



Health & Safety Policy

Last Reviewed: October 2019

Date adopted by Governing Body: November 2019

Review Schedule: Annually

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

Philip Asher, Headteacher

date

date

Changes to this policy:

This policy is based on the Model Health & Safety Policy written by Hertfordshire County Council.
For further information and guidance contact: the Health and Safety Team

Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

A summary of changes from the previous version of the model policy (V6a May 2017) is provided below.

Page number	Section	Details of change
P10	Risk assessment	Links to CLEAPSS sites (DT, Science and Primary) added; NSEAD as a source of model assessments deleted.
P11	Off site visits	Link to the Outdoor Education Advisors' Panel (OEAP) guidance added; Reference to local learning areas added. HCC recommendations regarding EVC refresher training 3-5 yearly added.
P13	Fire	Link to national fire risk assessment document added; Minor change to wording in emergency procedure section.
P14	Emergency equipment	Minor changes to emergency lighting text to highlight the need to document the monthly tests and that the annual test is for the full duration of the battery
P15	First aid / Medication	AED (Defibrillator) text amended to include need to check these on a cyclical basis for functionality
P16		Emergency auto adrenaline injectors (AAI) section added to reflect these can now be held by schools if required
P17/18	Accident reporting	Amended text to include: Retention times for accident forms That the Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported. Link to the HSE document 'incident reporting in schools' added
P19	Consultation	Reference to Staff meetings and Health and Safety is a standing agenda item.
	Training	Minor text change to reflect heads are responsible for ensuring staff are competent to undertake their duties.
P21	Premises	Line added on premises defects; Line added that Records of fixed wire tests / inspections and certification will be maintained and remedial works arising acted upon in a timely manner; Link added to DfE doc Good Estate Management for schools Link to termly outdoor play equipment checklist added
P23	COSHH	Updated link to CLEAPSS document L93 Managing radioactive sources in schools
P24	Asbestos	Additional bullet point on refurbishment / demolition surveys
P26	Work at height	Added line that any defective equipment taken out of use until repaired / replaced
P28	Vehicle segregation	Ensure that the school adds in details of any specific local arrangements for managing this; A risk assessment to be in place for pedestrian / vehicle segregation.
P29	Legionella	Minor changes to reflect that all records relating to the management of Legionella must be kept for 5 years. The requirement for a 6 monthly temperature check of stored water (e.g. cold water storage tanks) has been changed to 12 monthly.
P30	School Swimming	NOP / EAP references changed to PSOP (standard operating procedures)

PART 2. ORGANISATION

As a **Voluntary Aided schools**, the responsibility for health and safety rests with the **Governing Body as the employer**.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

A Health & Safety Governor, **Mr Alan Sutherland**, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for this school **as required by the Health and Safety at Work etc. Act 1974**.

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.

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.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Governing Body any significant risks which cannot be rectified within the establishment's budget.
- 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.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of operational control of health and safety on the site has been delegated by the head to the Office Manager, Mrs Wendy Hatch (also termed Health & Safety Co-ordinator within the Appendices of this policy).

Responsibilities of other staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure 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 issues referred to them, informing the Head, Caretaker or Office Manager of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure 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 area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees 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 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.

- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Little Ladybirds and Night Owls (Third Party Childcare Provider)

The school is also host to a third party Childcare provider, **Little Ladybirds and Night Owls**. They share premises with our own Nursery, operating outside of the school's Nursery opening times. Although a separate organisation, the local arrangements of this policy will therefore apply equally to their operation.

The day to day management of health and safety within the **Little Ladybirds and Night Owls** is the responsibility of Maria Costa (Manager) and Hayley Lynskey (Owner). Where the centre have alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the manager will develop their own local health and safety arrangements to supplement those of the school. A copy of the arrangements will be available for inspection as required.

PART 3. LOCAL ARRANGEMENTS

Detailed information on the LA's expectations are provided 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	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Stress

- Appendix 20 - Legionella
- Appendix 21 - School Swimming
- Appendix 22 - Work Experience
- Appendix 23 - Jewellery

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by **the Headteacher** following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in **the Caretaker's office**. These 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 assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the **relevant line manager**. Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

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

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

In addition the following publications are used within the school as sources of model risk assessments:

Primary schools

- **Be Safe! Health and Safety in primary science and technology, 4th Edition ASE, ISBN ISBN 978-0-86357-426-9**
- **Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>**
- **National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>**

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](https://oeapng.info/) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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 is used for the planning and approval of **overnight** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. Currently a system of paper risk assessments and offsite visit requests is in use. The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school).

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s), Mrs Row Perryman/ Mr Philip Asher, who will check the documentation and planning of the trip and if acceptable refer the visit for approval to **the Headteacher for approval**.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

HEALTH AND SAFETY MONITORING AND INSPECTION
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A formal 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 inspection 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 named Health and Safety governor, currently **Mr Alan Sutherland**, will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process 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 ['Fire safety risk assessment; Educational premises'](#) and the [Education Health and Safety Manual](#).

The fire risk assessment is located **in the headteacher's office and in the Health and Safety Co-ordinators file**, and will be reviewed on an annual basis.

Emergency Procedures

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 termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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 as part of the school's emergency response plan by **the Office Manager** and updated to the LA via Solero.

Fire Drills

- Fire drills will be undertaken termly and results recorded 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.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points (i.e. gas, water, electricity) **are located on the plan of the school attached to 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

The **Caretaker** is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in **the Caretaker's office**.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on **Friday at 4.30pm**.

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.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all fire-fighting equipment remains available for use and operational.

CAMS Fire & Security undertakes an annual maintenance service of all fire fighting equipment.

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

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by **CAMS Fire & Security – 01438 740840**

MEANS OF ESCAPE

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

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 extra curricular activities).

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

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

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

Wendy Bennifer, Alison Brooks, Sarah Davidson, Roseanna Fisher-Brown, Trudi Evans, Kate Holland, Kate Whitby, Richard Sanders, Leah Francis, Grace Farren, Maxine Gray, Tracy Sheppard, Jennifer King, Sara McFarlane, Philip Asher

First aid qualifications remain valid for 3 years. The Office Manager, currently Mrs Wendy Hatch, will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- The staff room – main First Aid kit and supplies
- The Nursery Unit
- The Reception Classroom – basic kit for use by Reception Class staff
- The Year 5 Classroom – basic kit for use by MSAs at lunch time
- Travel pouches for use on trips/excursions offsite

The Teaching Assistant with specific First Aid responsibilities, currently Mrs Alison Hills, is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits) are complete and replenished as necessary.

An AED (automated external defibrillators) **IS LOCATED AT THE FOLLOWING POINTS¹:** Outside the main school office. The Headteacher, Mr Philip Asher, checks the AED on a monthly basis. A log of these checks is stored with the AED.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers 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

¹ There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

[Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school 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 Teaching Assistant with responsibility for First Aid, currently Mrs Alison Hills, is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the Office Staff.

All non emergency medication kept in school is securely stored in the school office or in the lockable fridge in the Staff Room, with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in clearly labelled boxes in the classrooms/rooms for relevant pupils/staff.

The school have 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. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.

Individual Health Care Plans (IHCP)

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carers, 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 / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the member of office staff responsible for health records, currently Mrs Row Perryman.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the School Office and in the pupil's medical box.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book in the Staff Room is used to record all minor incidents to non-employees, 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.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All Accidents

All major incidents will be reported to the Headteacher and **Health and Safety Governor**.
Accidents will be monitored for trends and a report made to the Governing Body 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. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

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 / organisation 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).

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

All staff meetings (Weekly for teachers and Office staff, monthly for TAs, and half termly for MSAs) have a standing item for Health and Safety.

The **Resources committee** meets at least **termly** to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Information and guidance on how to comply with the LA'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 this school through a contract procured by the Governing Body.

Health and Safety Training

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.) and
- 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 will be kept **by the Health and 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 is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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 the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

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) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of **the Headteacher and sign in and out of the school premises.**

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

When staff are working offsite, such as conducting home visits, expected control measures include mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone. Staff undertaking these visits must obtain as much background information as possible about the child/family being visited before making the visit.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation 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 to provide a key-holder service and will attend if necessary.**

PREMISES AND WORK EQUIPMENT

All staff are required to report to **the Office Manager, currently Mrs Wendy Hatch, or the Caretaker, Mr Alan Wastell**, any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Office Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific 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**.

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 (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Curriculum Areas

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

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment 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 (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by **the Caretaker**. This testing will take place annually.

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 must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted **on a maximum of a 5 year cycle**.

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and **the Caretaker** will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment is also subject to an annual inspection by **John Harrison**.

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”** (COSHH Regulations).

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

In all other areas the establishments 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 and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances 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 contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

ASBESTOS

APPENDIX 12

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**.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held **in the School Office**.

The Headteacher will ensure that **all** school staff (and others such as catering 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 **Philip Asher, Alison Brooks and Alan Wastell** 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 Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting 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 materials 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).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

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, and local management arrangements.

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.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)² 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 projects are managed by **the Health & Safety Co-ordinator** on the school's behalf who will ensure 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

² Such projects are notifiable to the HSE 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.

works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire frameworks, the Headteacher and Health & Safety Co-ordinator will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

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, see <http://www.hse.gov.uk/pubns/indg455.htm>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role e.g. site staff.

The establishments nominated person(s) 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, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces is 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.

LIFTING AND 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.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to **the Health & Safety Co-ordinator, currently Mrs Wendy Hatch**, 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 (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, 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 / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are 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](#)

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.

Access to the school from the road and the side gate for access to the rear of the school site must be kept clear at all times for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

Vehicle gates are kept shut between 8.30am and 9am, and 3.10pm and 3.25pm while the side access gate is open for pupils to be dropped off and collected. The Vehicle gate is not for use by pedestrians. 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.

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. Permission must be sought from the Headteacher or other appropriate member of Senior Leadership Team before granting this access, and all visitors must sign in and verify their identity before they enter the site during a school day.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by **the School Office**. A separate policy for Lettings and School Hire is published by the Governing Body 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's management standards.

There are systems in place within the school for responding to individual concerns e.g. Appraisal, mentoring and an open-door policy is in place for staff to be able to speak to Headteacher / senior management. The school encourages staff to disclose concerns either at a formal meeting or informally when required.

APPENDIX 20

LEGIONELLA

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

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

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded by the Caretaker:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis where they exist. Currently there are none in school.

All records relating to the management of Legionella must be kept for 5 years.

APPENDIX 21

SCHOOL SWIMMING

These lessons will be planned as an offsite visit in line with the schools' policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a 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;
- Changing provision / arrangements

APPENDIX 22

WORK RELATED LEARNING

Work experience

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 are subject to pre-placement checks. The LAs preferred supplier YC (Youth Connexions) will be used to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)³
- 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.

³ In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

- 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.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

APPENDIX 23

JEWELLERY

Jewellery, Watches, and Smart Watches/Fitbits

Jewellery must not be worn for safety reasons by pupils. They will be asked to remove it at the start of the school day. The school's staff cannot be held responsible for its loss or damage. **Staff who choose to wear jewellery should ensure it does not interfere with their job role and will be expected to remove it for activities where it would pose a danger to themselves or others (such as during PE lessons or crafting activities). This includes ear piercings.**

For pupils, only small studs are suitable for pierced ears due to the day to day risk posed at break times 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/micropore tape.

Watches/Smart Watches/Fitbits are worn at the owner's risk. Smart Watches/Fitbits must comply with the school's Online Safety policy, and pupils/staff must not be able to use them to access the internet during the school day. For staff, internet access is permissible but only in areas designated for such use (such as those identified for use of personal mobile phones). School staff retain the right to ask pupils to remove Watches/Smart Watches/Fitbits if they prove to be distracting during the school day. School staff cannot be held responsible for their loss or damage.

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.