

HEALTH AND SAFETY POLICY



Northgate Primary School

Approved on 27th November 2017
Review Due: November 2019

PART 1. STATEMENT OF INTENT

The Governing Body of Northgate Primary 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 and a reference copy will be kept in the staffroom. There is also a copy stored on the shared drive (T:\Policies\APPROVED ACADEMY POLICIES\2017-18) and on the schools website.

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

This policy statement supplements:

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

The Schools Supporting Pupils with Medical Needs Policy

The Schools Behaviour Policy

The Schools Restrictive Physical Intervention Policy

The Schools Accessibility Policy

The Schools Equality Statement



Sarah Cran, Chair of Governors

27th November 2017
November 2017

Jane Tanner, Headteacher

27th



PART 2. ORGANISATION

As the employer the Governing Body has overall responsibility for Health and Safety at Northgate Primary School.

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

Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

A Health & Safety Governor, Mr David Clarke, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The 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.

A contract has been set up with HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk who provide competent health and safety advice for Northgate Primary School. The access to competent H&S advice is a requirement of the Health and Safety at Work etc Act 1974.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to 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 consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

The task of overseeing health and safety on the site has been delegated by the head to the Site Manager in conjunction with the Business Manager. Within departments this task is further delegated to the relevant subject leaders.

Responsibilities of other staff holding posts of special responsibility

Miss Katy Greaves	-	Deputy Head / Off Educational Visits Coordinator
Mrs Charlotte Clynes	-	Assistant Head
Mrs Julie Lane	-	Business Manager
Mr Peter Parker	-	Site Manager
Miss Fran Jones	-	KS2 / Leader / Science Subject Leader
Mr Joe Glozier	-	KS2 Leader
Mrs Rhian Gavin	-	LKS2 Leader
Mrs Sara Pratt	-	KS1 Leader / Art and DT Subject Leader
Mrs Gemma Aziz	-	Foundation Stage Leader
Mrs R Gavin / Miss A Hartley	-	PE Subject Leader

All of the above staff, alongside the Headteacher have responsibility for:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

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

Third party responsibilities for Health & Safety on site at Northgate Primary School are as follows:

Mrs Hayley Lynskey	-	Little Ladybirds Pre-School
	-	Early Birds & Night Owls
Mr Kevin Jones	-	Multi-Active Holiday & After School Clubs

All Hirers of the premises, both during the school day or in the evening, are given a copy of this policy and required to adhere to it. They are sent a revised copy each time it is updated.

PART 3. ARRANGEMENTS

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

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Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
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Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Stress
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Appendix 21	-	School Swimming
Appendix 22	-	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 Site Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in a shared drive at **T:\Northgate\Risk Assessments**. 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 or class teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant subject teachers 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 scheme of work / lesson plan etc.

Northgate Primary School has a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science, art and DT.

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

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN 978-086357-426-9
- 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/>

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, 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, Miss Katy Greaves, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher.

HEALTH AND SAFETY MONITORING AND INSPECTION
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A general inspection of the site will be conducted on a termly basis by the Business Manager who will be accompanied by the Site Manager.

Inspections of individual departments will be carried out by Subject Leaders or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher and the Governor responsible for Health & Safety. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager in conjunction with the Business Manager.

The Governor responsible for Health & Safety will be involved in monitoring the school's health and safety management systems on an annual basis when they will carry out a full inspection and audit accompanied by the Site Manager. The Health & Safety Governor will report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process 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 headteacher 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 held in the Site Managers office. The fire risk assessment will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the schools emergency response plan and a summary posted in each classroom and other occupied areas throughout the school. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by the Site Manager and updated to Oakpark Security Systems Ltd (01206 793673) who are contracted to carry out emergency and out of hours key holding services at Northgate Primary School.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

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.
- Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

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

- Gas - Main school kitchen by gas meter
- Gas - Kiosk located by the double green gates in the hedge
- Electricity - IT Server Room off Dining Hall
- Water - Outside Toilet at the back of the Boiler House
- Water - In the Nursery Play Area

Details of chemicals and flammable substances on site.

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

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

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

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on a Friday morning at approximately 7.30am. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Planet Fire Ltd on 01536 7444344.

A fire alarm maintenance contract is in place with Planet Fire Ltd and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all firefighting equipment remains available for use and operational. Fire Guard Services undertake an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager who will in turn contact Fire Guard Services on 0870 240 4604.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Planet Fire Ltd 01536 7444344.

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

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

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):

<u>Name</u>	<u>Certificate Expires</u>
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A Booth	24/03/2019
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TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

<u>Name</u>	<u>Certificate Expires</u>
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A Boom	18/01/2020	A Booth	10/03/2018
A Claxton	08/07/2020	G Cope	08/07/2020
K Crawford	18/01/2020	J Curtis	10/03/2018
L Hayes	22/03/2019	D Hooker	22/03/2019
A Tedder	10/03/2018	S Turner	22/03/2019
S Wilkes	21/03/2020		

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

<u>Name</u>	<u>Certificate Expires</u>		
A Booth	24/03/2019	Z Freeman	02/03/2019
S Godfrey	02/03/2019	H Merritt	02/03/2019
N Smith	02/03/2019	B Sycamore	02/03/2019
D Wilson	02/03/2019		

OTHER TRAINING IN EMERGENCY FIRST AID (6 hr):

<u>Name</u>	<u>Certificate Expires</u>		
K Crawford	17/12/2017	J Crocker	18/07/2020
T Eaton	18/07/2020	C Elmer	18/07/2020
S Foster	18/07/2020	J Glozier	18/07/2020
A Greet	18/07/2020	K Hagger	07/07/2020
C Morgan	18/07/2020	P Murphy	17/12/2017
H Nicholls	18/07/2020	K Padgett	17/12/2017
S Poole	18/07/2020	A Reed	18/07/2020
V Riggs	17/12/2017	S Rolfe	17/12/2017
A Tedder	17/12/2017	L Wise	18/07/2020

First aid qualifications remain valid for 3 years. Mrs Booth 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:

Medical Room
Staffroom
Nursery
Reception 1
Reception 2
Class 2
Class 12

Travel kits are also located in the Medical Room. Mrs Booth is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:

Inside Main Entrance on the wall opposite the School Office Door

THE FOLLOWING MEMBERS OF STAFF ARE TRAINED IN THE USE OF THE AED:

<u>Name</u>	<u>Certificate Expires</u>		
Sophie Adams	04/05/2018	Allyson Booth	04/05/2018
Amy Clarke	04/05/2018	Kate Crumpler	04/05/2018

Denise Hooker 04/05/2018
Helen Merritt 04/05/2018
Alison Reed 04/05/2018
Andrea Tedder 04/05/2018

Fran Jones 04/05/2018
Sarah Poole 04/05/2018
Barbara Sycamore 04/05/2018

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

Important Contact Details of Other Relevant Medical Departments:

Herts & Essex Community Hospital	-	Bishop's Stortford	-	01279 655191
Princess Alexandra Hospital	-	Harlow	-	01279 444455
School Nurse	-	Ware	-	01920 443793

Administration of medicines

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

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

No member of staff will administer **any** medication unless a request form has been completed by the parent / carer.

Office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Mrs Booth.

All non-emergency medication kept in school is securely stored in the medical room fridge / lockable cupboard, as required, with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the medical room and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. This is stored in the medical room.

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.

IHCPs 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 Mrs Booth.

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

ACCIDENT REPORTING PROCEDURES

Accidents to employees

As the employer, **all** employee accidents, no matter how minor, must be reported to the Governing Body and a record kept of the accident. More significant incidents, as detailed below, must also be reported to HCC using the online 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 where the injured person has to be taken to hospital after they have left the premises. This must be reported on Solero as soon as the school is aware of the hospital treatment
- Accidents arising from premises / equipment defects

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

A local accident book, in the Medical Room, is used to record all minor incidents to non-employees, more significant incidents as detailed above must also be reported to HCC using the online accident reporting system hosted on Solero.

All major incidents will be reported to the Headteacher and Governing Body. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

AND SAFETY INFORMATION & TRAINING

Consultation

The Resources Committee consists of the following members:

Mrs S Cran (Chair of Governors)
Mrs J Tanner (Headteacher)
Mrs N Brown (Governor)
Mr D Clarke (Governor)
Mr P Parker (Site Manager)

Mr B Neill (Chair of Resources)
Mr J Hurd (Governor)
Mrs V Smith (Governor)
Mrs J Lane (Business Manager)

The Resources Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The ATL Trade Unions appointed Safety Representative on the staff is Mrs T Eaton.

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the Main Office.

The Governing Body, as the employer, have entered into a contract with the Education Health and Safety Team, Tel: 01992 556478 who provide competent health and safety advice as required by the Health and Safety at Work etc. Act 1974.

Health and Safety Training

All employees will be provided with:

- A copy of and 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.) and
- Refresher training where required.

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

All training records will be held on SIMs. The Business Manager is responsible for co-ordinating health and safety training needs and ensuring that refresher training is undertaken within the prescribed time limits.

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

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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 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 Headteacher, register with site staff and sign in and out of the school premises using the InVentry system.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

School staff responding to call outs

The school has a contract with Oakpark Security Services Ltd (01206 793673) who are the nominated key holders and first response for out of hours alarm activation. If a member of staff, who is also a nominated key holder, is also contacted to attend an alarm activation they should do so with a colleague 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 Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Site Manager is 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. The Site Manager also ensures that specialised equipment such as floor polishing machinery etc is restricted to those users who are authorised or have received specific training for which he /she keeps a training log.

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 recorded on the asset management system (Every) by the Site Managers Office. (Key areas for compliance are outlined on the [Grid](#)).

Curriculum Areas

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. The inspection and testing will be conducted by the Site Manager who is fully trained and responsible for keeping an up-to-date inventory on the 'Every' system of all relevant electrical appliances and for ensuring that all equipment is available for testing.

He will carry out the inspections on a room by room basis as part of a rolling programme throughout the year, ensuring that each piece of equipment has been tested annually.

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 Best Electrical Service Team Ltd (01438 743800) on a 5 year cycle.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by John Greenhill (01992 551299).

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

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

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

They shall ensure:

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

Where persons may be affected by their use on site, the Site 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*).

APPENDIX 12

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 10th August 2015.

Where the school is entering into works that affect the fabric of the building a 'specific area' survey is carried out before any work goes ahead. The last 'specific area survey' was undertaken on the 29th March 2017 by Green Shield Environmental Ltd (01438 743003). This survey covered the internal refurbishment of the Server Room / Library / Business Managers Office / Main Office / Hall Cupboard / Staffroom / Library / Pre-school Facilities / Sensory Room and Deputy Heads Office.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Site Managers office and the Site Manager is responsible for keeping it up to date.

The Site Manager will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) 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.

The school's asbestos authorising officers are Peter Parker and Lynn Graseman. 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 Site Manager 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.

APPENDIX 13

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 the school office where they will be asked to sign in on the visitor system and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager 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](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Site Manager on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>. When considering the appointment of contractors outside of Hertfordshire frameworks, the Site Manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

¹ 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 (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

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

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

The establishment's nominated person(s) responsible for work at height is the Site Manager.

The nominated person(s) shall ensure:

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

LIFTING AND HANDLING

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

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Site 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 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 (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

APPENDIX 17 VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access and will be closed at 8.45am when all staff should be on site. If staff enter or leave the school car park during the school day they must ensure that they close the gates behind them.

LETTINGS / SHARED USE OF PREMISES
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Lettings are managed by the School Secretary following HCC guidance. All relevant forms and the schools Hiring policy are distributed to hirers and a copy of all paperwork is kept on file in the main office.

STRESS / WELLBEING

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

The school participates in a wellbeing programme which is supplied through the staff insurance providers (Schools Advisory Service). The service also provides a confidential counselling service. The Business Manager acts as the 'Wellbeing Coordinator' and is responsible for managing the service and advising staff on how to access the various options available.

Staff can also raise concerns through their Performance Appraisal system, which is carried out by their Line Managers. If staff feel they cannot raise their concerns directly with their Line Manager they can make an appointment with the Wellbeing Coordinator.

LEGIONELLA

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

A water risk assessment of the school has been completed on 1st June 2017 by Primec Ltd (01787 478350). The Site 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 degrees C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an 6 monthly basis by Primec Ltd (01787 478350) and tank water temperature recorded.

SCHOOL SWIMMING

Primary school swimming in public

These will be planned as an offsite visit in line with the schools 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

The school has a separate work experience policy which is regularly reviewed and updated. The Deputy Head is responsible for managing and coordinating work related learning within the school following guidance contained in the [Education Health and Safety Manual](#).

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

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by a competent person(s)² / supplier(s). The Deputy Head will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer. □
Arrangements will be in place to visit / monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.
Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

² In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.