"Achieving The Best For All"

Health and Safety Policy

Name of Headteacher:	**Tom Johnston**
Date Policy approved and adopted:	**Sept 2026**
Date Due for review:	**Sept 2027**

Equality at Merdon Junior School

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

MERDON JUNIOR SCHOOL

HEALTH AND SAFETY POLICY

Date of last review:	*September 2026*
Name of Headteacher approving this policy:	*Mr Thomas Johnston*
Date for next review of this policy:	*September 2027*

STATEMENT OF INTENT

It is our policy to conduct our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, 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*
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:	*Mr Thomas Johnston*
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

Governors	
The Health and Safety Governor responsible for the premises is:	*Peter Martin and Julian Vaughan-Spickers*

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 formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it up to date).
- The Health and Safety Governors will conduct at least two monitoring visits annually to provide critical oversight and support continuous improvement
- 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	
The Accident Investigator is:	*Nathan Marsh*

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	
The Nominated Responsible Person (NRP) for Asbestos is:	*Nathan Marsh (Site Manager)*
The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.	
The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Asbestos Team, Property Service, the Headteacher and/or the Children's Services Health & Safety Team as required.	

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

DSE Assessor	
The DSE Assessor is:	*Nathan Marsh (Site Manager)*
The DSE Assessor will attend the DSE assessor training course every 3 years.	
The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with corporate procedures.	

Fire Safety Co-ordinator	
The Fire Safety Co-ordinator (FSC) is:	*Nathan Marsh (Site Manager)*

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

On-Site Health & Safety Co-ordinator/Officer	
The H&S Co-ordinator is:	*Nathan Marsh(Site Manager)*
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.	

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

Risk Assessor	
The Risk Assessor is:	*Nathan Marsh(Site Manager)*
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.

Site Safety Trained Staff	
The Site Safety Manager for the premises is:	*Nathan Marsh(Site Manager)*
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.	

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

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Merdon 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 *Hampshire County Council* 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 in the office H&S Folder. 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 First Aid log book located in the First Aid Room next to the main reception.

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 checking records/reports/near miss logs termly 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 on Alpha Tracker 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 the visitor's book and asbestos register and will be inducted to the site by the Site manager. 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	Kathy Whitford & Kirsty Mellish

Design and Technology	Jane Simmonds and Hannah Tyrrell
Science	Jane Simmonds and Hannah Tyrrell
P.E.	Tom Leigh and Claire Sambles
These staff have attended relevant training which is refreshed every year.	
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 of every 12 months

- Equipment testing/inspection is conducted by a competent person. The competent person is an approved electrical contractor on the HHC framework, e.g. EMCOR.
- 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 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.

The school will conduct annual drills for non-fire emergencies involving all staff and children to ensure preparedness. These drills will be evaluated, and findings used to improve procedures

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 in 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 lead First aider 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 on the server and is reviewed and updated annually or when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to the Site Manager and the SLA framework contractor

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 the Hot Water risk assessment carried out by our service provider, EMCOR.

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 Site Manager office.

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 month 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 Nathan Marsh (Site Manager) and recorded in the defects log book located in the staff room. Any identified high-level risks or safety management concerns will be addressed/actioned via Email or face to face conversation and actioned at the earliest opportunity.

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

Kitchens

The main kitchen area is only to be used by authorised employees/third party.
The main kitchen is managed by ATM 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, canteens, food preparation areas are managed by Site Manager or Rebecca's School Club.

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 in the Risk assessment for Lone Working.

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 the Head Teacher 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 provided via Emails, Messaging platforms, Letters, Staff meetings and updated info on the H&S board located in the staff room.

Visitors and Contractors are provided with Health and Safety Information on arrival by booklet by signing in screen.

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

Local health and safety advice is available from Nathan Marsh (Site 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 online 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.

or

Smoking is only permitted in the designated smoking area outside of the buildings. The designated smoking area is always maintained, and daily inspections of the area are carried out. Cigarettes must be fully extinguished before they are placed in the allocated cigarette bin, and combustible materials such as paper or empty cigarette packets are not to be placed in the cigarette bin.

Stress & Wellbeing

Merdon 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 are mentioned in the staff handbook and is promoted during the academic year.

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 Carole Pugh (Senior Administration Officer) 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 within personnel files kept with the admin staff.

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 located in the relevant risk assessment and found on the server. This will be made available to contractors and visitors when required.

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 on CPOMs. 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 a visitor ID badge and lanyard.
Whilst on site visitors will be supervised by the member of staff they are here to visit.

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 Nathan Marsh (Site Manger) 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	
Appendix 1	*Fire Evacuation Plan*
Appendix 2	*Traffic Management Plan*

Evaluation and Review

Date of Ratification	September 2026
Date for Next Review	September 2027
Comments: Changes in yellow. No major changes.	

Appendix 1 Fire Evacuation Plan

Fire Evacuation Plan

Premises: MERDON JUNIOR SCHOOL
Review Date: SEPTEMBER 2026

1 PRIMARY ACTIONS
On finding a fire, sound the fire alarm at the nearest fire alarm call point. On hearing the fire alarm, the building will be evacuated without delay. On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.
On hearing the fire alarm the Admin Office/SLT or Site Manager will call the Fire and Rescue Service.

2 ASSEMBLY POINTS
The assembly point is on the Main Playground

3 EVACUATION MANAGEMENT
EVACUATION MANAGER Head teacher/Deputy Head/Site Manager will assume the duties of this role, which are: • Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan. • Be available to liaise with the Fire and Rescue Service as necessary. • Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.
ROLL CALL MANAGER Teachers/Fire Marshalls will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.
FIRE SERVICE RECEPTION MARSHALL Head teacher/Deputy Head/Site Manager will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with

the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating unaccounted persons.

FIRE MARSHAL ROLES

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

Admin Officer and nominated LSA's will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

4 VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff/Children or Visitors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "personal emergency evacuation plan", which will identify the needs and support actions necessary and details of that support.

5 FIRE FIGHTING ARRANGEMENTS

Generally with the exception of reactive firefighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

Only tackle small fires

Ensure they are always located between the fire and the exit

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.

Commence or continue extinguishing a fire if visibility is deteriorating.

Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6 FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

7 EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

The asbestos register (or copy).

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurized gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

Appendix 2 – Traffic Management Plan

"Achieving The Best For All"

Traffic On Site Plan

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.

Name of Premise / Site Insert name of premise/site where inspection is taking place	MERDON JUNIOR SCHOOL

Pedestrian Access		YES	NO	**Comments**
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?		X	Zebra Crossing in place to create safe place to cross.
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?	X		
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	X		
1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?	X		
1.5	Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m?	X		
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?	X		
1.7	Are footpaths free of trip hazards, obstructions eg. signposts, ponding?	X		

Waiting Areas		YES	NO	Comments
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)?	X		
Fencing, Lighting & Signage		**YES**	**NO**	**Comments**
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	X		
3.2	Does fencing impede visibility for either pedestrians or vehicles?		X	
3.3	Is directional signage clear, simple and visible eg. to reception?	X		
3.4	Are warning signs clear, simple and visible eg. slow or sharp bend?	X		
3.5	Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions?	X		
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	X		
Cyclists		**YES**	**NO**	**Comments**
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?		X	Cycle routes are the same as either veichle or pedestrian routes. There is a clear route to both Bike and scooter storage. Use of Bikes/Scooters/E-scootrs/E-bikes are strictly prohibited on pavements and walkways on the school grounds.
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?	X		
4.3	Are entrance gates of sufficient width to avoid congestion near to highway?	X		

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Vehicle Access		YES	NO	Comments
5.1	Is it clear to drivers that pedestrians have priority at all times?	X		
5.2	Does vehicle parking restrict the width of footpaths?		X	
5.3	Is vehicle speed effectively restricted on access routes?	X		
5.4	Are signs required to identify vehicular routes from the highway to parking areas?		X	
5.5	Where visitors parking is permitted on site, is there effective control to ensure safe movements?	X		
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?	X		
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?	X		
5.8	Are community users subject to the same access controls as staff?		X	
5.9	Are vehicles encouraged to reverse into parking spaces?		X	
5.10	Is there a one way system in operation?	X		
Other Vehicular Access		**YES**	**NO**	**Comments**
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	X		Coaches must park on main road by entrance.
6.2	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)	X		There is adequate space for dleiveries to come onsite and offload. If on site, the site manager will be on hand to guide larger veichles onto site safely.

6.3	Has consideration been given to access by emergency vehicles?	X		Access roads are clear at all times and no obstructions are allowed.
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?		X	
School Minibus		**YES**	**NO**	**Comments**
7.1	Do you have a list of appointed drivers with suitable licences?		X	
7.2	Is training provided for drivers with regular refresher training (e.g. MIDAS)?		X	
7.3	Do drivers carry out suitable safety checks before using the vehicle and are they recorded?		X	
7.4	Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage?		X	
7.5	Is the minibus parked in a designated bay?		X	

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
Nathan Marsh	Nathan Marsh	September 2025

Manager's/Governor's Comments	Insert comments relevant to inspection as appropriate

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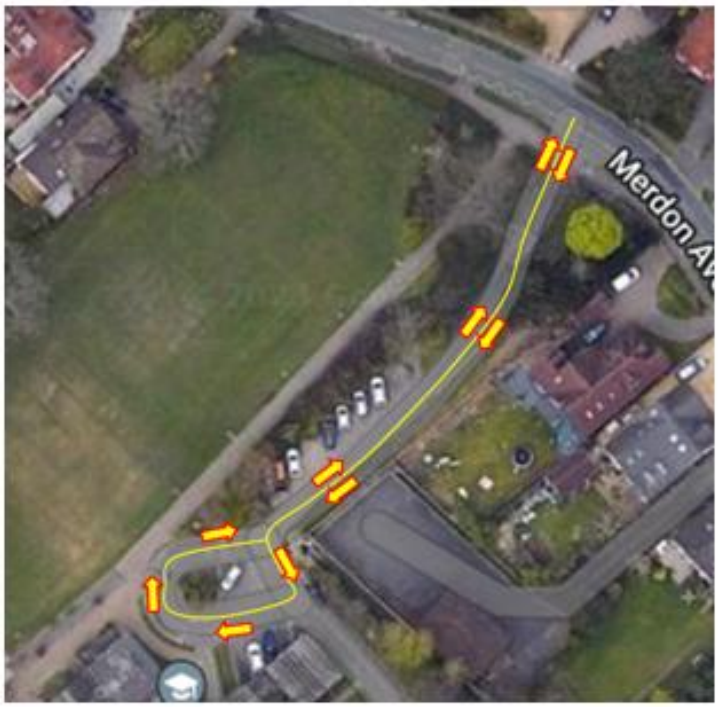

Vehicle Traffic onsite

Traffic coming onto site must follow the one way system in place and use the roundabout to turn around and head to the exit.

Traffic must not exceed the site speed limit of 5mph.

Visitors/Contractors must contact the office via the barrier intercom before gaining access to site.

Parking onsite

Parking is provided and is restricted only to the highlighted areas.

Parking is permitted in marked spaces only. No parking is permitted any where else onsite unless permission is given by the school.

All visitors must register there vehicle registration with the office when signing in.

Pedestrian Routes

Pathways are clearly identified and segregated from roads

Pathways are well lit and maintained

Zebra Crossing clearly marked where pathway crosses road

Pathways are gritted during winter months

Entrances to the school are locked during school hours or when children are onsite. Gates are opened for collection times only and are supervised during these times by a member of SLT.

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