



# Health & Safety Policy

## St Luke's School

**Date Implemented:** October 2017

**Date Last Reviewed:** 14.08.2019

**Date Governing Body Approved:**

**Review Period:** Annually

**Staff Responsibility:** Manda Sides

**Date for Next Review:** 14.08.2020

## Introduction

This policy has been created in line with Hertfordshire County Council's (HCC) Health and Safety model policy and has been adapted for St Luke's School.

## Writing a Policy Statement

1. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.
2. Adapting the model policy is the best way of complying with HCC's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.
3. The safety policy should be signed and dated by the Executive Head/Chair of Governors.<sup>1</sup>
4. The main points required in a Health and Safety Policy Statement are:

### Part 1 Statement of Intent

Outlining our commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

### Part 2 Organisation (roles and responsibilities)

The organisation section describes the roles and responsibilities of key personnel, for example:

- Governors
- Executive Head
- Head of School
- Those with responsibility for specific areas or activities which may have been delegated to the Heads of Department, Deputy Heads, Site Managers, Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management/employee consultation are detailed.

Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables us to demonstrate communication lines are in place enabling staff to participate in health and safety.

### St Luke's School

**The Health and Safety Governor is Ros Wood**

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

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<sup>1</sup> References to governors should be taken to mean whoever is responsible for fulfilling governance functions

### Part 3 Arrangements

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The appendices note key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

### Arrangements for Policy Review

5. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
6. Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of Governors (e.g. premises, resources etc).
7. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years)
8. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

### Further Information

9. Hertfordshire Council Health and Safety Team Tel: 01992 556478
10. [DfE health and Safety advice for schools](#) – Annex A contains key elements of a H&S policy

# HEALTH AND SAFETY POLICY

## PART 1. STATEMENT OF INTENT

The Governing Body of St Luke's 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 is accessible on the website and electronically in the teachers shared area.

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.**

Paper copy signed and dated

Paper copy signed and dated

Ros Wood, Chair of Governors

Stephen Houlton-Allen, Executive Head

Date:

Date:

## **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 systems should adhere to HCC's Health and Safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).
- 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.

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

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

- Co-operating with HCC 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 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 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 on the site has been delegated by the Executive Head to **Mrs Manda Sides**, Head of Operations at The Blue Tangerine Federation. Within departments this task is further delegated to the Head of School, relevant curriculum/middle leaders and the Premises Manger.

### **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 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 School, Head of Operations or Premises Manager of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report/record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of Employees**

Under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's Health and Safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. ARRANGEMENTS**

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

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

- 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 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 in the [Education Health and Safety Manual](#) and are approved by the Executive Head.

Risk assessments are available for all staff to view and are held centrally in the Head of Operations' office and electronically in the Teachers shared area (RDrive). 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 Curriculum/Middle 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 texts 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 [www.cleapps.org.uk](http://www.cleapps.org.uk)



## OFFSITE VISITS

Hertfordshire County Council has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

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 or the Executive Head for final approval.

## HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a 6 monthly basis and be undertaken/co-ordinated by the Head of Operations and Premises Manager.

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 Executive Head. Responsibility for following up items detailed in the safety inspection report will rest with the Head of Operations and the Premises Manager.

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 and full governing body meetings.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#). Inspections will be conducted jointly with the establishment's Health and Safety representative(s) if possible.

## 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 [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are held electronically in the Teachers shared area (Rdrive) under policy's and forms part of the staff 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.

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.

### Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire logbook by the Headteacher/Premises Manager.

### 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). Gas Panel in the Boiler & stock room.

Electrical points in the meeting room at the bottom of the hall staircase.

<b>WATER</b>	<b>Mains water supply stop cock is situated on the footpath as you enter the school grounds through the main gates.</b>
<b>ELECTRICITY</b>	<b>The main fuse board is situated in the boiler house. Enter the boiler house and turn right and through the doorway, then turn left. The electricity bank is on your right</b>
<b>DOUBLE BLOCK GAS</b>	<b>The gas shut-off valve for the double block is situated front field side of the double block in a small brick block outside the boiler house</b>
<b>MAIN SCHOOL GAS</b>	<b>The main school gas shut-off valve is situated in the boiler house. Enter the boiler house, turn right and through the doorway, then turn left. Go through to the far room. The valve is on the far wall.</b>
<b>FIRE</b>	<b>The main fire panel is situated in the Office next to the medical room in the staff room corridor.  From Reception go through the door into the school, turn right and go through the double doors. Walk 10 paces and enter the second door on the right.  The Main Fire Panel is on the wall on the right in front of you.</b>
<b>EMERGENCY</b>	<b>Fire evacuation plans are displayed in all rooms</b>

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

An inventory is kept by the premise manager/subject leaders as appropriate for consultation. The premises manager ensures that all flammable substances are stored in designated secure area.

## INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

The Premises Manager/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 are tested weekly in rotation. This test will occur every **Thursday morning at 8am**.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer **Clymac – 01509 232651** or out of hours **08448 791103**

A fire alarm maintenance contract is in place with Clymac and the system will be tested twice a year by them.

### FIRE FIGHTING EQUIPMENT

All firefighting equipment is checked weekly by the Premises Manager to ensure that it remains available for use and operational. An annual maintenance service of all firefighting equipment will be undertaken by Clymac.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Premises Manager/School Office.

### EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house. Annually, a full discharge test and certification of the system will be undertaken by an approved contractor.

### MEANS OF ESCAPE

Daily checks will be completed by the Premises Manager for any obstructions on exit routes and ensure 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 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>
Carol Sayer	01/03/2020
Trevor Hall	01/02/2022

**PAEDIATRIC FIRST AID (12 hr):**

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

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

<u>Name</u>	<u>Date Expires</u>
Adrienn Hanko	01/11/2020
Annette Harrison	02/09/2022
Alistair Noble	02/09/2022
Anita Vig-kis	02/09/2022
Caroline Warner	02/09/2022
Danny O'Donovan	02/09/2022
Emma Freedman	02/09/2022
Ellie Gomme	23/11/2021
Emilie Griffin	02/09/2022
Emma Ward	02/09/2022
Georgia Hardwick	02/09/2022
Jade Flint	02/09/2022
Janine Hicks	02/09/2022
Leanne Claydon	02/09/2022
Lisa Stanhope	02/09/2022
Matt Colley	02/09/2022
Rebecca Tindall	02/09/2022
Sprydoula Karakousi	02/09/2022
Tina Orchard	02/09/2022
Wendy Trowt	23/11/2021

First aid qualifications remain valid for three years. The DSL and Medical Assistant 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. There are also additional boxes to taken on LOTC trips.

The Specialist Medical Support 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 THE STAFF ROOM BEHIND THE DOOR.**

**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](#). Records of administration will be kept by the Specialist Medical Support.

Detailed arrangements are provided in a separate policy.

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

The Receptionist/Medical TA is responsible for accepting medication and the Medical TA/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. Any other medications will be clearly labelled and kept securely in the first aid room with access strictly controlled. All pupils know how to access their medication. Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the 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/Specialist Medical Support.

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 also be reported to the governors on a termly basis and online using the accident reporting system hosted on Solero.

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

All minor incidents to non-employees, more significant incidents, as detailed below, must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises/equipment defects.

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

#### Accidents to pupils

All pupil accidents, no matter how minor are reported and recorded on ARBOR. The Medical Assistant/DSL monitor 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.

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

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

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including 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 to be appointed.

### Communication of Information

Detailed information on how to comply with HCC's Health and Safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid. The Health and Safety Law poster is displayed in the staff room.

The 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 1074.

### 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 Executive Head and Head of Operations 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.

<b>PERSONAL SAFETY / LONE WORKING</b>
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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 Premises Manager by text when entering and leaving the building. If not a key holder, you will need to liaise with the Head of Operations/Premises Manager 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/Premises Manager 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.

The School Office/Premises Manager 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](#))

### Curriculum Areas

Curriculum/middle leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented by reporting then to the Premises Manager 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 Premises Manager/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.

## 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 Premises Manager 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) Heads of Department 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 Premises Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed;
- Material safety data sheets are obtained from the relevant supplier for all such materials;
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance;
- All chemicals are appropriately and securely stored out of the reach of children 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.

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

## 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 October 2018.

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

The Head of School/Premises Manager 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, Premises Manager, 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.

## LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are 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 school office/ Premises Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils 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 6 monthly 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 Premises Manager/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 either by 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 at <http://www.thegrid.org.uk/info/premises/property.shtml>

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.

## WORK AT HEIGHT

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 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 establishments nominated person(s) responsible for work at height is the Premises 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.



## DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous/near continuous spells of an hour or more at a time*) e.g. admin/office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

## VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, visitors and parents at key 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 Bursar/School Office following HCC guidance. See the Lettings Policy electronically on the teachers shared area or on the website for more details.

<b>MINIBUSES</b>
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The Bursar/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.<sup>4</sup>

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

The Premises Manager 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 [HCC Guidance](#).

<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.

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 Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

The risks from legionella are mitigated by basic operational controls and thus the following checks are 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).

## SCHOOL SWIMMING

**Primary school swimming in public places/secondary school.**

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

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

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s).
- Pupil/swimming teacher ratios.
- Rescue/lifeguard provision provided.

## 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 a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every pupil 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 pupils during the placement.
- Emergency contact arrangements are in place (including out of school hours' provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving pupils on work placement activities will be reported to the placement organiser/Education Health and Safety Team at the earliest possible opportunity.