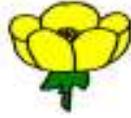


Goldfield Infants' and Nursery School



Health and Safety Policy

Department:	Health and Safety Team
Author:	James Ottery
Date of issue:	September 2010
Last Review:	September 2016
Reference:	CSF0035

Committee	Resource Matters
Next Review	Spring 2021
Duration	1 year
Approved FGB	Spring 2020



PART 1. STATEMENT OF INTENT

The Governing Body of Goldfield 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 arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and issued to, all members of staff.

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

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#).

Signed

Signed

Paul Elley, Chair of Governors

Debbie Stevens, Headteacher

Date

Date

PART 2. ORGANISATION

As the employer, the local authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. In Academy, Foundation and Voluntary Aided schools, the responsibility for health and safety rests with the Governing Body/Trust as the employer.

At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body

The Governing Body is responsible for ensuring health and safety management systems are in place and are effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

As a minimum these systems will adhere to the LA's health and safety policy, procedures and standards as detailed in the Education Health and Safety Manual.

Health & Safety Governors, Jane Blake, Chris Howard have been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, (Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools. In Academy, Foundation and Voluntary Aided schools, then the Governing Body/Trust as the employer provides access to competent H&S advice via HCC's H&S team as required by the Health and Safety at Work etc Act 1974.

The governing body is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to Children, Schools and Families (CSF), or another body as necessary, any hazards which the establishment is unable to rectify from its own budget;

- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in the school and in accordance with the Education Health and Safety Manual, rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA 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 that the establishment has emergency procedures in place. Goldfield will follow the Schools Emergency Response Plan (ERP) and has a Business Contingency Plan (BCP) in place for emergency and crisis situations.
- 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.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will

not relieve the Headteacher from the overall day to day responsibilities for health and safety within the school.

The Headteacher will:

Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all staff are aware of and make use of such guidance.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

E.g. Safety Coordinator, Site Manager, Teaching Staff etc.

Each class teacher will:

- Apply the school's Health and Safety Policy within their own classroom or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Ensure the ELT are aware and follow relevant health and safety guidance and procedures.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, or refer to the Headteacher or Site Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff, volunteers and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe, by reporting this to the site manager or a member of the leadership team.

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 of the establishment 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 a member of the leadership team or the site manager.
- Report immediately to a member of the leadership team any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

SPECIFIC ROLE: BUTTERCUP CLUB (Wrap Around Care)

Goldfield Infants' and Nursery School has implemented a Wrap Around Care Service: The Goldfield Buttercup Club. This comprises of a breakfast club, 8:00am to 8:50am and after school care 3:15pm to 6:00pm. The school remains the lead agency and thus retains overall responsibility for H&S. This policy applies to the Goldfield Buttercup Club and all employees will adhere to the procedures set out within it.

The day to day management of the Goldfield Buttercup Club is the responsibility of the Manager. Where alternative procedures have been deemed necessary to put in place, these have been developed by the Manager in consultation with the Head Teacher and will supplement the H&S arrangements of the school.

PART 3. LOCAL ARRANGEMENTS

Detailed information on the LA's expectations are provided in the Education Health and Safety Manual.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal Safety/Lone Working
- Appendix 10 - Premises and Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Lifting and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella

Detailed information is given in the [Education Health and Safety Manual](#)

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are written by class teachers and are co-ordinated by Jane Blake following guidance contained in the Education Health and Safety Manual and are approved by the headteacher.

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by the Health and Safety governor and approved by the headteacher.

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

Individual Risk Assessments

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the head teacher.

Assessments on new and expectant mothers will be undertaken by the Headteacher following guidance contained in of the [County Health and Safety Manual](#).

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

It is also the responsibility of all staff to inform the head teacher of any medical conditions which may impact upon their work.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by class teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

All LA schools have a subscription to CLEAPSS (www.cleapss.org.uk) and their publications are used as sources of model risk assessment within Science, Art and DT.

CLEAPSS technology site <http://dt.cleapss.org.uk>

CLEAPSS science site <http://science.cleapss.org.uk>

CLEAPSS primary school's site <http://primary.cleapss.org.uk>

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

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE (ISBN 978-0-86357-426-9)
- National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
<http://www.afpe.org.uk/>

<p>OFFSITE VISITS</p>

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. [Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required]. Goldfield Infants' and Nursery School do not undertake any Level 3 trips due to the age of our pupils.

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(s), who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher.

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the headteacher or nominated member of the SLT.

<p>HEALTH AND SAFETY MONITORING AND INSPECTIONS</p>
--

A formal workplace inspection of the site will be conducted on a termly basis and be co-ordinated by the health and safety governor and the site manager.

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.

The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher. Two named governors Chris Howard and Jane Blake will be involved in monitoring the school's health and safety management systems on an termly basis and report back to both the relevant sub-committee and full governing body meetings. Responsibility for following up items detailed in the safety inspection report will rest with the Resource Matters Committee.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Fire safety risk assessment educational premises](#) and the [Education Health and Safety Manual](#).

The fire risk assessment is located in the risk assessment folder and reviewed on an annual basis.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation (including Personal Evacuation Plans [PEP] for individuals where appropriate) procedures are detailed in the staff induction pack, the Lettings policy and posted in each classroom. These procedures will be reviewed at least annually.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the school.

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 as part of the school;s emergency response plan by the Headteacher and provided to the L.A via Solero.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire log book;

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- **Details of service isolation points** (i.e. gas, water, electricity) are as follows:
 - Gas:** Rainbow Room – Cupboard nearest the window
Emergency Stop Button by the kitchen back door
 - Water:** Stopcock at the end of the drive leading to Christchurch Rd
 - Electricity:** Electrical Cupboard opposite internal door to classroom 2
- Material Safety Data Sheets for Chemicals and flammable substances. These will be kept by the Site Manager as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in Chubb locked cupboard in the entrance hall.

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the Fire log book. Normally weekly regular testing of fire alarms will occur on Friday at 16:00.

Any defects on the system will be reported immediately to Chubb 03448791770

INSPECTION OF FIRE FIGHTING EQUIPMENT

Chubb undertake an annual maintenance service of all fire fighting equipment.

The Site Manager checks that all fire fighting equipment is available for use and operational and for any evidence of tampering. Staff should report any evidence of tampering.

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

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Chubb.

MEANS OF ESCAPE

Class teachers should ensure that there are no obstructions on exit routes in their classroom. All staff to ensure other exit routes are kept clear. The Site Manager to ensure all final exit doors are operational.

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS: The Work Room, the Nursery, the Kitchen, each classroom and the Goldfield Buttercup Club.

AED is located in the Work Room.

The TA on Medical Room duty at playtimes is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

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)

TRAINED TO FIRST AID AT WORK LEVEL:

Susan Grainger

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):

Clare Hammill
Emily Millington

Mike Birch
Sam Hodge

Amanda Doman
Sue Baker

TRAINED TO EMERGENCY AID LEVEL:

Anna Barr
Rachel Cowan
Lucy Mabbitt

Vickie Just
Paula Foxley
Denise Anderton

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

The teacher in charge of any trip will check that appropriate risk assessment includes the carrying of essential medications and first aid.

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers. The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Blood Spillages

HCC guidance on protection from blood borne viruses and basic infection control shall be followed.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document "[Supporting Children with Medical Conditions September 2014](#)". Detailed arrangements are provided in a separate policy.

The School office is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian. Pain relief may be given at the specific request of a parent or guardian and where an individual health care plan has been put in place. This is usually following a sprain or fracture and is a short term arrangement only.

The only other non-emergency medication kept and administered within school are those prescribed specifically for a pupil by a doctor and the child must receive four doses within 24 hours. The parent/ guardian must sign the Medications in School Book and have the agreement of the Head teacher. Members of staff reserve the right to refuse to administer medicines.

All non-emergency medications – except diabetic kits - are kept on the medicine shelf in the work room with access strictly controlled, or in the staffroom fridge. Diabetic kits are kept in the child's classroom in the teacher's cupboard.

Where children need to have access to other medication i.e. asthma sufferers or those with an epi-pen, these will be kept in the medicine cupboard in the workroom, and clearly labelled.

When staff administer medication, ad hoc, they make a note of this on a prepared sheet kept in the medical room. They also fill in a blue form, which the child takes home. For those children who are taking medication on a regular basis, details are noted in individual books.

Individual Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year or when child enrolls or on diagnosis being communicated to the school, and will be reviewed annually, by Class Teachers. Personal evacuation plans should be included in the Care Plan.

All staff are made aware of any relevant health care needs and have access to health care plans. Copies are available in the workroom.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate. Epi-pen training will be given annually by the school nurse.

Food Allergies

Parent/ Guardian are required to give information on any food allergies their child may have and must register online with Herts Catering Ltd before they may commence school lunches.

Where necessary a care plan will be put in place, details of which will be kept in a file and put out each lunch time in the kitchen with the child's photograph. It may be necessary for parents to meet with Herts Catering before commencing school dinners. Class Teachers should share access to a child's dietary needs through health care plans, prepared by Class Teachers, and notice of restrictions in the Medical Room. A register of dietary needs is also available.

Parents are informed that they are to supply children with foods that are nut-free and sesame seed free.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses. Where the HCC is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

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

Local accident books, located in the workroom and Nursery, are used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

Parents / carers will be notified immediately of all major injuries. Pupil accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All major incidents will be reported to the Head teacher and Health and Safety Governor. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils.

Reporting to the Health and Safety Executive (HSE)

The Head teacher 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 0845 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their

online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

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

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Resource Matters Sub meets once a term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school leadership team and full governing body.

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 office.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, special and VC schools. In Academy, Foundation and Voluntary Aided schools, then the Governing Body/Trust as the employer provides access to competent H&S advice via HCC's H&S team as required by the Health and Safety at Work etc Act 1974.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Headteacher or a member of the School Leadership Team.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

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

Training records are held by the Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is

undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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

PERSONAL SAFETY/LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct 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 proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **must not** be undertaken whilst working alone. Use of the tall ladder is forbidden whilst working alone, the elephant footstools may be used.

Where lone working cannot be avoided:

- The Headteacher and Governing Body have given permission for staff to come into school, with the proviso that they must adhere to this policy's procedures and guidelines. It is essential that staff notify a family member that they will be in school alone.
- Staff must ensure they do not put themselves or others at risk. (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- They should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), staff will notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- The school employs a key holding and alarm response service which attends the site in event of the alarm being triggered, or an incident occurring, out of school hours.
- In addition staff should report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

<p>PREMISES AND WORK EQUIPMENT</p>

All staff are required to report to the Site Manager, or a member of the leadership team, any problems found with equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

The site manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs or personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised.

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 Site Manager (Key areas for compliance are outlined on the Grid)

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Site Manager. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Project Solver.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years by Project Solver.

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

The external play equipment should only be used when supervised. Parents are made aware of this through safety notices on the equipment and occasional reminders in newsletters. Such equipment should be checked daily by staff on duty for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. Termly inspections are carried out by

Maureen Hale (Site manager), Chris Howard and Jane Blake (Governors).

PE and play equipment is subject to an annual inspection by T and B Contractors Ltd

Curriculum

Class teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Headteacher will identify all equipment subject to inspection in an equipment register (see over) and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

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

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Site manager	Site manager Staff	Site manager	Ladders termly and register kept Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site manager	Site manager	Site manager	Annually
Grounds maintenance equipment	Site manager	Site manager	Site manager	Annually
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Site manager	Site manager	T. Clarke East	Annually
PE and play equipment	Staff	Teaching staff Support staff under teacher supervision	T and B Contractors Ltd	Annually
Technology Equipment	ICT Technician	ICT Technician	Interm IT	
Portable electrical equipment	Staff	Staff	Project Solver	Annually

<p style="text-align: center;">FLAMMABLE AND HAZARDOUS SUBSTANCES</p>
--

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**” (the “COSHH” Regulations).

Within curriculum areas (in particular Science, DT and Art) then heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager and Governor.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- if required full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Site manager is responsible for ensuring that COSHH assessments are available from contractors

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 in January 2014, and more recently during Capital Plan building works 2015-2017. report sent on 21st February 2014. The asbestos log book was checked as part of the advice given following the H&S audit on 1st December 2015.

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

The Headteacher 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 drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

Any damage to materials known or suspected to contain asbestos should be reported to Site manager and Head Teacher who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk

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 Establishment's Asbestos Authorising Officers are Mrs Stevens, Mrs Blake, Mrs Hale and Mrs Pierpoint. The authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Mrs Hale or Mrs Stevens.

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 where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

School managed projects

The Construction (Design and Management) Regulations 2015 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 Debbie Stevens, Head Teacher and by Paul Elley, Chair of Governors, who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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 it is recommended that an agent be used to work on the schools behalf).

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml> [when considering the appointment of contractors outside of Hertfordshire frameworks the Head Teacher and Chair of Governors will undertake appropriate competency checks prior to engaging a contractor]

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.

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so. Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

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.

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

The establishments nominated persons responsible for work at height are Mrs Stevens (HT) and Mrs Hale (SM)

The nominated person 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 that ladders are checked termly;
- all access equipment is inspected and maintained regularly;
- the risks from fragile surfaces are properly controlled.

See Lone Working appendix for further restrictions concerning use of ladders.

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

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

Those manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the head teacher who will arrange for a risk assessment to be carried out. Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

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

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff, in compliance with the Restrictive Physical Intervention Policy. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

DISPLAY SCREEN EQUIPMENT (DSE)

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

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.

[HCC DSE Risk Assessment Form](#) is available on Connect.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, visitors, disabled visitors and Buttercup Club parents only and not for general use by other parents / guardians when bringing children to school or collecting them.

Gates are kept shut between 17:00 and 08:00 (18:00 for Buttercup Club) and secured overnight. The children's and parent's access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles. The vehicle access gate must not normally be used for children's 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 Headteacher following [County council guidance](#)

Please see Lettings Policy.

MINIBUSES

This appendix is not applicable. The Headteacher is responsible for the undertaking checks on and the operation of minibuses following guidance contained in the [County Guidance](#). All minibus drivers should receive training by the HCC Road Safety Unit; drivers will be issued with a copy of the code at the training sessions.

APPENDIX 20

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.

Please see the Work/Life Balance Policy

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual. This school has no cold water storage but a water log book is in place, and outlets are tested twice a year. This is in compliance with advice given by HYDROP and T Clarke, following their assessment in 2019. This will be reviewed should significant changes occur to the water system and/ or building footprint.

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on specific outlets on a rolling monthly programme, so all outlets tested within a six month period
- Quarterly disinfection / descaling of showers

This school has no cold water storage.

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