The Polygon School
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POLICY DOCUMENT
018: Health & Safety

Linked to Policy 006 Safe Working Practices/Lone Working-
Publish to: All Staff, All Pupils & School Website
Status: Statutory
Approval level: Finance & Resources Committee

Review Responsibility	Reviewed Date	Signed Off	Date of Next Review	Frequency of Review
Business Manager	24-06-2021	Davina Yates To reflect legislation change	July 2022	Annually
Business Manager	24-07-2022	Davina Yates Seen by FGB 29-09-22	July 2023	Annually
Business Manager	22-02-2023	Davina Yates To reflect addition of Appendices	July 2023	Annually
Business Manager	01-09-2023	Davina Yates To reflect change in staffing	July 2024	Annually
Business Manager	01-09-2024	FGB	01-08-2025	Annually
Business Manager	01-09-2025	FGB	01-09-2026	Annually
Business Manager	November 2026	FGB	November 2027	Annually

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

It is the policy of The Polygon School to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local 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 activities of the school.
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all stakeholders 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.

Headteacher:	**Ben Penfold**	**Chair of Governors:**	**Andrea Faustino**
Signature:		**Signature:**	
Date:	01-11-2026	**Date:**	01-11-2026

ORGANISATION

Employer Responsibility

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

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

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

- Develop a safety culture throughout the school/premises/organisation.
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
- 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 carried out.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure staff are aware of their health and safety responsibilities.
- Periodically update governing bodies/partnerships as appropriate.
- Produce, monitor and periodically review all local safety policies and procedures.

All Staff (including volunteers)

All staff 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/premises/organisation health and safety arrangements.
- Ensuring their own work area remains safe at all times.
- Not interfering with health and safety arrangements or misusing equipment.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to 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.

All paid staff will be given paediatric first aid training every three years. This is next due in January 2027

Site Manager

The Site Manager is responsible for undertaking a wide range of health and safety related duties on behalf of the Head Teacher and under the direction of the School Business Manager. All damages within the school are done through direct emails. These are sent from staff members to the Site Manager and School Business Manager for their attention. Progress is monitored during regular meeting between the Site Manager and Business Manager and work added to a rolling programme of works in order of priority. This ensures that all works are undertaken in a timely fashion. Part of the Site Manager's duties are to ensure all relevant COSHH data sheets held on file and also on One Drive/Staff Share and that the data is used to risk assess safe storage & usage, and that this information is appropriately disseminated. The information is regularly reviewed and review dates diarised. The site manager will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. Staff will work within their level of competence and seek appropriate guidance and direction when required.

All Teachers & Supervisors

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

Polygon Health & Safety Committee

The Polygon Health & Safety Committee will meet on a regular basis and will discuss all areas relating to Health and Safety to bring about excellent practice. The Committee will promote a positive safety culture throughout the school and carry out H&S duties appropriate to their role in accordance with current guidance and legislative requirements. Each meeting will have its own agenda and will be minuted. Minutes will be accessible and stored centrally as a record of each meeting on One Drive/Staff Share.

Committee Members are:

Andy Dyer	–	Health & Safety Governor
Davina Yates	–	Chair & On-Site Health and Safety Officer
Peter Rooke	–	Teacher/Instructor Rep & On-Site Health and Safety Coordinator
Dale Bartlett	–	Site Manager & Fire Safety Co-ordinator

Sam Adesanya	–	Staff Rep
Tolga Martin	–	Learning Support Assistant
Gail Newman	–	Instructor
Anita Rani	–	Learning Support Assistant

On-Site Health & Safety Officer/Co-ordinators

The On-Site Health & Safety Officer is Davina Yates, Business Manager, who will manage health and safety issues on behalf of the Headteacher. The On-Site Health & Safety Co-ordinator is Peter Rooke who will advise and co-ordinate local safety matters on behalf of the Headteacher, and under the direction of Davina Yates and Dale Bartlett, the competent person for fire safety on the premises and who act on behalf of the Headteacher.

As an On-Site Health and Safety Co-ordinator, Peter Rooke will have specific responsibility for overseeing First Aid, working with the Business Manager to ensure:

- A timely First Aid Needs Assessment
- A local First Aid Policy
- Administration of Medicines procedure
- Training records are current, and reviewed regularly.
- First Aid kits are stocked with “in date” equipment and reviewed regularly

In 2026-27 Tolga Martin and Peter Rooke will support the school by holding responsibility for medication administration and Thomas Crook for the First Aids Kits. Staff will ensure appropriate training is delivered and recorded onto the relevant member of staff SIMs record.

In 2026-27 Nick Atkinson will support the school by holding responsibility overseeing the safety of all PE and sporting equipment. Nick Atkinson will conduct half-termly recorded checks and will be responsible for maintaining accurate records that are stored accessibly and that any matters of concern are reported to the Business Manager in a recorded way.

Kevin Betlem & Dale Bartlett will oversee and monitor all school risk assessments which are to be written using the R&W Safety Solutions Risk Assessment template available on One Drive/Staff Share. Approved Risk Assessments are to be stored accessibly and safely, and must be shared with all relevant staff.

All risk assessment will be updated on an annual basis unless more frequently is required.

The business manager will ensure all training is relevant, timely and recorded on personnel files and SIMS.

As Fire Safety Co-ordinator, Dale Bartlett will attend appropriate fire safety training and refresh this training every three years. The Fire safety Co-ordinator is responsible for:

- the local management and completion of day-to-day fire safety related duties.
- 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 first inset each academic year.

All staff are to work within their level of competence and seek appropriate guidance and direction from the Health and safety Unit at SCC as required.

Health & Safety Representative

As well as acting as On-Site Health and Safety Co-ordinators, Anita Rani and Peter Rooke are the Staff representatives and will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Lead person for Key Stages

Two senior teaching staff are responsible for the day-to-day local management of health and safety within each key stage, acting on behalf of the head teacher. They will ensure that staff are provided with adequate safety information and training and they will manage all integral and specific risks relating to the functions of the key stage. They will ensure activities and learning complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented. For 2026-27 the senior staff are Matt Harvey and Sarah Kinder.

Legionella Competent Person

The Site Manager, Dale Bartlett, is the nominated competent person for Legionella on the premises and acts on behalf of the head teacher to provide the necessary competence to enable Legionella to be managed safely.

He will:

- Ensure completion of the Legionella Risk assessment every 3 years
- Complete weekly flushing routines and 6 monthly shower head cleaning
- Complete temperature monitoring - carried out by S & S (Corrigenda)
- 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 his level of competence
- Collaborate with the designated contract manager from S & S (who are responsible regular water tests and for the monthly/annual Legionella testing)
- Report issues of concern to the Headteacher and Business Manager.

Asbestos Competent Person

The Site Manager, Dale Bartlett is the nominated competent person for asbestos on the premises and acts on behalf of the head teacher to provide the necessary competence to enable asbestos to be managed safely.

He 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.
- Inform all visiting contractors and staff are aware of and use the Asbestos Register before undertaking any works.
- Inform staff to ensure that all have a reasonable awareness of asbestos management and dangers.
- Ensure that asbestos is managed in accordance with SCC corporate requirements.
- Work within his 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 Business Manager

Accident Investigator

The on-site accident investigator is Davina Yates 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 incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from SCC Health and Safety must be sought (Email: health.and.safety@southampton.gov.uk). 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 The Polygon 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.

Accident/Incident Reporting & Investigation

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. Violent or significant incidents are to be recorded using the online HSMS

reporting system. Minor accidents to pupils are to be recorded firstly on the Sleuth Behaviour System and then monthly within the First Aid Folder located in the school administration area in the folder labelled Minor Accidents to pupils by Davina Yates. The more 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 head teacher and the near miss register is to be recorded by Dale Bartlett. 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 head teacher will ensure that the governing body, and senior leadership team are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the lead Governor for health and safety for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately 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. Davina Yates, 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 group

Administration of Medicines

Arrangements regarding medicines are set out in the Medication Policy 007.

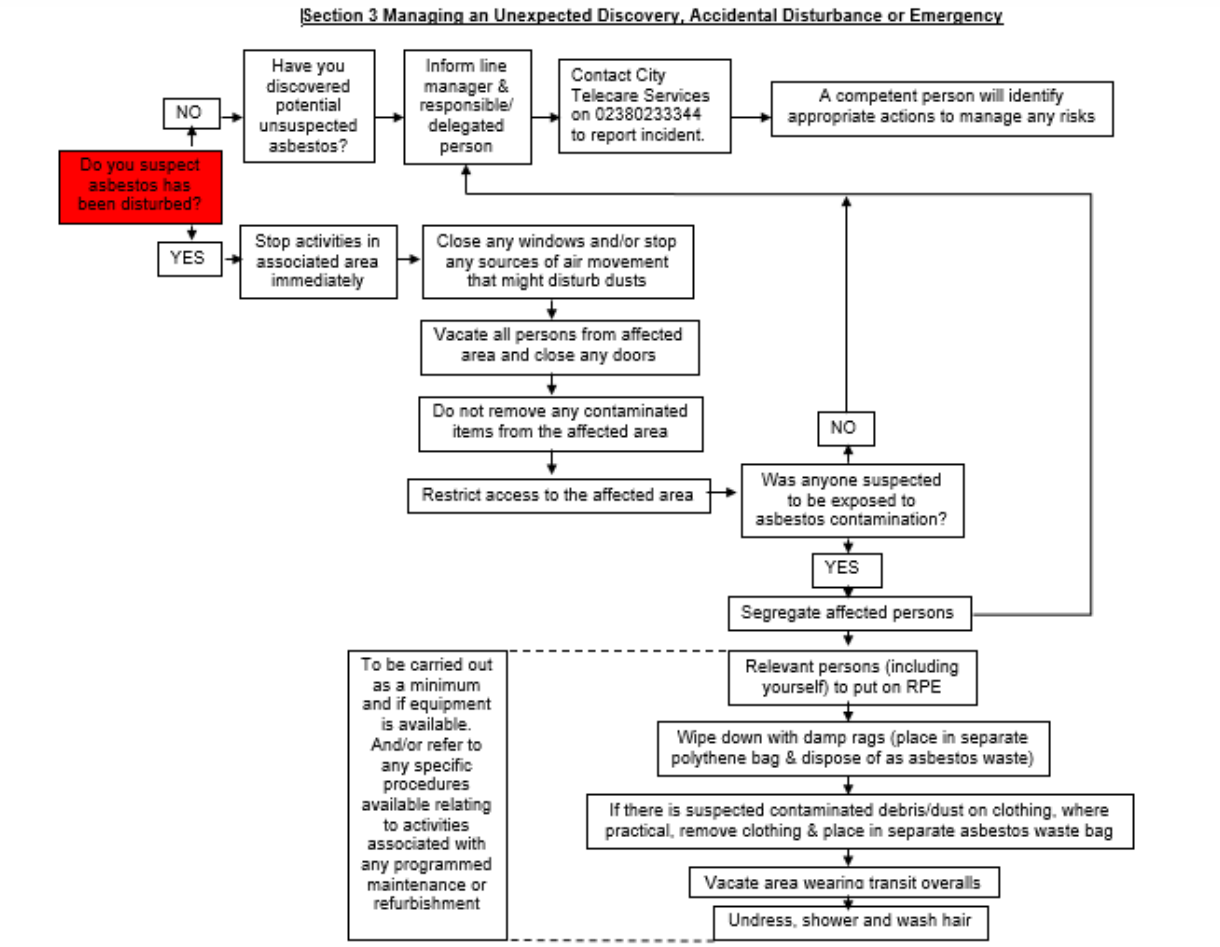
Asbestos Management

Asbestos management on site is controlled by the asbestos competent person, Dale Bartlett. The asbestos register is located on the SCC intranet and a hard copy within the administrative area of the school.

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. Any contracted work will be referred to SCC as landlords to undertake a detailed asbestos survey prior to the commencement of any work.

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 head teacher 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 head teacher and the asbestos competent person.

All staff are 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 below):



Safeguarding and Child Protection

Arrangements regarding child protection are set out in the Policy No. 023 (a) and (b). The lead Governor for Safeguarding is Carley Sefton-Wilson. The senior designated lead person DSL is Sarah Kinder, supported by a safeguarding team of Gemma Griffith (Designated Teacher for Children Looked After), Ben Penfold and Matt Harvey. If for any reason Sarah Kinder is not available, second senior designated lead person DSL will be Gemma Griffiths.

Community Users/Lettings/Extended Services

The head teacher, via the School Business Manager, will ensure that:

- Third parties and other extended service users operate under hire agreements.
- The premises is safe for use and is always inspected prior to, and after each use by the Site Manager.
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

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. All contractors will require adequate risk assessments to be sighted 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 Entry Sign system and asbestos register, and will be issued with written instructions for contractors. All contractors must be issued with a local contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

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.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Outdoor learning and Home Economics as issued by CLEAPSS, HIAS and local council requirements as appropriate.

Subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users (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 line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. This can be actioned through the online learning portal of Educare.

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 in the first instance and 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 Cambs-PAT (UK) Ltd.
- **Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been 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.

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 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. Any PEEP will be written by the health and safety working group and reviewed annually by the tutor and fire officer in September of each academic year.

Fire Safety

Arrangements regarding fire safety are set out in this policy. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. In 2026-27 this is Dale Bartlett, who will receive regular training for the role.

The fire safety co-ordinator 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 SIMS Records.
- 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 2026-27 this activity is carried out under contract to Corrigenda.
- The fire risk assessment is reviewed annually as per SCC requirements by the fire safety co-ordinator 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 Dale Bartlett, 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 2026-27 this role is undertaken by Andy Dyer.

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 located around the school site. All staff will receive regular emergency first aid training in accordance with the expectations of SecuriCare, the physical intervention process used by all Southampton Specialist schools. 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.

Benedict's Law

The school is currently working towards becoming an allergy aware school. We are developing an allergy policy, which will go live by the deadline of 1st January 2027. Davina Yates is the Allergy Lead and Sarah Kinder is the Governor Lead.

In preparation for this, the school now holds 3 x allergy response kits onsite. These are located in the main school office, up at Morris House and one is to be used for offsite remote visits (centrally held in the school office). Each kit contains two auto injection pens and a Salbutamol Inhaler.

General Equipment

All general equipment requiring statutory inspection and/or testing on site *(eg. 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 to the School Business Manager/Site Manager and immediately taken out of use until repairs can be carried out.

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

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 head teacher is Dale Bartlett, Site Manager and the Science teacher, Jon Gillo.

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 SYPOL and COSHH assessment completed for that hazardous substance. Staff should adhere to SYPOL and COSH regulation.

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 One Drive/Staff Share.

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 or the science room store cupboard. Both remain locked at all times and access restricted for pupils and staff.

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 reported to the School Business Manager/Site Manager via email. 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 Dale Bartlett, Site Manager.

Monitoring and inspections of individual teaching areas and subjects will be carried out as follows for 2026-27:

Room 1	Borjino Raphael	
Room 2	Danny Turner	
Room 3	Kelly Crow	
Room 4	Zoe Longhurst	
Room 5	Charlie Darbyshire	
Room 6	Jon Gillo	
Room 7	Samantha Proctor	
Room 8	Jenny Cain	
Room 9	Gail Newman	H&S Committee

Room 10	Charlie Morse	
Admin Area	Justine Killick	
Allotment Area	Matt Harvey	
Bottom Corridor & Toilets	Samuel Adesanya	H&S Committee
ICT	Anita Rani	H&S Committee
Library, Reading room and book store	Abi Murray	
Main Hall and Reception	Kev Betlem	
Medical Room & Meds	Tolga Martin	H&S Committee
Morris House Gym	Matt Harvey	
Morris House excluding kitchen and First Aid kits.	Tam Crook	
Morris House Kitchen	Fay Thom	
Outdoor Learning Area	Hayley Ifould	
PE & Sports Equipment and weights Room (PS)	Nick Atkinson	
School Vehicles	Dale Bartlett	H&S Committee, COSHH,
Site Managers Checks	Dale Bartlett	Legionella, Premises
Staffroom & Toilets	Dale Bartlett	
Taxis	Jess Killick	
Top Corridor & Toilets	Jess Long	

Health and Safety will be a standing agenda item on staff meeting agendas. Documented inspections of the premises will be carried out every half term in accordance with the premises inspection schedule.

Inspection findings are to be recorded locally and records retained. 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, Andy Dyer and routinely by SCC Health and Safety through an external audit. These documented inspections will examine all areas of the safety management system.

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.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas fall under the responsibility of City Catering

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. In 2026-27, this will be Dale Bartlett, 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 Corrigenda Ltd. The maintenance record book is with the Site Manager.

Lone Working

All lone working is to be approved by the head teacher 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 Policy 006 Lone working and available on One Drive/Staff Share.

School Vehicles

Site Manager, Dale Bartlett is responsible for the maintenance of school vehicles in accordance with school policy. School vehicles can be booked out using the booking board located in the staff room. A log book for each vehicle is taken out so a listed safety checks can be completed prior to each journey and a record of mileage can be noted.

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, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The 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. The Site Manager will ensure that cleaning staff are appropriately training in lifting and handling.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance. Peter Rooke is the trained Evolve co-ordinator. No off-site activity must take place without completion of the Evolve form. Peter Rooke will oversee all outdoor learning activities and report issues of concern to the Business Manager.

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy number 009. The school has three advanced trainers, they are: Kevin Betlem, Peter Rooke and Thomas Crook. Kevin Betlem is responsible for ensuring that all staff are trained to the appropriate level. Physical Intervention training is refreshed annually.

Provision of Information

The head teacher 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 in the staff room. Local health and safety advice is available from 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.

Risk Assessment

General risk assessment management will be co-ordinated by Kevin Betlem and Dale Bartlett 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 tutor group 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 Educare.

All risk assessments and associated control measures are to be approved by the health and safety committee group prior to implementation. Completed risk assessments are held on One Drive/Staff Share 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 One Drive/Staff Share/health and safety to ensure that they are accessible to all staff. These are managed by Dale Bartlett.

Security

All staff have a responsibility to ensure the security of the building at all time, but especially during the working day when pupils are present on site. Staff have been issued with the appropriate keys to ensure doors can be kept locked. Arrangements regarding security are contained within the staff handbook. The school lock / unlock procedures are carried out on a daily basis by Dale Bartlett, Site Manager and Kamila Sobzcak, Assistant Site Manager. The school is also supported by a nightly patrol provided under contract by Kestrel Guards who are emergency key holders.

Smoking

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

Stress & Wellbeing

The Governors of The Polygon 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 and referral to occupational health.

Traffic Management

Arrangements regarding on-site traffic safety are included in the policy. A car park is provided for staff and visitors who are expected to park within the designated parking bays. There is a cycle route marked onto the school drive and cyclists are given precedence over car drivers.

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 within the MIS System and the Business Manager in collaboration with the lead governor for health and safety, is responsible for co-ordinating all health and safety training requirements and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at the Polygon School. Our school vision statement includes the statement that:

“we all have the right to feel safe, all of the time and we are all responsible for our own actions”

Staff must report all such violent and aggressive incidents online using 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 present any such reported incidents to the attention of the Governors either within his regular Headteacher Reports 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.

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 visitors lanyard that they are expected to have on display at all times.

Work at Height

Work at height is always to be undertaken in accordance with the safe Working Practice document issued by Southampton City Council. At the Polygon 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 Dale Bartlett 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 stepladder 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

APPENDICES

A. Administration of Medicines (Policy number 007)
B. Safeguarding and Child Protection (Policy number 023 (a) & 023(b))
C. Critical Incident Plan (Policy number 003)
D. Fire Safety Manual (In folder in School Office)
E. Physical Intervention (Policy number 009)
G. Lone Working Policy (Policy number 006)
H. Asbestos Register (In folder in School Office)
I. Allergy Policy (Policy number 039)

All Policies can be found on One Drive\Staff Share\policy documents