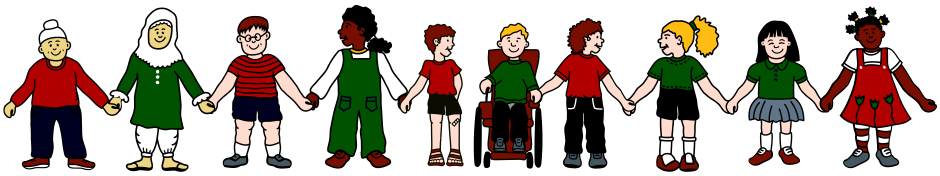
# THE GILES

# NURSERY

# AND

# INFANTS' SCHOOL



## Health and Safety Policy

**Author:** Rouane Mendel

**(From the Hertfordshire County Council**

**Model Policy Issue 16)**

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# 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, and sooner in the event of any change.

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

| **Chair of Governors** | Rouane Mendel, **Headteacher** |
|---|---|
| *Prof. Nick Rogers* | |
| 1310/2026 | 13/10/2026 |

## 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), 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.This includes tracking significant actions from inspections / audit and premises compliance to completion.
- **Act**-undertake a formal review of health and safety performance.

A health & safety governor, **Phil Clarke** has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the governing body.

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

Where required the governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

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

### Responsibilities of the head teacher

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

**Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent to use (i.e. have received appropriate information, instruction and training).
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Volunteers are expected to follow the same health and safety arrangements as employees and will be provided with appropriate information, instruction and supervision relevant to their activities.

# Part 3 Local Arrangements

Further detailed information and guidance on the LA's expectations are provided via
Health and safety - Hertfordshire Grid for Learning (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 | Work 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 | Infectious diseases |

**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 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 sooner in the event of any significant changes to the activity or an accident/incident occurs. 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 five years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of three years after their 18th 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 and whenever there is a significant change in the individuals's circumstances or needs.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) or any other circumstance which may impact upon their health and safety at 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.

The school subscribe 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 ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' 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

head teacher

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, head teacher.

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 INSPECTION

A formal inspection of the site will be conducted termly and be undertaken by the caretaker, office manager and reported to the head teacher.

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 Office Manager.

A named governor, **Phil Clarke** will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to 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.

See Appendix 10 for details of monitoring premises compliance issues.

**APPENDIX 4**

## FIRE SAFETY, SECURITY AND 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.

The school has arrangements in place for the evacuaction of people with specific needs and where required, Personal Emergecny Evancation Plans (PEEPs) are completed. These are reviewed annually or sooner in the event of any significant changes.

**Emergency Planning, Lockdown and Invactuation**

The school maintains emergency arrangements for a range of foreseeable incidents which may affect the safety and welfare of pupils, staff and visitors.

These arrangements include procedures for evacuation, lockdown and invacuation.

Emergency response procedures are reviewed periodically and communicated to all relevant staff. Where appropriate, drills and exercises will be undertaken to test the effectiveness of these arrangements and identify any improvements required.

The headteacher is responsible for ensuring emergency arrangements remain suitable and that staff receive appropriate information, instruction and training.

**Security Arrangements**

Visitors and contractors are required to comply with the school's access control and visitor management arrangements.

The headteacher is responsible for the day-to-day security of the premises including securing buildings, managing access access arrangemenys and undertaking routine checks of buildings and boundaries, reporting any security defects or concerns to the headteacher.

All staff are responsible for following visitor access and control proecdures, reporting security concerns and contributing to a safe and secure school environment. Security concerns must be reported immediately to the headteacher and investigated as appropriate.

Security arrangements, including procedures for lockdown and invactuation, will be reviewed periodically and following any significant security incident, major change to the premises or relevant national guidance.

**Fire Drills**

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

**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.

### FIRE DOORS

Fire doors are subject to periodic inspection to ensure they close effectively, are free from damage, and that features such as intumescent strips, seals and self-closing devices remain effective.

## 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.

**FIRST AID AT WORK (3 days / 18 hrs)**

**EYFS STANDARD PAEDIATRIC FIRST AID (2 days / 12 hrs)**

**EMERGENCY FIRST AID (TES First Aid Essentials)**

**FIRST AID AT WORK (3 days / 18 hrs)**

**EYFS STANDARD PAEDIATRIC FIRST AID (2 days / 12 hrs)**

**EMERGENCY FIRST AID (TES First Aid Essentials)**

**NO TRAINING HELD / NOT KNOWN**

| Head/SENCO/FSW | Barn Owls | Red Foxes | Pelicans |
|---|---|---|---|
| Rouane Mendel – 6/28<br>Lisa Hill – 2/28<br>Charlotte Ballard – 11/27<br>Vicky Stanton | Emma Morris – 10/26<br>Julya Alves de Freitas<br>Katie Beatty<br>Stanley Ayres | Martha Collinson – 2/29<br>Becky Furr – 1/29<br>Rajdeep Pelia – 10/28 | Maxine Humphrey – 11/26<br>Jade O'Regan – 9/26<br>Jen Humphrey – 11/28<br>Veronica Scantlebury |
| **Office** | **Tawny Owls** | **Big Cats** | **Puffins** |
| Gemma Mullins – 3/27<br>Kerry Lee – 2/27<br>Alex Duhamel – 3/27<br>Helen Morris – 3/27 | Alex Busby – 3/27<br>Sharon Ward – 10/27<br>Ashley Brett – 9/26 | Cat Brown – 10/26<br>Georgie Phillips – 1/28<br>Deb Oakley – 9/26 | Hannah Wright – 10/26<br>Emma Owen<br>Karolina Szczypiorowska<br>Svilena Dimova – 1/28<br>Abi Cooke<br>Amber Jacobi – 1/29 |
| **Other** | **Snowy Owls** | **Walker Bears** | **Penguins** |
| Colin Cherry – 1/29<br>Colin Vaughan-Gray<br>Zaina Amri<br>Rebecca King<br>Leah Mulholland<br>Erin Snell<br>Lynda Perry – 4/29<br>Sarah-Louise Richardson – 5/29 | Megan Hunter<br>Rachel Freestone – 10/27<br>Katie Froude<br>Michele Todd – 11/27 | Tania Dalton – 12/27<br>Kerrhys Edwards<br>Kelly Barker – 01/29<br>Emma Mitchell | Jacqui Peace – 11/26<br>Louise Dinsey<br>Sheila Duarte<br>Emily-Grace Mills – 10/26 |
| **Nursery** | **After School Club** | **Breakfast Club** | **Orca** |
| Lisa Dacombe – 10/26<br>Holly Kimble – 1/29<br>Jitka Aba – 11/28<br>Charlotte Morgan – 4/29<br>Uma Ravindran – 11/28<br>Hollie Smith – 2/28<br>Shelley Ancell<br>Gina Sobhy | Sharon Ward – 10/27<br>Anne Gibson – 10/28<br>Josh Howard<br>Jen Humphrey – 11/28 | Veronica Scantlebury<br>Michele Todd – 11/27 | Julia Beardsall – 2/28<br>Laura Black – 9/26<br>Jo Wilkinson – 1/28<br>Rosie Turner |

**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.

**An AED** (automated external defibrillator) **is located in the foyer, in the cupboard to the right of the Inventry sign in screen.** This is a modern AED which self-tests and will indicate a problem via a warning light / audible alarm)

AED pads and batteries will be replaced in accordance with manufacturer recommendations.

Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

**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 and storage 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).

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a paren's written consent except in exceptional circumstances where immediate action is needed to safeguard the child's health. For example, the use of a spare adrenaline device in an emergency.

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

The school will maintain records of medication held on-site, including expiry dates to ensure they remain in date, are stored correctly and are available for use when required.

Parents/carers will be notified when replacement medication or devices are needed.

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.

Controlled medication under the Misuse of Drugs Act 1971 will be stored in a secure location with access to named staff.

Emergency medication and deices such as asthma inhalers, blood glucose testing equipment and adrenaline-autoinjectors (AAIs) are always readily available to children. Those prescribed for individual pupils (where not carried by them), will be kept in the teacher's classroom cupboard and clearly labelled in a zipped wallet.

**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 class teachers (or sooner in the event of a significant change).

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.

**Allergen Management**

The school recognises the risks presented by food and other allergens and has arrangements in place to identify, assess and manage risks arising from allergens and anaphylaxis.

Detailed arrangements for allergen management are set out in the school's Allergy Safety Policy

All staff will receive appropriate information, instruction and annual training in allergy awareness, recognising anaphylaxis and responding to allergy related emergencies.

Individual healthcare plans, allergy action plans* and risk assessments will be developed where required, reviewed annually (sooner in the event of a significant change or incident / near miss) and communicated to all relevant staff.
*All children at risk of anaphylaxis should have an allergy action plan E.g. Paediatric Allergy Action Plans - BSACI completed by the child's health professional. These support the care plan / risk assessment process and staff training by summarising emergency procedures.

The school holds emergency Adrenaline Auto Injectors (AAIs) for use in an emergency.

These are considered "spare" devices and not a replacement for a pupil's own prescribed devices. Pupils at risk of anaphylaxis should have their own prescribed AAIs available at school for use in an emergency.

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life and do not require consent for use in an emergency, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy.

**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, must be reported to them using the online accident/incident reporting system hosted on Solero.

Employee accident/incident forms are to be retained for a minimum of three 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 is used to record all minor incidents to non-employees. Significant incidents as detailed below must be reported to HCC using the online accident reporting system hosted on Solero.

- Specified (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 three years after their 18th 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 headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or specified injury (to employees, see specified reportable injuries from HSE) 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 ten 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), within 15 days of the incident occurring.

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-termly and the same applies. Action points from meetings are brought forward for review by school management.

The caretaker, Gemma Mullins and Rouane Mendel are the school health and safety officers, and **Phil Clarke** 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 and on the staff server. 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 head teacher 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.

Temporary, agency and supply staff will receive appropriate health and safety information and instruction relevant to their duties before commencing work.

Volunteers will receive appropriate health and safety information, instruction and supervision relevant to the activities they undertake.

**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. Such incidents will be recorded, investigated where appropriate, and monitored to identify trends and any additional control measures required.

These incidents will also be reported to the LA.

The school reserves the right to take appropriate action, including restricting access to the site, where the behaviour of a parent, carer or visitor presents a risk to the health, safety or wellbeing of staff, pupils or others.

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 head teacher 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 head teacher 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.

Oversight of premises compliance issues is the responsibility of the head teacher and this is achieved by record keeping in the school office. (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**
The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).
All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Damaged/Defective equipment must not be used and will be reported to either the head teacher, Mrs Rouane Mendel or the 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 on 20th February 2025.

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 every five years and conducted by fully competent specialist contractors.

Records of these inspections and certification will be maintained and remedial works arising will be

prioritised and completed within appropriate timescales.

**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.
The last inspection was undertaken in January 2025.

**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.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- safety data sheets are obtained from the relevant supplier and are readily accessible by staff.
- 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.
- flammable substances will be kept to the minimum quantities necessary, stored in suitable containers and locations away from ignition sources.
- 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 a minimum period of 40 years.

Where contractors bring hazardous substances onto site, relevant COSHH information and assessments will be obtained and reviewed prior to work commencing where their activities may affect staff, pupils or visitors.

**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, the caretaker 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 12th May 2025.

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

The head teacher 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. (The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf)

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 Rouane Mendel, Kavitha Nakarasa, Gemma Mullins and the caretaker, and refresher training is required three yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The head teacher and authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the school's asbestos management plan.
- 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, reviewed at least annually, 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.
- Following ANY asbestos related activity, documentation for the works must be retained locally in the asbestos log and in the case of VC and Community schools copies sent to asbestos@hertfordshire.gov.uk. (Examples of documents to be held include: surveys, risk assessments and method statements for work on asbestos, air monitoring reports, bulk samples, certificate of reoccupation, statement of cleanliness, waste consignment notes etc.).

**APPENDIX 13**

## CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, safeguarding requirements, 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 before starting work.

No intrustive work may be undertaken until asbestos procedures, including permission to work have been followed and authorisation given by a designated Asbestos Authorising Officer (see appendix 12).

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.

Contractors failing to meet required standards may be instructed to stop work immediately and may be removed from site.

### 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 Rouane Mendel – head teacher in consultation with Kier Ltd 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 Property contractors and consultants - Hertfordshire Grid for Learning (thegrid.org.uk).

When considering the appointment of contractors outside of Hertfordshire frameworks, the head teacher in consultation with Kier Ltd 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 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.

[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.

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.

**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.

Staff using steps, stepladders and ladders will receive appropriate information, instruction and, where necessary training in their safe use.

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. See also LA455 - The Ladder Association

Work at height presenting a significant risk must not be undertaken whilst working alone.

The establishment's nominated person responsible for work at height is the caretaker. 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, bulky items and equipment unless they have received training and/or equipment is available 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. These are regularly reviewed and communicated to relevant 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 display screen equipment (laptops/computers etc) 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 will complete a DSE assessment.

Assessments will be reviewed periodically and where there is a significant change to the workstation, work activity or individual circumstances.

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

The school will normally fund eyesight tests for DSE users every two years, unless recommended more frequently by the optometrist.

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.

Separate pedestrian and vehicle gates are provided. A risk assessment is in place for pedestrian / vehicle segregation.

All drivers on site are expected to comply with site speed limits, traffic management arrangements and instructions issued by school staff.

**APPENDIX 18**

## LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Rouane Mendel following HCC guidance.

They will ensure a signed letting agreement is competed specifying the school's terms and conditions for hire. (See *Hiring agreements and third party access – Hertfordshire Grid for Learning (thegrid.org.uk)*)

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 fire and emergency procedures, first aid arrangements and any specific risks or restrictions relating to the use of the site.

Hires are responsible for completing suitable and sufficient risk assessments for their activities and providing these to the school on request.

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's management standards.

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are refleced in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their trade union representatives, to help decide on practical improvements that can be made.

The school's well-being / mental health leads[2] are Vicky Stanton / Charlotte Ballard / Rouane Mendel.

Where concerns regarding work-related stress or well-being are identified, the school will work with the individual to identify appropriate support and reasonable adjustments where appropriate.

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 and a staff well-being policy.

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**APPENDIX 20**

## LEGIONELLA

A legionella risk assessment of the school was completed on 29th May 2025 by URisk.

The caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., 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 five years.

**APPENDIX 21**

## 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 head teacher, Rouane Mendel, is responsible for managing and co-ordinating such activities.

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 student welfare and progress 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.

**APPENDIX 22**

## 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.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella,slapped cheek, etc. in order they can seek medical advice.

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, respiratory hygiene ('catch it, bin it, kill it') and cleaning arrangements.
- 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.