritise staff mental health.
- Supervision, peer support, and access to wellbeing resources will be available.
- Concerns about workload or emotional impact should be raised with line managers.

14. Contractors on Site

Where contractors may be required or selected for use, then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. We have a Terms Servicing SLA with SCC who ensure all contractors have 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 in on the E Reception system and asbestos register, and will be issued with written instructions for contractors.

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

15. Curriculum Activities

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. Risk assessments are loaded to Evolve which is the online platform that we use for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

16. Risky Play

At Vermont School, as a Thrive setting, we recognise the importance of play in developing social, emotional and cognitive skills. We actively incorporate play-based activities as a vehicle for learning, including those that involve a degree of risk. We support risky play by:

- **Understanding its importance:** Play and risk play are crucial for children's development, helping them build confidence, resilience and problem-solving skills
- **Creating Safe Environments:** As a Thrive setting, we create environments where children can explore and take calculated risks under supervision, fostering a sense of safety and encouraging them to push their limits in a supportive setting
- **Promoting Natural Exploration:** As a Thrive School, we support the use of real tools and natural materials in play, recognising that these can provide more meaningful and encouraging experiences for children
- **Creative Activities:** We use creative activities to engage children in play due to past experiences, ensuring that all children have opportunities to explore and develop their skills through play

17. Display Screen Equipment (DSE)

All users (those using DSE equipment for more than short use at a time) must complete periodic workstation assessments and any issues will be actioned as necessary by The School Business Manager or School Operations Manager. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. A DSE risk assessment document will be completed by all new starters that use DSE equipment for more than a short use at a time.

18. Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported to the School Business Manager by completing a Defective Equipment google form & immediately taken out of use until repaired. Defective equipment should also be labelled as faulty by the member of staff reporting the defect.
- All portable electrical equipment will be inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person
- The competent person to be used is SCC.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been PAT tested.
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Business Manager who will attend to the issue as soon as possible.

19. 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 critical incident plan contains details of contact information for on-going issues.

All staff will receive a brief and a copy 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. Staff will be emailed termly reminding them to refresh themselves on the contents of these plans and this policy.

Personal Emergency Evacuation Plans (PEEP's) 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. PEEP's will be written by a member of SLT and reviewed annually by the class teacher and fire officer in September of each academic year.

20. Fire Safety

Arrangements regarding fire safety are set out in this policy. The fire safety coordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. In 2024-25 this is the School Business Manager and Site Manager who will receive regular training for the role.

The fire safety coordinator will ensure that:

- All staff complete fire safety training at intervals not exceeding three years. Record of fire safety training will be held on individual staff members Arbor Records and on the central staff training document managed by the Operations Manager.
- Fire safety procedures are readily available for all staff to read.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Fire safety notices are posted in the key areas of the building close to the fire points.
- Evacuation routes and assembly points are clearly identified.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the school playground 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. In 2024-25 this activity is carried out under contract to Churches.
- The fire risk assessment is reviewed annually as per SCC requirements by the fire safety coordinator and amended as new hazards or required amendments are identified and by a fully competent outside company every three years to ensure compliance and latest guidance.
- Fire risk assessments at three-year intervals, interim by the Site Manager.
- Any identified issues are to be reported to the Headteacher and the Health and Safety governor who will take responsibility for effecting remedial action. For 2024-25 this role is undertaken by Sam Chapman.

21. First Aid

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

Dedicated first aid trainers have been trained by Tigerlily First Aid Training and have been awarded CTQ Level 3 Award in First Aid for Schools. Topics covered in the training are:

- First Aid for Schools.
- Role of the First Aider - Role & Responsibility, Infection Control, Knowing Children's Needs, First Aid Kits.
- Unresponsive Casualty (Primary Survey) - Scene Survey, Primary Survey.
- Unresponsive Casualty (Breathing) - Recovery Position, Monitoring, Secondary Survey.
- Unresponsive Casualty (Not Breathing) - Chain of Survival, CPR, AED Awareness.
- Seizures - Seizures.
- Choking - Mild Choking, Severe Choking.
- Bleeding - Minor Bleeding, Severe Bleeding, Shock (Hypovolemic).
- Minor Injuries - Bruises, Cuts and Grazes, Small Splinters, Nosebleeds.
- Burns and Scalds - Heat Burns, Electrical Burns, Chemical Burns, Chemical Burns (Eye), Sunburn.
- Anaphylaxis and allergic reactions -Anaphylaxis and allergic reactions, Adrenaline Auto Injectors (AAI).
- Major Illness - Asthma.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training. Accidents and the necessity for first aid are to be reported in the school minor accident report form log or using the online Health and Safety Management system (HSMS) reporting system. The Headteacher will monitor these forms on an annual basis, and report to Governors any significant issues or trends that may require remedial attention.

22. General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g., boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported on the Defective Equipment [google form](#) and immediately taken out of use until repairs can be carried out. Any defective equipment should be labelled to ensure safety of other personnel.

23. 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 to be stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.
- All doors to be closed as the building is locked down for the night.

24. Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the COSHH assessors.

The premises COSHH assessor acting on behalf of the Headteacher is the Site Manager. 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 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. Copies of Safety Data Sheets for chemicals held on site by the Site Manager, they are also available to all staff in the Shared Drive.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the Site Manager store cupboard. This cupboard remains locked at all times and access restricted for pupils and staff.

25. Inspections and Monitoring

Daily monitoring of the premises, working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately noted on a [work request form](#). These will be monitored by the Business Manager and appropriate action will be taken either immediately or by adding to the rolling programme of works, organised by Mark Ruddock, Site Manager.

Routine documented inspections of the premises will be carried out every half term in accordance with the premises monthly inspection schedule. Individual teaching areas and subjects will be carried out each half term by the member of staff shown in the table below. Staff will complete the Health and Safety Premises check document saved down on the drive.

Staff Member	Area
Headteacher	Headteacher Office
School Business Manager	SLT corridor, offices, and ladies' toilets
School Administration Assistant / Receptionist	Admin Office & Admin Area Premises Checks and First Aid Kits
School Operations Manager	Staff Room and Library
SEND Support Consultant	Medical Room, Main corridors
Site Manager	School premises checks male toilets and pupil kitchen, soft rooms x 3
Turtles Class Teacher	Turtles Classroom Premises Checks
Elephants Class Teacher	Elephants Classroom Premises Checks
Orangutans Class Teacher	Orangutans Classroom Premises Checks
Pandas Class Teacher	Pandas Classroom Premises Checks
Whales Class Teacher	Whales Classroom Premises Checks
Tigers Class Teacher	Tigers Classroom Premises Checks
Crocs Class Teacher	Crocodiles Classroom Premises Checks

Pastoral Lead	Snug Premises Checks
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Inspection findings are to be recorded locally and records retained. Defects identified during these routine documented inspections are to be immediately reported to the School Business Manager, and recorded on the sheets. Any identified high-level risks or safety management concerns are to be actioned at Senior Leadership Meetings or whole Governing Body meetings, whichever is sooner.

Periodic detailed inspections of the premises' safety management system will be carried out every year by The Lead governor for health and safety, Sam Chapman and bi-annually by SCC Health and Safety through an external audit. These documented inspections will examine all areas of the safety management system.

26. Kitchens

The main kitchen area is only to be used by City Catering authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the City Catering Area Manager. 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.

27. Lone Working

All lone working is to be approved by the Headteacher and is to 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 detailed in The Lone working Policy and available on the drive.

28. Moving and Handling

All relevant staff must complete moving & handling training at periods not exceeding three years. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items or equipment unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements. Staff will complete the manual handling training course from National College annually and recorded on Arbor and in the central training file.

29. Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance and the trained Evolve co-ordinator. No off-site activity must take place without completion of the Evolve form.

30. Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy. The school has three advanced trainers, they are: Kelly Moss, Laura Nash and Becky Wayte. Kelly Moss is responsible for ensuring that all staff are trained to the appropriate level. Physical Intervention training is refreshed annually.

31. Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are through staff meetings, email distribution and via the health and safety noticeboard located in the SLT corridor. Local health and safety advice is available from the SCC website and SCC Health & Safety can provide both general and specialist advice. The Health and Safety Law poster is displayed in the staff room and main school office.

32. Risk Assessment

General risk assessment management will be coordinated by the Senior Leadership Team and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. All teaching staff who have a dedicated classroom are required to undertake a risk assessment for their Classroom. As such, these members of staff are asked to complete the Risk Assessment in Educational Setting course on The National College.

All risk assessments and associated control measures are to be approved by the health and safety committee prior to implementation. Completed risk assessments are held on the T drive under Health and Safety/risk assessments and will be reviewed periodically in accordance with each risk assessment's review date as listed for review on the rolling programme spreadsheet. Completed risk assessments will be stored on the shared server/ teachers only / health and safety to ensure that they are accessible to all staff. These are managed by The Site Manager and School Business Manager.

33. Security

All staff have a responsibility to ensure the security of the building at all times, but especially during the working day when pupils are present on site. Staff have been issued with the appropriate keys and a fob to ensure doors can be kept locked.

The school lock / unlock procedures are carried out on a daily basis by the Site Manager. SLT are all keyholders and are able to lock and unlock the school. The school is also supported by a nightly patrol provided under contract by Kestrel Guards who are emergency key holders.

34. Smoking

Smoking (including e-cigarettes) is not permitted on the premises or grounds of the school or Southampton City Council Property.

35. Traffic Management

A car park is provided for staff and visitors who are expected to park within the designated parking bays. Staff cars are parked at the owner's risk. There is a cycle route marked onto the school drive and cyclists are given precedence over car drivers.

The majority of children are transported to school by taxi. In order to facilitate the safe travel arrangements for our children staff will gather at the front of the school prior to taxis arriving. Staff will wear high viz jackets. Staff will open doors to the taxis and guide children into and out of school.

Traffic is required to stop and wait until it is considered safe to drive away. A dedicated member of staff supports with the safe departure of vehicles to support traffic

36. Training

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

All staff 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.

Training records are held centrally and reviews diarised. The Business Manager in collaboration with the lead governor for health and safety, is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

37. Violent Incidents

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

Staff must report all such violent and aggressive incidents online using the HSMS reporting system to ensure that there is an awareness of potential issues and/or injuries. Enabling incidents to be appropriately investigated ensures reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential. The Headteacher will bring any such reported incidents to the attention of the Governors at annual intervals to identify any trends that may require corrective action.

The school has in place a full lockdown procedure. The radio call should this event need to happen is "YELLOW PROCEDURE". All staff have been informed of the process for this procedure and this will be practiced periodically throughout the academic year.

38. 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. All visitors to the school are expected to register into and sign out of the building using the Entry Sign System. Office staff are responsible for ensuring that visitors have adhered to the correct procedures. Visitors to the premises will be provided with a visitor's lanyard that they are expected to have on display at all times. Lanyards are colour coded to support identification control of visitors and staff are supported to challenge staff either without a lanyard or wearing a red lanyard and unaccompanied.

39. Work at Height

Work at height is always to be undertaken in accordance with the Safe Working Practice document (SWP) issued by Southampton City Council. At Vermont School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended training is the Site Manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training.
- Provide step stool instructional training briefs to staff in accordance with policy
- Provide step ladder and steps training to staff (not leaning ladders).
- 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 conditions:

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