



ALL SAINTS C of E PRIMARY SCHOOL AND NURSERY

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SCHOOL 212

Last Reviewed: November 2018 by Resources Committee

Next Review Due: November 2019

HEALTH AND SAFETY POLICY

All Saints C of E Primary & Nursery School

PART 1. STATEMENT OF INTENT

The Governing Body of All Saints C of E Primary & Nursery School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy of it is kept in the Health and Safety file in the School Office.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements

- Hertfordshire County Council's Health and Safety Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#).

Signed:

Catherine Cusick, Chair of Governors

Alison Brooks, Acting Headteacher
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date

date

PART 2. ORGANISATION

As a Voluntary Aided School, the Governing Body has overall responsibility for Health and Safety.

At school level duties and responsibilities have been assigned to Staff and Governors as detailed below.

Responsibilities of the Governing Body

The Governing Body/ Resources Committee are responsible for ensuring health and safety systems are in place and effective at a local level. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

They are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
- Appointing a Health & Safety Governor to receive relevant information, monitor, review and evaluate the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to CSF (or other body as necessary) any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with. In Voluntary Aided Schools, the Governing Body as the employer provides access to competent H&S advice via HCC's Health & Safety team (Tel 01992 556478, healthandsafety@hertfordshire.gov.uk) as required by the Health and Safety at Work etc Act 1974;
- Promoting a positive health and safety culture and high standards of health and safety within the establishment;
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of HCC policy and procedures.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring pro-active and effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;
- Reporting to the Governing Body on health and safety performance; any safety concerns/ issues which may need to be addressed by the allocation of funds and any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition;
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions in compliance with HCC policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

E.g. Deputy Head, Senior Management Team, ICT and DT subject Leaders.

- Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Take appropriate action on health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, report and record these inspections;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department or area of responsibility are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act etc. 1974 all employees have general health and safety responsibilities. All employees must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health and safety policy and procedures at all times;

- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

Detailed information is given in the [Education Health and Safety Manual](#)

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal Safety/Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Work Experience
- Appendix 22 - Jewellery

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities, teaching and non teaching, premises and one off activities that present a significant risk. These will be co-ordinated by the Headteacher following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml> - p

These risk assessments are available for all staff to view and are held centrally in the Caretaker's office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Subject Leaders using the relevant codes of practice and model risk assessments developed by national bodies. Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use of schemes of work and lesson plans.

All LA schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science, art and DT.

The following publications can be used as sources of model risk assessments:

Primary schools

Be Safe! Health and Safety in primary science and technology, 4th Edition ASE, 2001
ISBN 978-0-86357-426-9

National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
<http://www.afpe.org.uk/>

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and all offsite visits will be planned following this guidance available via:

<http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve will be used for the planning and approval of **overnight** offsite visits. Relevant risk assessments, participant names etc. will be attached electronically as required. Paper copies of risk assessments and offsite visit requests can be used for other school trips and visits.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Headteacher, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Office Manager and the Governor responsible for Health and Safety.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Office Manager.

A Health & Safety Governor will be involved / undertake an inspection/audit on an annual basis and report back to the Resources committee and full governing body meetings. This governor monitoring will also cover health and safety management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in the Headteacher's office and in the Health and Safety Co-ordinator's file and is reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Headteacher and provided to HCC upon review via Solero.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- **Details of service isolation points** (i.e. gas, water, electricity) are located on the plan of the school attached with this policy and a copy kept in the caretaker's room.
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Caretaker as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire log book. This test will normally occur on Friday at 5pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer (CAMS Fire & Security plc – 01438 740840).

A fire alarm maintenance contract is in place with CAMS Fire & Security and the system tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

CAMS Fire & Security undertakes an annual maintenance service of all fire fighting equipment. The Caretaker checks weekly that all fire fighting equipment available for use, is operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to CAMS Fire & Security.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Caretaker and annually a full discharge test and certification of the system will be undertaken by CAMS Fire & Security – 01438 740840.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

The Caretaker checks daily for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- the main first aid kit is located in the First Aid cupboard in the staff room
- Mid-day assistants are issued with their own basic first aid kit which is kept in the Year 5 classroom.
- first aid pouches are available for all school trips
- the nursery unit

The Teaching Assistant with specific first aid responsibilities must regularly check that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least half termly.

During off-site visits, Group Leaders will check that they are properly equipped with first aid boxes before departure. Group Leaders will ensure that all inhalers, epi pens etc are taken with them. All adults accompanying off site trips will carry mobile phones and share details with the teacher in charge.

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extracurricular activities)-

TRAINED TO BASIC FIRST AID LEVEL (6 hr):

Cathy Cowen, Wendy Bennifer, Alison Brooks, Sarah Davidson, Roseanna Fisher-Brown, Trudi Evans, Kate Holland, Kate Whitby, Richard Sanders, Susannah Castell, Leah Francis, Grace Farren, Maxine Gray, Tracy Sheppard, Lynn Wallace, Jennifer King, Sara McFarlane

TRAINED TO EYFS LEVEL (PAEDIATRIC FIRST AID):

Cathy Ridler, Dawn Sturgess, Diane Rogers, Alison Hills, Peggy Carey

First aid qualifications remain valid for 3 years. The Health & Safety Co-ordinator will ensure that first aiders have refresher training to maintain competence along with a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed immediately of all major injuries to pupils. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

NHS Direct - 0845 4647
Princess Alexandra Hospital - 01279 444455

Herts and Essex Hospital - 01279 655191
School Nurse - 01279 827909
Herts & Essex Community Hospital (minor injuries unit) - 01279 655191

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document "Supporting pupils at school with medical conditions". Detailed arrangements are provided in a separate policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the headteacher. The Teaching Assistant with specific first aid responsibilities is responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administration. Records of administration will be kept by the School Office Staff.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian. Parents may come in to school to administer medicine if necessary.

All non emergency medications kept in school are securely stored with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Pupils' inhalers are kept by the class teacher contained in boxes in the class room throughout the whole school. The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained.

Epi pens are kept in named boxes in the child's classroom. Each box contains specific instructions for the child. A second named epi pen is kept in the school office.

Named photographs of all children with life-threatening medical conditions, including allergies, are in the office, the staffroom and all classrooms.

Individual Health Care Plans (IHCP)

Parents/carers are ~~responsible for~~ responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, Anaphylaxis, etc.).

The IHCP is developed with the pupil (where appropriate), parent / carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school

year or when the child enrolls or on diagnosis being communicated to the school and are reviewed annually by the Health and Safety Co-ordinator and written precautions / procedures made available to staff.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the School Office and in the individual child's box. Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses, no matter how minor, using the online accident reporting system hosted on Solero.

Copies of these forms are available in the School Office and in the Health and Safety Co-ordinator's file.

- A local accident book in the School Staff room is used to record all minor incidents to pupils, any more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.
 - Major injuries
 - Accidents where significant first aid treatment has been provided.
 - Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
 - Accidents arising from premises/equipment defects.

All major incidents will be reported to the Headteacher and the health and safety governor. Parents/carers will be notified immediately of all major injuries.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Education Health and Safety team on 01992 556478 and the Health and Safety Executive (HSE) on **0345 300 9923** or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision/organization etc.;
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Education Health and Safety Team at HCC.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Weekly Staff meetings have a standing item for Health and Safety.

The Governor with responsibility for Health and Safety meets termly with the Health & Safety Co-ordinator to conduct an audit and to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. The governor reports termly to the Resources Committee and this is reported to the Full Board.

Communication of Information

Detailed information on how to comply with HCC's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the Staff Room.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for schools.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Health & Safety Co-ordinator.

The Health & Safety Co-ordinator is responsible for ensuring that all staff is provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- A copy of and induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing and highlighted as part of the standard cycle of policy review.

Training records are held by the Health & Safety Co-ordinator who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Health & Safety Co-ordinator will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Health & Safety Co-ordinator's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

PERSONAL SAFETY/LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with HCC and police where inappropriate behaviour / individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur;
- Ensure they do not put themselves or others at risk.(Refer to [Guidance on Personal Safety in the Health and Safety Manual](#));
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc;
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return (staff undertaking home visits to obtain as much background information as possible about the child/family being visited);
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Arena have a contract with the school and offers key holder services;
- Report any incidents or situations where they may have felt "uncomfortable".

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by appropriate competent contractors according to timescales specified by HCC (these are detailed in the property managers' questionnaire). Records of such monitoring will be kept in the School Office by the Office Staff.

The Health & Safety Co-ordinator is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

All staff are required to report to the Health & Safety Co-ordinator any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the School Office.

Curriculum areas

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. Defective equipment will be reported to the caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (PAT (portable appliance testing)) annually, conducted by the Caretaker. All earthed equipment (class1) and cables attached to such equipment will be inspected and tested annually by the caretaker.

The caretaker is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Equipment

will be checked daily before use for any apparent defects, and the Health and Safety Co-ordinator will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by John Harrison.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the COSHH Regulations).

Within curriculum areas (in particular science and DT) the Subject Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Caretaker.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;
- material safety data sheets are obtained from the relevant supplier for all such materials;
- if required, full COSHH risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site) and communicated to staff exposed to the product/substance;
- all chemicals are appropriately and securely stored out of the reach of children and;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the caretaker is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contractors such as cleaners and caterers and from builders, decorators, flooring specialists, etc.).

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 11th August 2014.

It has been established that the school is substantially free of asbestos but there are no grounds for complacency and a risk assessment should be carried out in areas where the asbestos status is unknown prior to any work by contractors.

The asbestos register is held in the School Office and will be made available to all staff and visiting contractors. It must be signed off prior to any work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are the Headteacher, Deputy Headteacher and the Caretaker. Refresher training is required 3 yearly.

The Headteacher will ensure that **all** school staff (and others such as catering staff and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Alison Brooks and Richard Townsend and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns, etc.) either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The authorising officers shall ensure:

- The school's asbestos management plan is kept up to date and that any asbestos works (removals, new project specific surveys etc) are notified to HCC via asbestos@hertfordshire.gov.uk;
- **That the asbestos log is consulted at the earliest possible opportunity and that all** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work;

- **A visual inspection of asbestos containing material remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).**
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels/tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher/Caretaker.

APPENDIX 13

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the School Office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, local management arrangements and vehicle movement restrictions.

The Health & Safety Co-ordinator/Caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively. They are also responsible for keeping records of all contractor work.

School managed projects

The Construction (Design and Management) Regulations 2015¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations.

These are managed by the Health & Safety Co-ordinator who on behalf of the school will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council

¹ Such projects are notifiable to the HAS where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml> .

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

APPENDIX 14

WORK AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/stepladders <http://www.hse.gov.uk/pubns/indg455.htm>.

Formal training on work at height, use of ladders, mobile towers scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The establishment's nominated person responsible for work at height is the Caretaker.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

The school has a specific policy in respect of working on the roof of the main building with controlled access only allowed under the permission of the Head Teacher or

Caretaker, and subject to submission of a signed method statement by the contractor.

APPENDIX 15

MANUAL HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Health & Safety Co-ordinator and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Vehicle gates are kept shut between 3.10pm and 3.25pm. The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

The children's and parents' access shall be kept clear of vehicles.

The access from the road to the school shall be kept clear for emergency vehicles.

Grounds people or anyone with a vehicle needing to gain access to the rear of the site can only cross the playground during lesson time when the children are indoors.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Office following County Council guidance.

The Governing Body publishes a clear policy on Lettings which must be adhered to.

APPENDIX 19

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

There are systems in place within the school for responding to individual concerns e.g. Performance Management, mentoring and staff able to speak to Headteacher / senior management. The school encourages staff to disclose concerns either at a formal meeting or informally when required.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed on 7th July 2010 by Nemco and the Health and Safety Co-ordinator is responsible for ensuring that the identified operational controls are being conducted and recorded in the water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

The Caretaker will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by Nemco in order to ensure the risks from legionella are mitigated.

These checks will include the below and will need to be recorded:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly) to ensure that it is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water) as well as checks on sentinel outlets (those nearest and furthest away from calorifiers).
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly).
- Six monthly temperature checks of stored water
- Stored cold water tanks are inspected for compliance and safety on an annual basis .

SCHOOL SWIMMING

This will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided.

WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated by the Health and Safety Co-ordinator who is responsible for managing and co-ordinating work related learning within the school following guidance contained in the [Education Health and Safety Manual](#) and in accordance with the Quality Standard for Work Experience².

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities;
- All placements (including private placements) are subject to pre-placement checks, the LA's 'preferred' suppliers HCS or Herts Chamber of Commerce will be used for assessing the suitability of all placements and will provide supporting documentation. No work experience placement will go ahead if deemed unsuitable;
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted;
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer;
- Arrangements will be in place to visit/monitor students during the placement;
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur;

² <http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=49&pid=404&ctype=None&ptype=Contents>

- All incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

APPENDIX 23

JEWELLERY

Jewellery and Watches

Jewellery must not be worn for safety reasons by pupils. The school staff cannot be responsible for its loss or damage. Only small studs are suitable for pierced ears but must not be worn on days when the child has PE or swimming. Children will be expected to remove their studs should they come to school wearing them on these days, otherwise they will be asked to cover their studs with an elastoplast. Watches are worn at the owner's risk.

The Governing Body are happy to endorse that children may wear a Cross but pinned on their School uniform like a badge. This way children can demonstrate their Christian beliefs, which we fully support, and at the same time meet the requirements regarding jewellery in the school's Health and Safety policy