HEALTH AND SAFETY POLICY

Northgate Primary School

Approved by:	Resources Committee	**Date:** 16th March 2021
Last reviewed on:	12th February 2020	
Next review due by:	Spring 2022	

PART 1. STATEMENT OF INTENT

The Governing Body of Northgate Primary School Trust 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\ACADEMY POLICIES\2020-21\Resources)* and on the school website.

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.
The School's Supporting Pupils with Medical Needs Policy
The School's Behaviour Policy
The School's Restrictive Physical Intervention Policy
The School's Accessibility Policy
The School's Equality Statement



Laurence Foote, Chair of Governors

16th March 2021



Jane Tanner, Headteacher

16th March 2021

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 (Paul Norton) 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, Site Manager, Business Manager, as appropriate, 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 Governing Body have entered into a contract 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 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 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 Governing Body 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 overseen by the Business Manager. Within departments this task is further delegated to the relevant subject leaders.

Responsibilities of Other Staff Holding Posts of Special Responsibility

Deputy Head	-	Educational Visits Coordinator
Assistant Head	-	Foundation Stage Leader
Upper KS2 Lead		
Lower KS2 Lead		
Lower KS2 Lead		
KS1 Lead		
EYFS Lead		

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

Responsibilities of Employees

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

All employees have responsibility to:

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

Third Party Responsibilities for Health & Safety on Site at Northgate Primary School are as Follows:

Hayley Lynskey	-	Little Ladybirds Pre-School
	-	Early Birds & Night Owls
	-	Holiday Hedgehogs

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. 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 Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Hirings
Appendix 19	-	Stress
Appendix 20	-	Legionella
Appendix 21	-	School Swimming
Appendix 22	-	Work Related Learning
Appendix 23	-	Coronavirus Health & Safety Checklist

APPENDIX 1

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 staff shared folder on the school network at ***T:\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 leaders using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use i.e. scheme of work / lesson plan etc.

Northgate Primary School subscribes to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- 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:

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN 978-0-86357-426-9.
- Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' http://www.afpe.org.uk/.

APPENDIX 2

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and Northgate Primary School will ensure that all offsite visits are planned following this guidance which is available via https://oeapng.info/

Responsibilities of key roles are outlined by the OEAP here:

Visit leader
EVC
Headteacher

Northgate Primary School follow HCC's policy for the management of learning outside the classroom and offsite visits which is available here
https://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 is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (Katy Jones) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher for approval.

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

Northgate Primary Schools Offsite Visits Policy is stored in a shared folder on the staff shared drive at ***T:\Policies\ACADEMY POLICIES\2020-21\LPP***

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and is undertaken by the Health & Safety Governor (Paul Norton) who will be accompanied by the Site Manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

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

A named governor (Paul Norton) will be involved in monitoring the school's health and safety management systems on at least an annual basis and 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.

APPENDIX 4

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 'Fire safety risk assessment; Educational premises' and the Education Health and Safety Manual.

The fire risk assessment is located in the school's fire log book and held in the Site Manager's office. The fire risk assessment will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the School's Emergency Response Plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills. A copy of the Emergency Response Plan is held in the staffroom and in a shared folder on the staff shared drive at; ***T:\Policies\ACADEMY POLICIES\2020-21\Resources***.

Evacuation procedures are also made available to all other users of the building (contractors / visitors / hirers etc.). Fire and emergency evacuation procedures are also an appendix to the Hiring's Policy.

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
- Gas - Emergency shut off in kitchen beside door to dining hall
- Electricity - IT Server Room off Dining Hall
- Electricity - Two emergency shut off points in kitchen inside entrance door
- Water - Outside Toilet at the back of the Boiler House

Details of Chemicals and Flammable Substances on Site.

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

APPENDIX 5

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 Manager's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on a Monday morning at 8.00am. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Tindall Security (01992 505169).

A fire alarm maintenance contract is in place with Tindall Security and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks ensure 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

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 Tindall Security (01992 505169).

MEANS OF ESCAPE

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

APPENDIX 6

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):

Name	Certificate Expires
A Booth	29/03/2022

TRAINED TO STANDARD FIRST AID (28hrs)

A Booth	06/03/2022

TRAINED TO COMMUNITY FIRST RESPONDER EAST OF ENGLAND AMBULANCE SERVICE

A Booth

TRAINED TO EYFS STANDARD PAEDIATRIC FIRST AID, (2 days/ 12 hrs):

Name	Certificate Expires		
A Boom	18/01/2020	A Booth	01/03/2021
A Claxton	08/07/2020	G Cope	08/07/2020
J Curtis	01/03/2021	E Cojeen	11/07/2020
A Tedder	01/03/2021		
S Wilkes	21/03/2020		

BASIC FIRST AID (6 hr):

Name	Certificate Expires		
A Hartley	23/05/2021	B Virdee	24/01/2022
A Reed	18/07/2020	H Merritt	24/01/2022
V Riggs	23/05/2021	D Hooker	24/01/2022
S Rolfe	23/05/2021	K Crawford	07/02/2023
C Morgan	18/07/2020	K Jones	07/02/2023
L Wise	18/07/2020	K Pursglove	07/02/2023
C Leeks	23/05/2021	E Nolan	07/02/2023
Z Edwards	23/05/2021	R Dunn	07/02/2023
K Padgett	23/05/2021	L Taub	07/02/2023
N Smith	23/05/2021	H Neale	07/02/2023
L Hayes	24/01/2022	R Newman	07/02/2023
P Parker	24/01/2022	T Dimmock	07/02/2023

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
KS1 Rose Room
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.

ALL STAFF HOLDING A CURRENT FIRST AID CERTIFICATE ARE NOW AED TRAINED

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
		Bishops Stortford	-	01279 827909

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 Head teacher, 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 auto injectors are always readily available to children and not locked away. These are kept in the medical room and clearly labelled. EYFS store their own auto injectors.

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 enrols / 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.

APPENDIX 7

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 reported to HCC using the online accident reporting system hosted on Solero.

All major incidents will be reported to the Head teacher 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 Head teacher, 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 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.

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Resources Committee consists of the following members:

Mr L Foote (Chair of Governors)
Mrs J Tanner (Headteacher)
Mrs V Smith (Governor)
Ms K Morris (Business Manager)
Mrs S Cran (Governor)
Mr L Foote (Chair of Resources)
Mr P Norton (Governor)
Mr B Neill (Associate Governor)

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.

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

Communication of Information

Information and guidance 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, 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.

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 Headteachers' / line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

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 of the Headteacher and register with the Site Manager. They must always sign in and out on the schools InVentry system to ensure that their attendance is registered for safety reasons.

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.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to Site Manager any problems found with the premises or plant / equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair. The 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 Manage 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 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 kept by the Site Manager and stored in his office. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid and the DfE's Good Estate Management for schools)

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 bi-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 a competent contractor on a maximum of a 5 year cycle. Records of these inspections and certification will be maintained by the Site Manager and remedial works arising acted upon in a timely manner.

External Play Equipment

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

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular science and DT) 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 substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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.

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

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 / Julie Lane and 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 as the authorising officer 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.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

APPENDIX 13

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 the visitor's book 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.

APPENDIX 14

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 light-weight and rarely-used items are stored there.

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders, see 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, ICT technician etc.

The establishments' nominated person 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, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces is properly controlled.

APPENDIX 15

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.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

Advice on the use of DSE is available 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.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation.

APPENDIX 18

HIRINGS / SHARED USE OF PREMISES

Hirings are managed by the Secretary who is supported by the Site Manager to ensure all relevant paperwork / checks etc. are in place.

The school has a Hiring policy which details all statutory checks for Hirers, including safeguarding procedures. There is also reference to the Hirers responsibility for first aid provision and notification of fire and emergency arrangements.

All completed hirer documentation, including all relevant forms and a copy of the schools hiring policy are kept on file in the main office.

APPENDIX 19

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's management standards.

The school participates in a wellbeing programme which is supplied through the staff insurance providers (Education Mutual). The service also provides a confidential counselling service. The Business Manager 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 HR Lead in school who is the Business Manager or the SENDCo who is also the schools Wellbeing Coordinator.

APPENDIX 20

LEGIONELLA

A water risk assessment of the school was completed on 29th March 2016 by Primec Ltd. 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 undertaken and recorded.

Responsibility of the Site Manager:

- Water is heated and stored to 60°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;

Responsibility of the Contractor:

- Temperature Monitoring - Incoming Mains;
- CWS Tank Inspection;
- CWS Tank Temperatures;
- Cleaning & Disinfection CWS Tanks / System;
- Calorifier / Water Heater Blow Down;
- Water Analysis – 2no Legionella % 2no TVC
- Review & Audit of Log Book Records

The above checks are carried out by Primec Ltd on a 6 monthly basis and were last completed on 29th October 2020.

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

If water sampling for bacteria levels is undertaken provide details of frequency.

APPENDIX 21

SCHOOL SWIMMING

Primary School Swimming in Public / Secondary Schools

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

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

In addition the school will obtain assurance over:

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

The Finance Officer is the member of staff in school that makes the arrangements with the swimming pool and is responsible for ensuring full health & safety compliance with regards to operating procedures.

For pools deeper than 1.2m staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming.

The Finance Officer will also ensure that adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

APPENDIX 22

WORK RELATED LEARNING

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.
- With regards to placements from secondary schools, the 'placing' school is responsible for assessing the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)[2]
- 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 / school employer 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. 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.

APPENDIX 23

CORONAVIRUS HEALTH & SAFETY CHECKLIST

Arrangements in Place to Reduce the Spread of the Virus

1. MEASURE TO TAKE	✓
Make sure you have the right number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential staff roles you've identified (get more help with that here) – try to keep class sizes as small as possible.	
Identify which parts of the school you'll be using and close off unused parts, to reduce the amount of cleaning needed – see our article on how to approach cleaning for more advice on this.	
Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits.	
Discourage parents picking up their children from gathering at the school gates.	
If parents are coming to school to pick up free school meals: **Stagger pick-up times so they're not all coming in at once** **If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones** **Make soap and water or alcohol-based hand sanitiser available to them as they pick up the meal** **If you can, avoid letting parents into your school – consider whether you can deliver the meal packages or take them outside to parents.**	
Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: **A door you can close** **A window you can open for ventilation** **A separate bathroom they can use (either attached to the room or nearby)**	
Make sure staff in school know that they should: **Move pupils to this room if they're sick** **Wash their hands for 20 seconds after making contact with the ill pupil**	
Make sure you know: **How to get in touch with the parents of children at school if they need to pick their child up** **If you need to contact social workers if the pupil is a vulnerable child**	

During the School Day

2. MEASURE TO TAKE	✓
Keep pupils at their desks, away from each other, for as much of the school day as you can, ideally 2 metres (3 steps) apart – try to keep class sizes small so you can achieve this more easily.	
Avoid any group activities that require pupils to be in close physical contact with each other, such as: **Assemblies – you could deliver these online, even for pupils in school** **Certain sports and playground games**	
When serving meals: **Stagger lunch times so fewer children are eating in the same area at once** **If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones**	
Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly: **After coming into school** **After sneezing or coughing** **Before and after handling or eating food** **After going to the toilet** **Before and after staff hand out food packages, if that's how you're organising free school meals**	
If you can, place alcohol-based hand sanitisers at the entrance of each room you're using, including toilets, classrooms and halls.	
Encourage pupils and staff to avoid touching their face with unwashed hands.	
Provide tissues in rooms that you're using, and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards, or using their elbow if they don't have a tissue available.	
When possible, open windows to increase air flow and ventilation.	

Daily Cleaning

3. MEASURE TO TAKE	✓
Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including: **Classroom desks and tables** **Bathroom facilities (including taps and flush buttons)** **Door and window handles** **Furniture** **Light switches** **Reception desks** **Teaching and learning aids** **Computer equipment (including keyboards and mouse)** **Sports equipment** **Toys** **Telephones**	
Remove rubbish daily and dispose of it safely.	

Cleaning if there's been a suspected case in school

Use this list to make sure you're following government guidance. If you're looking for a checklist for deep cleans to share with your cleaners, go to the last section in our article on how to approach cleaning.

4. MEASURE TO TAKE	✓
Clean and disinfect surfaces the person has come into contact with, including: **Objects which are visibly contaminated with body fluids** **All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors)** **You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids**	
When cleaning hard surfaces and sanitary fittings, use either: **Disposable cloths, or** **Paper rolls and disposable mop heads**	
When cleaning and disinfecting, use either: **A combined detergent / disinfectant solution at a dilution of 1,000 parts per million available chlorine** **A household detergent, followed by a disinfectant with the same dilution as above** **An alternative disinfectant, that's effective against enveloped viruses**	

4. MEASURE TO TAKE	✓
Make sure all cleaning staff: **Wear disposable gloves and apron** **Wash their hands with soap and water once they remove their gloves and apron** **If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.**	
Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.	
Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.	
If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.	
Dispose of any items that are heavily soiled or contaminated with body fluids.	
Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.	
Place these bags in a suitable and secure place away from children and mark them for storage. **Wait until you know the test results to take the waste out of storage.**	
If the individual tests negative, put the bags in with the normal waste. **If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.** **If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:** • **Local waste collection authority (if they currently collect your waste)** • **Or, by a specialist clinical waste contractor**	

Covid-19 Addendum

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

The Headteacher will:

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

All staff will:

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- wear face coverings where recommended;

- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- keep occupied spaces well ventilated.
- promote and engage asymptomatic testing, where available.

In the event of any infection the school will:

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- contain any outbreak by following local health protection team advice.
- Report confirmed cases.

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.