

The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

**POLICIES, GUIDANCE AND PROCEDURES**



# Health & Safety Policy

## The Collett School

**Date Implemented:** October 2017

**Date Last Reviewed:** June 2022

**Date Governing Body Approved:** July 2022

**Review Period:** Annually

**Staff Responsibility:** Manda Sides

**Date for Next Review:** June 2023

**Changes since last version:** Updated to reflect the new Chair of Governors.

Section	Details of change
Part 2 Organisation	Bullet point 2 amended to reflect HSE Managing for H&S HSG 65 (Plan, Do, Check, Act) added.
Throughout	Hyperlinks to the Grid updated. Reference to the Education H&S manual replaced with links to H&S pages of the Grid.
Appendix 1 – Risk Assessments	CLEAPSS link changed.
Appendix 6 - First Aid	Amended to reflect change in personnel and removal of Specialist Medical HLTA in last sentence and replace with office.
Appendix 6 - First Aid Boxes	NHS Direct phone number changed.
Appendix 8 – H&S Information and Training	Third paragraph added – ‘Staff meetings are.....’
Appendix 11 – Flammable & Hazardous Substances	Addition – PPE heading ‘All staff to wear ....’
Appendix 18 - Lettings	Whole section updated.
Appendix 22 – Swimming	Bullet points updated.
Addendum to H&S policy for COVID 19	Removal of pages

# HEALTH AND SAFETY POLICY

## PART 1. STATEMENT OF INTENT

The Governing Body of The Collett School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the 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 all members of staff, a reference copy is kept in the Head of Operations' office and on the 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's) Health and Safety Policy** and should be read in conjunction with the following policies: BTF Supporting Medical Needs; BTF First Aid; The Collett Emergency Evacuation Procedures.

Paper copy signed and dated

Paper copy signed and dated

Ian Dignum, Chair of Governors

Stephen Hoult-Allen, Executive Head

Date:

Date:

**The Collett School**

**The Health and Safety Governor: Poppy Choudry**

**The Health and Safety Manager of the school is Mrs Manda Sides**

## **PART 2. ORGANISATION**

In Foundation schools, the responsibility for Health and Safety rests with the Governing Body as the employer.

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

### **Responsibilities of the Governing Body**

- The Governing Body are responsible for ensuring Health and Safety management systems are in place and effective.
- 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 and Safety Governor is appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback Health and Safety issues and identified actions to the Governing Body.
- The Governing Body will receive regular reports from the Executive Head or other nominated members of staff in order to enable them to provide and prioritise resources for health and safety issues.
- Where required, the Governing Body will seek specialist advice on health and safety that the establishment may not feel competent to deal with.
- In Foundation Schools, the Governing Body as the employer provides access to competent health and safety advice via Hertfordshire County Council as required by the Health and Safety at Work Act 1974. HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

### **Responsibilities of the Executive Head**

Overall responsibility for the day to day management of health and safety in accordance with the County Council's Health and Safety policy and procedures rests with the Executive Head. The Executive Head has responsibility for:

- Co-operating with the Council 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 that may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Council 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 and contract conditions.

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

The task of overseeing Health and Safety at The Collett School has been delegated by the Executive Head to the Head of Operations at The Blue Tangerine Federation. Within departments this task is further delegated to the Head of School, relevant Middle Leaders, the Bursar and the Caretaker.

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

The Senior staff/Middle Leaders 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 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 School, Head of Operations or Caretaker 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 Hertfordshire County Council's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.hertfordshire.gov.uk/health-and-safety).

The following list of arrangements covers the key elements of a Health and Safety policy.

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	-	Inspection/Testing of Emergency Equipment
Appendix 6	-	First Aid and Medication Appendix
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	-	Lifting and Handling
Appendix 14	-	Contractors
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles on Site
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress / Wellbeing
Appendix 21	-	Legionella
Appendix 22	-	School Swimming
Appendix 23	-	Work Experience

## RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the relevant member of staff/Head of Operations following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Executive Head.

Risk assessments are available for all staff to view and are held centrally in a file in the main office and in the Teachers shared area. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager/class teacher. Such risk assessments will be reviewed regularly and at least on an annual 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 relevant Middle/Curriculum Leaders using the relevant codes of practice and model risk assessments detailed below.

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

All HCC schools have a subscription to CLEAPSS<sup>2</sup> and their publications are used as sources of model risk assessment with science and DT.

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<sup>2</sup> CLEAPSS Science and D&T publications CD Rom or via <http://www.cleapss.org.uk/>

## OFFSITE VISITS

Hertfordshire County Council (HCC) has adopted the Outdoor Education Advisory Panel's [national guidance](https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml) for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance available via <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

HCC'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, participant's 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. This person will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head of School (Jennie Witter) or the Executive Head for final approval.

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

## HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a six monthly basis and be undertaken/co-ordinated by the Head of Operations and Caretaker.

Inspections of individual departments will be carried out by middle leaders or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Head of School (Jennie Witter). Responsibility for following up items detailed in the safety inspection report will rest with the Head of Operations and the Caretaker.

A named governor 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/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.



## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Executive Head is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#). The fire risk assessment is located in the school's fire log book and Health and Safety folder and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the Emergency Evacuation Policy. This can be found on the website under policies and is part of the Induction Pack/Staff Handbook.

A hard copy is given to the nominated Marshals and a summary posted in each classroom. These procedures are reviewed at least annually and are made available to all staff when updated and 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 in a hard copy at reception.

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 school office and as part of the school emergency evacuation plan.

### Fire Drills

- Fire drills are undertaken termly and results recorded in the fire logbook by the Head of School /Caretaker.

### Fire Fighting

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

**For further information on these processes and arrangements, please refer to the Emergency Evacuation Policy.**

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

<b>WATER</b>	<b>Mains water supply stop cock is situated at the entrance to the school.</b>
<b>ELECTRICITY</b>	<p>The main fuse boards are situated in first room on the right at the bottom of the hall stairs opposite the Carousel.</p> <p>Further electrical points can be found in the:</p> <ul style="list-style-type: none"><li>• Meeting room in the reception area.</li><li>• Early Years toilet changing area - behind a panel above the toilet in the first cubicle.</li><li>• Middle block toilets – on the right hand wall of the second toilet on the left hand side set of toilets.</li><li>• Photocopying room in the main hall.</li><li>• New block in a cupboard in the lobby area.</li></ul>
<b>GAS</b>	<b>The gas shut-off valve is situated next to the boiler house, in an isolated cupboard facing the playground and near the water tower.</b>
<b>FIRE PANEL</b>	<p>The main fire panel is situated in the office corridor in the reception area.</p> <p>Go through the school reception door and gate, turn left, then left, the Main Fire Panel is on the wall on the left of you.</p>
<b>EMERGENCY</b>	<b>Fire evacuation plans/instructions are displayed in all rooms</b>

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

An inventory is kept by the caretaker/subject leaders as appropriate for consultation. The caretaker ensures that all flammable substances are stored in the designated cupboard located behind the storage units near the kitchen. This cupboard is locked at all times.

<b>INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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The Caretaker/School Office is responsible for ensuring that the school's fire testing log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire log book located at the fire alarm panel.

**Fire Alarm System**

Fire alarm call points will be tested weekly in rotation. This test will occur every **Monday morning at 8am**.

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

**ADT – 0844 7254311**

A fire alarm maintenance contract is in place with ADT and they will test the system twice a year.

**Fire Fighting Equipment**

All firefighting equipment is checked weekly by the caretaker to ensure that it remains available for use and operational. An annual maintenance service of all firefighting equipment is scheduled to take place by ADT.

Defective equipment or extinguishers that need recharging will be taken out of service and reported directly to the caretaker/school office.

**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 a competent company.

**Means of Escape**

Daily checks will be completed by the caretaker for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

## FIRST AID AND MEDICATION

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

### FIRST AID AT WORK LEVEL (18 hr):

<u>Name</u>	<u>Date Expires</u>

### PAEDIATRIC FIRST AID (12 hr):

<u>Name</u>	<u>Date Expires</u>
Aisha Garrett	07/2024

### TRAINED TO EMERGENCY AID LEVEL (6 hr):

<u>Name</u>	<u>Date Expires</u>
Alison Hoare	05/11/2024
Andy Double	05/11/2024
Billy Soden	05/11/2024
Clare Hancock	05/11/2024
Colin Workman	05/11/2024
Danielle Rockley	05/11/2024
Emily Browne-Powell	05/11/2024
Heather Coghlan	05/11/2024
Jennie Sewell	05/11/2024
June Whyman	05/11/2024
Kat Martin	05/11/2024
Kirsty McIntosh	05/11/2024
Leah Whish	05/11/2024
Lois McIntyre	05/11/2024
Matthew Bayles	05/11/2024
Melanie Lulham	05/11/2024
Samantha Clarke	05/11/2024
Shahin Khan	05/11/2024
Sofia Da Silva	05/11/2024
Waju Areogun	05/11/2024

First aid qualifications remain valid for three years. The DSL and Office 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:**

First Aid Room, all classrooms, PE Department, Minibuses, Hive area (portable). There are also additional first aid kits taken on LOTC trips.

The Office Administrator is responsible for regularly checking (termly) that the contents of all the first aid boxes are complete and replenished as necessary.

An **AED** (automated external defibrillator) is **LOCATED IN RECEPTION, ON THE WALL OPPOSITE THE MEETING ROOM**. The Caretaker checks the AED on a monthly basis.

**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 111**) and, in the case of pupil with the parents/carers.

**Useful telephone Number -Watford General 01923 244366****Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document

[Supporting pupils at school with medical conditions](#) and the schools own supporting medical needs policy on the website.

**No** member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances. A request form must have been completed by the parent/carer.

The Reception/Office is responsible for accepting medication and the Administrator/Class teacher for checking all relevant information has been provided by parents/carers prior to administering.

Controlled medications are stored in the locked cabinet in the first aid room/office. Any other medications will be clearly labelled and kept securely in the first aid room or classroom medical cabinets with access strictly controlled.

All pupils know how to access their medication. Where children need to have immediate access to emergency medication asthma inhalers, epi-pen etc. it will be kept in the respective class medical cabinet and/or first aid room and clearly labelled.

**For further information on the processes and procedures in place and recording and monitoring, please refer to the 'Medical Policy - Supporting Pupils with Medical Conditions' and 'First Aid Policy.**

### **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. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year/when child enrolls/on diagnosis being communicated to the school and will be reviewed annually by the DSL.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the in the pupil's files. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **APPENDIX 7**

### **ACCIDENT REPORTING PROCEDURES**

#### **Accidents to Employees**

All minor incidents to employees are recorded on ARBOR. **All** employee accidents, no matter how minor, must be reported to the governors on a termly basis and online using the accident reporting system hosted on Solero.

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

#### **Accidents Other Non-employees (members of public/visitors to site etc.)**

All minor incidents to non-employees and more significant incidents, as detailed below, must 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.

All major incidents will be reported to the Executive Head, Head of School and the Health and Safety Governor as soon as they occur.

#### **Accidents to Pupils**

All pupil accidents, no matter how minor are reported and recorded on ARBOR. The DSL monitors for trends and a report is compiled on a termly basis for the Executive Head/Head of School/Head of Operations/Governing Body.

Parents/carer's are notified of minor accidents via a slip sent home with the pupil via class dojo or by a phone call home. Parents/carers will be notified immediately of all major injuries.

All major incidents **must** be reported to the Executive Head, Head of School and the Health and Safety Governor and **must** be reported online using the accident reporting system hosted on Solero.

The Head of School 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.

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

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

The Executive Head 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/index.htm> 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 weekends and holidays).

**Any violent incidents involving pupils are recorded on CPOMS and are reported to the Governing Body on a termly basis by the DSL.**

**For further information on the processes and procedures in place and recording and monitoring, please refer to the 'Medical Policy - Supporting Pupils with Medical Conditions' and 'First Aid Policy.'**

## HEALTH AND SAFETY INFORMATION AND TRAINING

### Consultation

The Head of Operations and the Executive Head meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points and issues are brought forward for review by the Governing Body at the next board meeting.

The teaching Trade Unions appointed Safety Representative on the staff is currently vacant.

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

### Communication of Information

Detailed information on how to comply with the HCC's Health and Safety policy is given via the [H&S pages of the Grid](#). The Health and Safety Law poster is displayed in the staff room.

The Governing Body provides access to competent health and safety advice via HCC Health and Safety Team (01992 556478) as required by the Health and Safety at Work Act 1974.

### Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy.
- A revised copy of the policy annually once it has been updated.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.).
- Refresher training where required.

Any new instructions or restrictions will be communicated to all staff [in writing], [via staff meetings and recorded in minutes] and highlighted as part of the standard cycle of policy review.

Training is recorded on ARBOR by the office staff and certificates issued are placed in respective staff files in the HR office.

The Head of Operations and Executive Head are responsible for co-coordinating 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 Head of School will be responsible for assessing the effectiveness of training received.

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



## 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 Head of School. The school will work in partnership with HCC and police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

### **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 from the Head of School/Head of Operations. If they are a key holder, register with the Caretaker by text when entering and leaving the building. If not a key holder, you will need to liaise with the Head of Operations/Caretaker regarding opening and locking the building.

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. and ensure that someone is aware of where they are.

Home visits are always carried out by two members of staff. Control measures include: mobile phone contact; notifying a colleague of visit details; expected time of return/end time and arrangements for contacting etc.

### **School Staff Responding to Call Outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague/friend/family member if possible. They should not enter the premises unless they are sure it is safe to do so.

## PREMISES AND WORK EQUIPMENT

All staff are required to report to the School Office/Caretaker 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. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The School Office/Caretaker are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised/have received specific training.

### **Planned Maintenance/Inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the school office (Key areas for compliance are outlined on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

### **Curriculum Areas**

Curriculum leaders/middle leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented by reporting them to the Caretaker using a Maintenance Request Form. Some curriculum equipment, e.g. Food Teach and PE is subject to an annual inspection by an approved contractor.

### **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 Caretaker/School Office.

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 competent electrician at least every two years and more frequently where necessary as described above.

The School Office is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and **must** be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by an approved supplier and as a minimum 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5-year period. Alternatively, a whole school physical test of wiring will take place every 5 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 by staff on duty and the Caretaker will conduct a formal [termly inspection](#) of the equipment.

PE and Play equipment will be subject to an annual inspection by an approved contractor.

## APPENDIX 11

### FLAMMABLE AND HAZARDOUS SUBSTANCES

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

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

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

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed;
- Material safety data sheets are obtained from the relevant supplier for all such materials;
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance;
- All chemicals are appropriately and securely stored out of the reach of children and all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## 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.

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

## ASBESTOS

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 February 2018.

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

The Head of School/Caretaker 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 one of the school's asbestos authorising officers and the area immediately evacuated and closed/locked off. Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

The school's asbestos authorising officers are the Executive Head, Caretaker, Head of Operations and the Bursar. 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 Head of School/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.
- 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.

## LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and are made available to all staff. Staff are also 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 that present as a significant risk to the health and safety of staff, will be reported to the school office/caretaker 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 will 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 yearly basis by a competent contractor (where applicable).

## CONTRACTORS

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

All contractors must report to school office reception where they will be asked to sign in using the visitor's management console and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

### School Managed Projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>3</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. Such projects are managed by either the Operations Manager or an external Project Manager, who will ensure 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 (where possible). These contractors have satisfied the County Council that they understand and abide by Health and Safety regulations. Details can be found [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

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

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<sup>3</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/or if there will be more than 1 contractor on site at the same time it is recommended that an agent be used to work on the school's 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 and will be stored electronically in the Teachers shared area.

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 Caretaker. The nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.
- Any risks from fragile surfaces is properly controlled.

### 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](#)

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, visitors, passenger transport and parents at keys times.

Access to the school **must** be kept clear for emergency vehicles. The vehicle access gate **must** not be used for pedestrian access.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Office following HCC guidance. See the Lettings Policy available electronically on the website for more details.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. 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, the school reserves the right to impose restrictions in order to ensure health and safety.



## MINIBUSES

The School Office maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the [DVLA](#).<sup>4</sup>

All minibus drivers should hold a valid HCC mini bus permit (valid for 5 years) Issued by the HCC Road Safety Unit. A record of which is held by the Bursar/School Office.

The Caretaker/School Office is responsible for ensuring that all of the vehicles display a Section 19 permit and that HCC undertake regular checks on the vehicles. The schools operation of minibuses follows [County Guidance](#).

## 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.

Staff will be notified of any benefits/services acquired by the school for all staff through email and the staff notice board.

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<sup>4</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

## LEGIONELLA

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

The Caretaker 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);
- Half termly 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 (if applicable/in use).

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

## APPENDIX 22

## SCHOOL SWIMMING

### Primary school swimming in public places/secondary schools

These will be planned as an offsite visit in line with the school's policy and risk assessments.

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

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

## WORK EXPERIENCE

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

The Head of School has overall responsibility for managing and co-ordinating such activities but he/she may delegate this to an appropriate member of staff.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre- placement checks by a competent person(s)/supplier(s). Nominated staff will assess the suitability of the placement and provide all relevant supporting documentation.
- No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre- placement visit undertaken by a competent person(s).
- Where work placements form part of the vocational qualification offered by an FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Arrangements will be in place to visit/monitor/support pupils during the placement by school staff.
- Emergency contact arrangements are in place (including out of school hours' provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving pupils on work placement activities will be reported to the placement organiser/Education Health and Safety Team at the earliest possible opportunity.