

# **Health and Safety Policy**

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



**Signature Chair of Governors: Jarmo Kesanto**

**Signature Headteacher: Melissa Adams**

**Signature of Site Manager: Ian Reid**

**Agreed: January 2024**

**Reviewed Date: January 2025**

**September 2024 – updated Trained First Aiders**

# 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 all 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 available from the School Office or on the School website.

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 Adams, **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 management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](http://hse.gov.uk)), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

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 **Donald Barrell**.

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, **Melissa Adams**.

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 Headteacher to the Site Manager, **Ian Reid**.

#### **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.

### **Other specific school roles and responsibilities**

The school is also the lead agency of **Herts Catering Limited on site** and thus retains overall responsibility for H&S. The local arrangements of this policy will therefore apply equally to **Herts Catering Limited**. The day-to-day management of health and safety within **Herts Catering Limited** is the responsibility of Gabriella Michaelson, School Cook.

The school retains responsibility for all repairs and maintenance to the Kitchen and the safe supply of all utilities. Herts Catering Limited is responsible for all the catering equipment.

Ian Reid and Gabriella Michaelson to hold formal termly site user group meetings which will include H&S.

### **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 (COSHH)
- 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
- Appendix 23 - Infectious Diseases

<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 provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk) and are approved by the Headteacher.

Risk assessments are available for all staff to view online or a copy can be obtained from 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.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday).

**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 are used as sources of model risk assessment within science, art and DT.

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
- Safe Practice in Physical Education and School Sport and Physical Activity 2020' Association of PE 'afPE' <http://www.afpe.org.uk/>



**OFFSITE VISITS**

HCC 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 <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

Visit leader

EVC (fulfilled by Headteacher)

Headteacher

See HCC's policy for the management of Learning outside the classroom and offsite visits

The member of staff (Visit Lead) planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Headteacher for authorisation.

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.

## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

A formal 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 Site Manager to ensure that actions are completed by the relevant people.

The named H&S governor, Donald Barrell 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 on the Grid

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

See Appendix 10 for details of monitoring premises compliance issues.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken by the Site Manager and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the [Grid](#). The fire risk assessment is located in the school's fire log book (located in the Fire Box Office lobby) 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. This training is supported by regular termly drills.

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

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 and if competent to do so.

### 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	Panthers Classroom, KS1	Whole school
Water	Within double cupboards outside Giraffes Classroom, KS1	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. (See COSHH Appendix 11).

**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 Fire Box Office lobby.

**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 0344 879 1666.

A fire alarm maintenance contract is in place with Chubb and the system tested every 6 months 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.

**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 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)

<b>Merry Hill Infant School &amp; Nursery Trained First Aiders</b>			
<b>Early Years</b>		<b>Valid From:</b>	<b>Valid To:</b>
Paediatric First Aid – 12 Hours	Tamsin Barnes	Nov 2021	Nov 2024
	Sarah O'Donnell	Nov 2021	Nov 2024
	Elishia Jones	Feb 2023	Feb 2026
Paediatric First Aid – 6 Hours	Ellen Ogilvie-Jones	Nov 2022	Nov 2025
<b>Key Stage 1</b>			
Paediatric First Aid – 12 Hours	Alison Mitzman	Jun 2022	Jun 2025
Paediatric First Aid – 6 Hours	Lisa Kemp	Nov 2022	Nov 2025
	Sarah Bradbury	Oct 2023	Oct 2026
Emergency First Aid at Work	Ellie Willingham	Oct 2023	Oct 2026

Paediatric First aid qualifications remain valid for 3 years. The Admin Team 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

Ian Reid is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

An AED (automated external defibrillator) is installed on the front of the building accessed through the staff car park. Ian Reid checks the AED visually every day.

The defibrillator is registered on [The Circuit](#) to ensure they are visible to local ambulance services.

**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 111) 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 school policy.

For administration of medicines for non-chronic conditions, e.g. finishing a course of antibiotics, parents should be responsible for administration of medicine to their children wherever possible by coming to the School Office at the appropriate time to administer the medicine to their child. If parents are unable to come, they may authorise another adult to come on their behalf (written consent must be given). If the parent is unable to make arrangements, they may request that the school administer the dose. There is no legal duty that requires staff to administer medication; this is a voluntary role.

Any member of staff accepting medication from a parent or carer is responsible for checking all relevant information has been provided on the parental agreement for school to administer medication form and the Medical Plan form prior to administering any medication. Records of all medication administered will be kept with the pupil's medication.

Emergency medication (i.e. asthma inhalers, eczema creams) will be kept in the classrooms, and clearly labelled. KS1 EpiPens will be stored in the staff room and EYFS EpiPens will be stored in classrooms, all will be stored 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 classrooms 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. All locations are clearly marked with First Aid notices.

**An emergency salbutamol inhaler is available and located in the Staff room.**

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty.

**An emergency Adrenaline auto injector (AAI) is available and located in the Staff room.**

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

**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 Admin Team.

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.

## ACCIDENT REPORTING PROCEDURES

### **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.

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

### **Accidents to pupils and other non-employees (contractors, visitors, etc.)**

Accident books for pupils are held in each classroom and the stockroom.

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 be 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 accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

### **All Accidents**

All major incidents will be reported to the Headteacher and Health and Safety Governor.

Accidents/near misses will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents/near misses 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)**

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/>.

- 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, within 10 days of the incident occurring.
- 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), within 15 days of the incident occurring.



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

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

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### **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.

Admin staff hold bi-weekly meetings where Health & Safety is a standing agenda item and all logged issues are addressed. Weekly staff meetings also feedback on Health & Safety issues.

#### **Communication of Information**

Detailed information on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#).

The Health and Safety Law Leaflet 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

#### **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.) matched to their work and responsibilities
- 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 Admin Team who are 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 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.

**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.

<b>PREMISES AND WORK EQUIPMENT</b>
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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 Ian Reid 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:

- PASMA Tower
- Stepladders and ladders
- All electrical and DIY tools located in the Site Manager's office
- Leaf blower

### **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 Ian Reid (Key areas for compliance are outlined on the [Grid](#) and the DfE's [Good Estate Management for schools](#)).

### **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 Plowright Hinton.

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. The current system is under review.

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 Plowright Hinton every five years. 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 subject to an annual inspection by John Harrison of T&B Contractors.

## APPENDIX 11

### COSHH (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 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 Ian Reid (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.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years.

Ian Reid 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*).

#### **PPE**

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

<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 05<sup>th</sup> February 2021.

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

Ian Reid 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.)**

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to the Headteacher or one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. (The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>)

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Ian Reid and Emma Stephenson. 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) as part of the school's asbestos management plan.
- 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, reviewed at least annually 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)

- 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

### 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.**

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 (see previous appendix 4).

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>1</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. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire frameworks the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

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.

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<sup>1</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 step ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

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. See also [LA455 - The Ladder Association](#)

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.

*Red Stools* 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 via the [Grid](#)

## 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 the school car park are manually operated. Staff use a numeric key pad to enter the school.* 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.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](#))

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event and the organisers will meet with the site manager to discuss any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc. The school reserves the right to impose restrictions in order to ensure health and safety.

<b>MINIBUSES</b>
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The school does not currently own a minibus.

<b>STRESS / WELLBEING</b>
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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.

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead<sup>2</sup> is Fay Summers.

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education. [Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The school has the following systems in place for responding to individual concerns and monitoring staff workloads:

- performance management;
- mentoring;
- personal development plans;
- access / referral to Occupational Health

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<sup>2</sup> **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#).

This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health

<b>LEGIONELLA</b>
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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 March 2023 by Swift Clean and Ian Reid 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 on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, eg 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 pre-rinsing head in the Kitchen.
- The two hot water heaters (header tanks) are inspected for compliance and disinfected on an annual basis by Swiftclean.
- All TMV's (thermostatic mixing valve) are also serviced by Swiftclean annually.

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

No water sampling for bacteria levels is undertaken.

<b>WORK EXPERIENCE</b>
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The school has a separate work experience procedure 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.

<b>INFECTION CONTROL</b>
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The school follows UKHSA guidance [‘Health protection in education and childcare settings’](#) and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of [‘Health protection in education and childcare settings’](#) for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever