

Welwyn St Mary's Primary School

Believe and Achieve



Health and Safety Policy

This policy will be reviewed every 2 years unless there are changes to legislation

This policy is based on: Model Health and Safety policy written by County Health and Safety team - James Ottery, September 2020

Reviewed by staff: October 2020

Covid guidance added to replace addendum: November 2021

Date approved by Governors: 17th November 2021

Section	Details of change
COSHH	Updated link to CLEAPSS document L93 Managing radioactive sources in schools Nov 2019
School Swimming	Links to Swim England and PWTAG inserted
Addendum to H&S policy for COVID-19	Overarching statement as addendum to model policy in recognition of current circumstances due to COVID -19
Risk assessment	Links to CLEAPSS sites (DT, Science and Primary) added; NSEAD as a source of model assessments deleted.
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.
Fire	Link to national fire risk assessment document added; Minor change to wording in emergency procedure section.
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
First aid / Medication	AED (Defibrillator) text amended to include need to check these on a cyclical basis for functionality
	Emergency auto adrenaline injectors (AAI) section added to reflect these can now be held by schools if required
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
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.
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
COSHH	Updated link to CLEAPSS document L93 Managing radioactive sources in schools
Asbestos	Additional bullet point on refurbishment / demolition surveys

Work at height	Added line that any defective equipment taken out of use until repaired / replaced
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.
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.
School Swimming	NOP / EAP references changed to PSOP (standard operating procedures)

HEALTH AND SAFETY POLICY

Welwyn St Mary's

PART 1. STATEMENT OF INTENT

At Welwyn St Mary's our school vision is 'Believe and Achieve' taken from St Matthew's gospel (chapter 19, verses 16-18). By this, we believe in the teaching of Jesus so that all members of our community may flourish and be the best version of themselves. We also believe in others to enable their success and build up self-belief so that all can achieve.

The Governing Body of Welwyn St Mary's 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 school's organisation and 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 issued to, all members of staff a reference copy is kept in the *school office and on the office shared drive*.

This policy statement and the accompanying organisation and arrangements will be reviewed on an every 2 years.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

Supporting Pupils with Medical Needs

Positive Behaviour Policy

Safeguarding Policy

Critical Incident Plan

Child Protection Policy

Signed:

Signed:

David Munchin, Chair of Governors

Mary Westley, Headteacher

Date:

Date:

PART 2. ORGANISATION

In Academy, Foundation and Voluntary Aided schools, the responsibility for health and safety rests with the Governing Body/ Board of Trustees 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 Paul Castle 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 or other nominated members of staff 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 Community, Community Special and VC schools. In Academy, Foundation and Voluntary Aided Schools, then the Governing body / Trust as the employer provides access to competent H&S advice via Mary Westley 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 LA/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 overseeing health and safety on the site has been delegated by the head to the site manager. Within departments this task is further delegated to the relevant subject leader.

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/site 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.
- Annie Ragless the finance officer is responsible for co-ordinating staff training.
- Jo Lythall, admin assistant is responsible for lettings.

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.
- Report immediately to the headteacher any serious or immediate dangers.
- Report immediately to the headteacher any shortcomings in the arrangements for health and safety.

Site Managers Job Book for staff to log hazards requiring attention is located in the site manager's tray.

Injury or Dangerous Occurrences Report Form File containing copies of HCC accident reports sent to HSE is located in the school office

PART 3. LOCAL ARRANGEMENTS

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

The following list of arrangements covers the key elements of a Health and Safety policy. Also refer to the Education Health and Safety Manual which covers many other risk areas, codes of practice and guidance notes.

- 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 and pools
- Appendix 22 - Covid guidance

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 relevant teacher 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 school 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 teacher/headteacher. 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 teacher/subject leader using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use lesson plan.

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/>]

APPENDIX 2

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) 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.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the headteacher who will check the documentation and planning of the trip and approve the visit.

HCC recommends that the EVC's, Mary Westley and Ben Ashman should attend training and refresher training every 3 -5 years.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on annual basis and be initiated by the governor for health and safety. The nominated person will conduct the inspection jointly with the establishments health and safety representative if possible. The health and safety representative is the site manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases 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 site manager.

A named governor, Paul Castle 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 school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in school's critical incident plan 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 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 by the site manager.

- In the event of a fire alarm the class teacher will evacuate pupils and adults in the classroom to the designated assembly point in the **Key Stage One playground** at the front of the school. If this rendezvous point is unsafe or impractical, then either the **Ottaway Walk car park** or the **Key Stage Two playground** at the rear of the school is to be used, depending upon where the emergency occurs. All evacuations will proceed to the Key Stage One playground initially, unless otherwise advised by the headteacher or their deputy.
- The site manager will summon the emergency services as necessary.
- 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 potable fire fighting equipment.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors and windows.
- Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the Risk Management Handbook.
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible.

- Details of service isolation points (i.e. gas, water, electricity) are located in the office.
- Emergency procedures for incidents outside normal working hours are held by the headteacher.
- These procedures will be reviewed at least annually.
- Key holders list is kept and maintained by the site manager.

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)

Gas - by main drive, in kitchen

Water - by KS2 playground opposite P6

Electricity - in basement

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the site manager as appropriate, for consultation.

The COSHH record file is kept in the site manager's room and contains both school records and a range of COSHH sheets published by county supplies to cover their products.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The site manager 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 site manager's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Thursday or Friday.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place with CAMS Fire and Security (01438 740840) 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.

Chubb 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 Chubb.

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 an approved contractor.

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).

Level 3 Paediatric First Aid:

**Tamsin Brunson
Katie Bryant
Francesca Howard
Pauline Lansberry
Sarah Porter
Sarah Redgers
Tammy Spence
Marie Snowden
Julia Hutchinson**

Save a life First Aid course:

All teachers, MSA's and TA's

First aid qualifications remain valid for 3 years. The finance officer will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

Pauline Lansberry is the appointed person who takes charge of emergency situations and is responsible for the first aid equipment. In her absence Sarah Redgers or Tammy Spence are responsible. If these members of staff are not present the headteacher and deputy are the appointed persons, and in their absence the responsibility becomes that of the senior teacher on site.

Minor injuries are dealt with by the supervising member of staff. If necessary, a second opinion will be sought from Sarah Redgers. Incidents are recorded in First Aid Folder and the teacher will contact the parent or a "red band" is issued to the child to wear home. It is always a matter of judgement as to what constitutes appropriate action and communication. However, injuries to the eyes and heads should always be notified to parents. Any treatment given is recorded in the appropriate book.

Playground first aid bags exist and contain immediate first aid materials. These are maintained by Pauline Lansberry. Incidents occurring during normal teaching time will normally be dealt with the first aider or in class, normally a teaching assistant.

Any adults dealing with blood should wear gloves and double plastic wrap any waste. Other children should not be allowed to assist in these circumstances.

Any child considered by the teacher as too unwell to remain at school will be seated in class and a member of staff will contact the parent or nominated person.

First Aid Folder which records minor injuries to children requiring adult attention - KS1 in the corridor and KS2 in the medical room.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main school office

Key Stage 1 corridor

Medical room

All classrooms

Pauline Lansberry is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits) are complete and replenished as necessary.

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.

NHS 111

School nurse 01707 252450

QEII Urgent Care / Lister hospital 01438 314333

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 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.

Sarah Redgers 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 in the school office

All non-emergency medication kept in school is securely stored in the cupboard in the school office 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 individual classrooms, and clearly labelled.

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/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 / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by SEND co-ordinator

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office and a copy in class.

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

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 school office 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 the Governing Body/ 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

The Fabric committee meets half 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.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

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 Community, Community Special and VC schools. [In Voluntary Aided Schools, then the Governing body as the employer provides access to competent H&S advice via Mary Westley as required by the Health and Safety at Work etc. Act 1974.

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, via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the staff records.

The headteacher 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.

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 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.

Ensure they do not put themselves or others at risk and report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues in terms of personal safety is essential.

Staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visits details, expected time of return/end time and arrangements for contacting etc. Where there are known risks which may affect staffs safety then staff should not visit alone.

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

PREMISES AND WORK EQUIPMENT

All staff are required to report to site manager 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 site 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 contained in the risk assessment file in the site managers office.

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 by the site manger (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

Teachers 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 site manager.

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 an external contractor and site manager annually.

The site manager 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 by an external contractor 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 site manager will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment is also subject to an annual inspection by an external contractor.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given on inspection, use and repair.

Equipment	Responsible person	Authorised users	Authorised inspection person	Inspection period
Access equipment e.g. ladders, mobile access platform	Site manager	Site manager / kitchen staff / cleaners / groundsman	Site manager	Annually
Caretaking / cleaning equipment including hand tools	Site manager	Site manager / kitchen staff / cleaners	Site manager	Annually
Grounds maintenance equipment	Site manager	Site manager / groundsman	Site manager	Annually
PE and play equipment	PE subject leader / site manager	Teaching staff	Approved contractor	Annually
Stage lighting	Bill Parker	Bill Parker and any others trained by BP	Approved contractor	Annually
Staging / seating	Site manager	All	Approved contractor	Annually

Portable electrical equipment	Site manager	All - except pupils	Approved contractor	Annually
Gas appliances	Site manager / kitchen staff	Site manager / kitchen staff	Gas safe registered contractor	Annually

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) subject leaders are responsible for COSHH 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 site manager.

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 site manager 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*).

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 17th September 2014.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the site managers 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 headteacher and site manager 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 site manager 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](#)¹ 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 site manager or project manager for an external contractor 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 works. These contractors have satisfied the County Council that

¹ 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.

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 site manager 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 individual's role

The establishment's nominated person(s) responsible for work at height is the site manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised; all teaching staff requiring to access walls above 6ft to hang teaching materials should use an approved set of "library steps"; these can be requested through the site manager.
- Chairs must not be used to work at height.
- 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.
- Contractors must use a safe system of work when working at height.

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 site manager 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 must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

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 sole access, then all due care must be taken to ensure the safety of those passing this entrance.

Parked vehicles should be positioned in a marked bay in the car park at the front of the school building or on the access road to the east side. Parking is not permitted in the "drop-off zone" lay-by, except during the lunch period by midday supervisors.

Contractors/delivery vehicles should obey the above rules; the site manager should advise the most appropriate place and time for contractors' vehicles to be positioned whilst work is being carried out or the delivery is being undertaken.

See covid risk assessment for pedestrian / vehicle segregation.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the headteacher following HCC guidance

The governing body supports the greater community use of the school premises, to organisations and for activities relating to children and /or families, the school or community, for example lettings associated with PTFA activities and extended schools activities will be actively supported.

The premises will not be hired for private functions.

The following aspects refer to health and safety considerations relating to hires:

- Hirers must produce a suitable insurance certificate or agree to the terms and conditions of the LA's public liability insurance.
- Hirers must confirm in writing their arrangements for compliance with the school's safety briefing for hirers. Specific restrictions apply regarding numbers attending and equipment used
- Hirers are not permitted to interfere with the building or its fittings, fixtures or contents in any way, without the previous consent of the governors in writing. Furniture should be moved any when necessary and replaced in its original position unless otherwise directed.
- Hirers must comply with no-smoking requests.
- Hirers of the gymnasium or other parts of the premises for sporting or other physical activities must ensure safe conditions and proper supervision by appropriately qualified persons, including qualified first-aiders. When specialist equipment is to be used, e.g. for sports or fitness a suitably qualified person must be on duty. Names and qualifications of all first aiders must be provided in writing.
- The school field is let out of school hours and a key to the field gate may be given to the hirers for access at these times.

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.

The school has a policy in place to mitigate against and deal with the effects of stress amongst all staff members. Any individual who considers that they might be suffering stress should talk to the headteacher in the first instance or any member of the senior leadership team.

Mitigation measures include mentoring and opportunities to discuss the sources of, and the formulation of plans to eradicate, the stress.

LEGIONELLA

A water risk assessment of the school has been completed on 3rd August 2018 by Affinity Water and the site manager 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.

- 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 by the site manager and tank water temperature recorded.

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

Water sampling for bacteria levels are undertaken annually

SCHOOL SWIMMING

Primary school swimming in public / secondary schools

These 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

COVID GUIDANCE

The school acknowledges the change in circumstances due to COVID-19 and follow government and local authority guidance to adapt our policies and carry out specific risk assessments.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

