

# **Health and Safety Policy**

## **Merry Hill Infant School and Nursery**



**Signature Chair of Governors: Jarmo Kesanto**

**Signature Headteacher: Melissa Regnier**

**Signature of Site Manager: Neil Hobbs**

**Agreed: July 2019**

**Reviewed Date: July 2020**

## **HEALTH AND SAFETY POLICY**

### **Merry Hill Infant School and Nursery**

#### **INTRODUCTION**

Our school is the working environment for many groups of individuals, professionals and Governors and plays host to many others. It is important therefore, that a safe environment is established in which children and adults can work together with confidence.

It is the responsibility of the Leadership Team and Governing Body to ensure this is the case. In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. We must also be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment.

This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities. The school will comply with Hertfordshire County Council Policy on Health and Safety at Work, and the Education Department's Policy on Health and Safety and Instructions, Guidance and Codes of Practice which may be issued from time to time.

#### **AIMS AND OBJECTIVES**

- To provide a safe, secure and healthy working environment for staff, children, multi-professional colleagues, visitors and students
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.
- To be vigilant around the school premises for intruders, finding a balance between challenge and confrontational behaviour
- To ensure there is sufficient information, instruction and supervision to enable all adults and pupils to avoid hazards and to contribute to their own safety and health at work
- To maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- To administer appropriate procedures according to fire regulations
- To have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- To have procedures in place for reporting faulty equipment and near misses
- To maintain regular checks of the building and safety and security
- To be aware of the pressures on teaching staff and the possible effects which stress may have
- To give guidance on lone working and personal safety
- To lay down procedures to use if there is an accident

- To inform about what should be done in a case of emergency
- To give guidance for the safe 'letting' of the building to other users

## **PART 1. STATEMENT OF INTENT**

The Governing Body of Merry Hill Infant School and Nursery 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/or issued to, all members of staff and a copy is held in the staff room.

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

This policy statement supplements:

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

Educational Visits, Behaviour, Physical Intervention Policy, PSHE, Intimate Care Policy.

Jarmo Kesanto, **Chair of Governors**

Melissa Regnier, **Headteacher**

Date:

Date:

## **PART 2. ORGANISATION**

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

**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 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 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 school's health and safety governor is **Dan Beard**.

The Governing body will receive regular reports from the Headteacher or other nominated member 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. The Education Health and Safety Team provide competent health and safety advice for Community, Community Special and VC schools. Contact on 01992 556478 or [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the LA'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 HCC 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.

#### **Responsibilities of other staff holding posts of special responsibility will:**

- 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 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.

### **PART 3. 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	-	Moving and Handling
Appendix 14	-	Contractors
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	Work Experience

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Headteacher/Site Manager 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 Staffroom. 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 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 teachers / Subject Co-ordinator / 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 the model risk assessments and significant findings incorporated into texts in daily use (planning).

All LA schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science, art and DT.

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

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

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<sup>1</sup> CLEAPSS [www.cleapss.org.uk](http://www.cleapss.org.uk)

**OFFSITE VISITS**

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

<http://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 will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator. The Office Manager will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

Please refer to the Offsite visits policy.



## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Site Manager, the nominated Governor, and the Headteacher.

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/Site Manager.

A named governor **Dan Beard** will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

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

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

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book (located in the Site Managers room) and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the School Handbook, Lockdown Policy and evacuation procedure in the school's business continuity plan. A summary guidance is posted in each area/room of the school. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by the 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

- 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 firefighting equipment.

### Details of service isolation points (i.e. gas, water, electricity)

Utility	Location	Area covered
Gas	Site Manager's Room	Whole school site
Gas	Kitchen	Kitchen only
Electric	Lions Classroom	Whole school
Water	Outside library	Whole school

### Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager as appropriate, for consultation.

**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 the Site Manager's office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Tuesday after school.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb 0844 879 1666.

A fire alarm maintenance contract is in place with Chubb and the system tested annually by them.

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Chubb undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb.

**MEANS OF ESCAPE**

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

<b>FIRST AID AND MEDICATION</b>
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The school has assessed the need for first aid provision and the following staff are trained to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

**Paediatric First Aid – 12 Hours****Valid from June 2019 – June 2022**

Iris Howe

Alison Mitzman

**Paediatric First Aid – 12 Hours****Valid from November 2016 – November 2019**

Cassie Hill

**Paediatric First Aid – 6 Hours****Valid from June 2019 – June 2022**

Lacey Bateman

Ellen Jones

Theresa Smith

Neil Hobbs

Lisa Kemp

**Paediatric First Aid – 6 Hours****Valid from April 2018 – April 2021**

Jessica Adams

Helen Gavriel

Gabriela Michaelson

Cassie Hill

Rebecca Lambert

Louise Parente

**Level 3 Award in Paediatric First Aid (RQF) – 12 hours****Valid from September 2017 – September 2020**

Helen Oldfield

Helen Smith

**1 Day Emergency First Aid at Work****Valid from March 2017 – March 2020**

Tamsin Barnes

Melissa Regnier

Sheila Tunwell

Gina de Smith

Emma Stephenson

Sue Wyborn

Christine Krangel

Annette Tooley

Paediatric First aid qualifications remain valid for 3 years. The Office Manager 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:

- In all classrooms
- Dining Hall
- Stock Cupboard

An AED (automated external defibrillator) is not available on site.

**Helen Oldfield** is responsible for regularly checking (termly) that the contents of first aid boxes 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.

### WATFORD GENERAL HOSPITAL

Accident & Emergency Dept ..... Switchboard 01923 244366

### ST ALBANS CITY HOSPITAL

Minor Injuries Dept ..... Switchboard 01727 866122

NHS DIRECT ..... 0845 4647

SCHOOL NURSING TEAM ..... 0300 123 7572

### **Administration of medicines**

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

The school will, at the request of the parent / carer and with the consent of the Head teacher, administer medication prescribed by a medical practitioner.

Prescribed medication can only be administered by a Paediatric first aider if a request form has been completed by the parent / carer.

The school office 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 Helen Oldfield.

Emergency medication (i.e. asthma inhalers, eczema creams) will be kept in the classrooms, and clearly labelled. Epipens will be held in the main school office in a clear plastic box with the child's name and photograph on the lid.

Emergency medication and devices kept in school are securely stored in a cupboard in the school office and refrigerated meds kept in clearly labelled container within fridge held in the kitchen office with access strictly controlled. Under no circumstances will medication be stored in first aid boxes.

An emergency salbutamol inhaler is not available on site.

### **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.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. 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 Office Manager and Helen Oldfield

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

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

<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

A local accident book held 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.

All major incidents will be reported to the Headteacher and Health and Safety Governor. Parents / carers will be notified immediately of all major injuries.

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.

**Reporting to the Health and Safety Executive (HSE)**

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).

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

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**Consultation**

The Premises Committee meets 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**

Detailed information 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 school office.

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

**Health and Safety Training**

All employees will be provided with:

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

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

Training is undertaken by the line managers and training records will be kept by the Office Manager 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.

Each member of staff is also responsible for drawing the Head teacher'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 compromise's 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 inform the Site Manager of their intentions.

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.

Detail any other relevant / specific arrangements for lone working off site. E.g. for staff conducting home visits, expected control measures would 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.

**School staff responding to call outs**

Nominated key holders attending empty premises where there has been 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. The key-holder service Arena Security will attend late night call outs.

**PREMISES AND WORK EQUIPMENT**

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

All staff are required to report to Neil Hobbs and/ or the Headteacher any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Equipment restricted to those users who are authorised / have received specific training.

**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 Site Managers room by Neil Hobbs (Key areas for compliance are outlined on the Grid).

**Curriculum Areas**

Line Managers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT) on an identified cycle (dependent 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 a certified electrical company.

The office 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 a certified electrical company every five years.

**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 a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by an appointed company.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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 co-ordinators 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 establishment's nominated person(s) responsible for substances hazardous to health is Neil Hobbs (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 chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Neil Hobbs 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*).

<b>ASBESTOS</b>
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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 11<sup>th</sup> December 2014.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the school office by Emma Stephenson.

Neil Hobbs will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) 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.)

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher and Neil Hobbs who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Neil Hobbs, Emma Stephenson and Melissa Regnier 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](mailto:asbestos@hertfordshire.gov.uk)

<b>LIFTING AND HANDLING</b>
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Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

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

**Paediatric Moving and Handling**

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

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

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

<b>CONTRACTORS</b>
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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 visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for checking whether expected controls are in place and working effectively.

### **School managed projects**

The Construction (Design and Management) Regulations 2015<sup>2</sup> 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 Headteacher / Office Manager 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. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

These contractors have satisfied the County Council that they understand and abide by health and safety regulations. When considering the appointment of contractors outside of Hertfordshire frameworks the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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<sup>2</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the schools behalf.

<b>WORK AT HEIGHT</b>
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Working at height can present a significant risk, 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 authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

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

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

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

Steps are provided for staff in each year group and these should be used for putting up displays, etc rather than standing on furniture.

## APPENDIX 16

### 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](#)

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them (during school hours) The gates into to the school are electric and accessed by the staff using a numeric key pad. Visitors/contractors/blue badge holders use the intercom for access.

Access in to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Office Manager following HCC guidance. There is a separate letting agreement for each hirer.

## APPENDIX 19

### MINIBUSES

The school does not current own a minibus.



**STRESS / WELLBEING**

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

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, personal development plans, membership of an Employee Assistance Programme SA Service (e.g. support including counselling, information guidance, referrals, personal, family) etc.

**LEGIONELLA**

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

A water risk assessment of the school has been completed in July 2019 by Swift Clean and Neil Hobbs 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 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 calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Swift Clean and tank water temperature recorded.

<b>WORK EXPERIENCE</b>
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The school has a separate work experience policy which is regularly reviewed and updated. The Headteacher is responsible for managing and co-ordinating work related learning within the school following guidance contained in the [Education Health and Safety Manual](#).

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

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks by a competent person(s)<sup>3</sup> / supplier(s) the Headteacher will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

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<sup>3</sup> 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, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. 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.