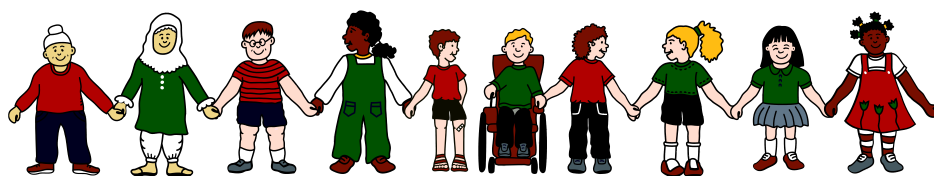


# THE GILES NURSERY AND INFANTS' SCHOOL



## **Health and Safety Policy**

**Author: Rouane Mendel**

(From the Hertfordshire County Council  
Model Policy Issue 12)

**Date of Issue: October 2023**

**Review Date: October 2024**

## HEALTH AND SAFETY POLICY

### PART 1. STATEMENT OF INTENT

The Governing Body of The Giles Nursery and Infants' 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, and/or issued to, all members of staff. A reference copy is kept in the school office and on the school computer network.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

This policy statement supplements:

- Hertfordshire County Council's (HCC) Health and Safety Policy.
- School Staff Handbook
- Relevant school policies including:
  - Alcohol, Drugs and Gambling at Work
  - Asbestos
  - Behaviour
  - First Aid
  - Health, Safety and welfare
  - Health and Attendance
  - Managing Medication in Schools
  - Off Site Visits
  - Supporting pupils with medical conditions
  - Restrictive physical Intervention
  - Child Protection and other safeguarding policies
  - Work Placement
- Please also see Health and Safety – Additional Guidance

Mrs Kate Long, **Chair of Governors**

*Kate Long*

17/10/2023

Rouane Mendel, **Headteacher**

*Rouane Mendel*

17/10/2023

## **PART 2. ORGANISATION**

As the employer the Local Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

**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 systems should adhere to the LA's health and safety policy, procedures and standards as detailed in on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](http://hse.gov.uk)), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A health & safety governor, [Kate Long](#), 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 school's health and safety governor is [Kate Long](#)**

The governing body will receive regular reports from the head teacher 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.

HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### **Responsibilities of the Headteacher**

Overall responsibility for the day-to-day management of health and safety in accordance with HCC's health and safety policy and procedures rests with the 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 HCC any significant risks, which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & 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.**

#### **Responsibilities of other staff holding posts of special responsibility (Teachers, School Business Manager, Office Manager, Administrator, Caretaker)**

- 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 including school's policy.
- 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

## Part 3 Arrangements

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

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

- Appendix 1 Risk Assessments
- Appendix 2 Offsite visits
- Appendix 3 Health and Safety Monitoring and Inspections
- Appendix 4 Fire Evacuation and other Emergency Arrangements
- Appendix 5 Fire Prevention, Testing of Equipment
- Appendix 6 First Aid and Medication
- Appendix 7 Accident Reporting Procedures
- Appendix 8 Health and Safety Information and Training
- Appendix 9 Personal safety / Lone working
- Appendix 10 Premises and Work Equipment
- Appendix 11 Flammable & Hazardous Substances
- Appendix 12 Asbestos
- Appendix 13 Contractors
- Appendix 14 Working at Height
- Appendix 15 Moving and Handling
- Appendix 16 Display Screen Equipment
- Appendix 17 Vehicles
- Appendix 18 Lettings
- Appendix 19 Stress
- Appendix 20 Legionella
- Appendix 21 Work Experience
- Appendix 22 Infection Control

## 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 Rouane Mendel following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the school office. 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.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday).

#### 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 Rouane Mendel. 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 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 e.g., lesson plans.

All LA schools have a subscription 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
- 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/>

## 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 all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants' names etc. will be attached electronically as required.

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, **Charlotte Ballard**, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Rouane Mendel, Headteacher.

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

A copy of the Offsite Visits and Learning Outside the Classroom Policy is held in the school office and on the school's computer network.



## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTIONS

A formal inspection of the site will be conducted termly and be undertaken by the Caretaker, School Business Manager, Office Manager and reported to the Headteacher.

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 head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager and Office Manager.

A named governor, [Kate Long](#) will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

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 by a competent person and implemented following guidance contained in ['Fire safety risk assessment: Educational premises'](#) and the [Grid](#)

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

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook 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.

Evacuation procedures are also made available to all other users of the building such as contractors, visitors and hirers.

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 Rouane Mendel and updated to the LA via Solero.

#### 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 fire fighting equipment and receive basic instruction in its correct use at induction.

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

##### Gas:

- Isolation switch located in **SCHOOL KITCHEN** on right hand side of wall (entrance from school hall).
- Isolation switch located in the **SCHOOL KITCHEN** larder cupboard.
- Isolation switch located in the **SCHOOL PLANT ROOM** on right hand side.

##### Water:

- Stop-cock located in the **SCHOOL KITCHEN** at the back entrance to the right of the external door.

##### Electricity:

- Isolation switch located in cupboard in **YEAR 1 DINING BAY. A KEY IS KEPT IN THE SCHOOL OFFICE.**

**Details of chemicals and flammable substances on site:** an inventory of these is kept by the school caretaker as appropriate.

## APPENDIX 5

## INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

Rouane Mendel 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 school office.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. **This test will occur on every Friday morning between 06.30 and 07.30.**

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

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

### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks are undertaken to ensure that all fire-fighting equipment is available for use and operational.

Chubb Fire and Security Limited undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported to the school office who will arrange for repair / replacement with Chubb Fire and Security Limited, telephone 0344 8791666.

### **EMERGENCY LIGHTING SYSTEMS**

Emergency Lighting Systems 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 ADT annually. The telephone number for ADT is 03448 001999.

### **MEANS OF ESCAPE**

Daily checks 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 extracurricular activities)

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

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

Mrs C Brown (Training booked October 2023)      Year 2, Puffin Class]

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

Mrs Lisa Dacombe	Reception, Barn Owl Class
Mrs Kerrhys Edwards	Year 1, Big Cat Class
Mr Freddie Fenwick	Sports Apprentice / Year 1, Walker Bear Class
Miss Lisa Hill	Year 2, Penguin Class
Mrs Rouane Mendel	Headteacher
Mr Travis Pullin	Sports Apprentice / Reception
Mrs Kelly Younger	Orca Class

#### OTHER TRAINING IN EMERGENCY FIRST AID <sup>1</sup> (6 hr):

Mrs C Ballard	SENCO	Mrs C Long	Puffin Class
Miss K Beatty	Reception Class TA	Mrs J Moran	Office
Mrs D Benney	Nursery	Miss C Morgan	Nursery
Mrs L Black	Nursery	Miss G Mullins	Office
Mrs C Brown	Year 2, Puffin Class	Miss J O'Regan	Big Cats Class
Mrs D Clark	Snowy Owls	Mrs D Oakley	Nursery
Mrs T Dalton	Walker Bear	Mrs U Ravindran	Nursery
Mrs S Dimova	Puffin Class	Mrs V Scantlebury	BFC
Miss A Dumbrell	Sports Apprentice	Mrs K Simmons	Nursery
Miss R Freestone	Snowy Owls	Mrs Lisa Smith	Nursery
Mrs R Furr	Walker Bear	Miss V Stanton	FSW
Mrs A Gibson	ASC	Miss K Szczypiorowska,	Orca Class
Mrs S Hayhurst	HLTA, ASC	Mrs M Todd	BFC
Mrs C Howard	Office	Miss S Ward	Tawny Owls
Mrs M Humphrey	Pelican Class	Miss J Wilkinson	Puffin Class
Miss A Jacobi	Orca Class	Mrs K Younger	Orca
Mrs T Jeffery	Nursery	Mrs C Zanelli	Pelican Class
Miss K Lee	Penguin Class		

#### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Nursery      Cupboard above sink in the kitchen area.
- Reception      First Aid Boxes in classroom areas and disabled toilet.
- Year 1      Cupboard above sink in the kitchen areas Big Cat and Walker Bear classes and in teacher's cupboard in Red Fox Class
- Year 2      Cupboard in children's toilet area in Penguin Class (shared with Puffin) and above sink area in toilet area for Pelican Class.

Teaching Assistants are responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

<sup>1</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

Lister Hospital, Corey's Mill Stevenage, Herts – 01438 314333

### **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 (see list at start of this document).

The school will, at the request of the parent / carer and with the 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.

The School Administrator is 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 the School Administrator.

All non-emergency medication kept in school is securely stored (in a lockable cupboard in school office) with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes. Refrigerated medicines are kept in a clearly labelled container within the fridge located in the staff room.

Where children need to have immediate access to emergency medication i.e., asthma inhalers, epi-pen etc., it will be kept in the teacher's classroom cupboard and clearly labelled in a zipped wallet.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted and advice sought as to whether the administration of the emergency EpiPen is appropriate.

### **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 class teachers.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office.

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

Employees must report all accidents, violent incidents and near misses.

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

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

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

A local accident book is kept in the school office and is used to record all minor incidents to non-employees. More significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

Parents/carers will be notified immediately of all major injuries.

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

### All Accidents

All **major** incidents will be reported to the head teacher, the health and safety governor and the chair of governors. 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. Any relevant learning points will be communicated to relevant staff and pupils.

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

The head teacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 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/>

- 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. within **10 days** of the incident occurring
- 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).

See the HSE information sheet ['Incident reporting in schools'](#) EDIS1 REV 3

**For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.**

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

There are regular meetings of teaching and support staff offering the opportunity to discuss health, safety and welfare issues affecting staff, pupils or visitors, being standing items on the agendas. The full Governing Body meets half-terminally and the same applies. Action points from meetings are brought forward for review by school management.

Caroline Howard, Vinny Bramble, Kavitha Nakarasa and Rouane Mendel are the school health and safety officers and [Kate Long](#) is the health and safety officer in the governing body. These individuals meet regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

#### Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#).

The Health and Safety Law poster is displayed in the school Reception area near the office.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

#### Health and Safety Training

All employees will be provided with:

- a copy of this policy and related 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 minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the school office. The head teacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training 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 head teacher's/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.



## 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 head teacher. 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 sign in and out of the school premises.

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.

Staff conducting home visits, must ensure they carry their mobile phone and notify the school office of their visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

#### **School staff responding to call outs**

The school engages the services of a keyholding security company, **Arena Security (01462-481811)** who will respond out of hours if the intruder alarm is activated. They will call the Police and head teacher as necessary. In other circumstances, nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. The caretaker will perambulate the perimeter of the premises and call the Police and head teacher as necessary.

## APPENDIX 10

### PREMISES AND WORK EQUIPMENT

All staff are required to report to the Headteacher 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.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated/cordoned off whilst awaiting repair.

The caretaker is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the health and safety file.

#### **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 the school office by the School Administrator. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and in 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 visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Headteacher Mrs Rouane Mendel / Vinny Bramble, Caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by an external contractor, most recently Plowright Hinton.

The School Administrator is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be arranged with Keir Ltd every 5 years and conducted by fully competent specialist contractors.

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

#### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the caretaker will conduct and record a formal termly inspection of the equipment.

PE and play equipment is also subject to an annual inspection by JH Gym Inspection Ltd.

## APPENDIX 11

### COSHH (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 caretaker, Vinny Bramble.

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.

Records of exposure to hazardous substances in the workplace should be **kept for up to 40 years**

#### PPE

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site, Andy Bonney 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 26<sup>th</sup> June 2020.

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

The Headteacher 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](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Rouane Mendel, Kate Long, Caroline Howard, Kavitha Nakarasa, and Vinny Bramble 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 authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log at least annually.
- 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](mailto: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 school office/reception where they will be asked to sign in and wear an identification badge which is in accordance with the school's Visitors Policy. Contractors will be issued with guidance on fire procedures, relevant risks, and local management arrangements.

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

#### **School managed projects**

The [Construction \(Design and Management\) Regulations 2015<sup>2</sup>](#) applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Rouane Mendel – head teacher in consultation with Kier Ltd 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>

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.

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<sup>2</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/or if there will be more than 1 contractor on site at the same time (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

### WORKING 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.

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. See also [LA455 - The Ladder Association](#)

The establishment's nominated person responsible for work at height is Vinny Bramble. At significant height another qualified contractor is brought in.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, and all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced;
- any risks from fragile surfaces are 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 Rouane Mendel 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 via the [Grid](#)

## 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.

No vehicles are allowed on the school site i.e., playground areas without prior permission of the head teacher during school times.

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

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Rouane Mendel following HCC guidance. All lettings must comply with relevant statutory regulations, public entertainment licensing requirements and the school's own policies, procedures and guidelines, including but not limited to Health and Safety Policy, Child Protection, Visitors' Policy, First Aid, Fire and Evacuation Procedures, Emergency Response Plan and Staff: Pupil ratios.

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.



## APPENDIX 19

### STRESS / WELL-BEING

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

The school will

- demonstrate good practice through a step-by-step risk assessment approach
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead<sup>3</sup> Vicky Stanton.

The school subscribes to the employee well-being package offered by Education Mutual. The school's performance management system monitors staff well-being and workload; staff are able to speak to Head teacher/ senior management. The school has a managing work related stress policy, most recently updated in May 2021 and a staff wellbeing policy, most recently updated May 2020.

## APPENDIX 20

### LEGIONELLA

A water risk assessment of the school was completed in August 2023 by Kingfisher. The caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

- Water is heated and stored to 60 degrees Celsius 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);
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.

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

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## APPENDIX 21

<sup>3</sup> consider suitable training for this role such as mental health first aid training or senior mental health training The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant.](#) [senior mental health training lead guidance.](#)

This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health

**WORK RELATED LEARNING**

The school regularly accepts students involved in 'non-qualification' activities as part of their study programme e.g., work shadowing, work experience or other work-related learning, enterprise activities, study visits etc. and thus accept a duty of care for all students undertaking such activities.

The Headteacher, Rouane Mendel, is responsible for managing and co-ordinating such placements.

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

**Work experience**

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- Depending on the nature of the placement or needs of an individual student and risk this may necessitate a pre-placement visit undertaken by the student and/or member of visiting school staff.
- 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.

## INFECTION CONTROL

The school follows UKHSA guidance [‘Health protection in education and childcare settings’](#) and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of [‘Health protection in education and childcare settings’](#) for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever