

# **Broxbourne CE Primary School & Extended Schools (Voluntary Aided)**

## **HEALTH AND SAFETY POLICY**

### **PART 1. STATEMENT OF INTENT**

The Governing Body of Broxbourne CE Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its 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.

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

This policy statement supplements

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

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

*Jo Wright/Jackie King*  
**Co-Chairs of Governors**

*Date:*

*Paul Miller*  
**Headteacher**

*Date:*

## **PART 2. ORGANISATION**

As the employer, the Governing Body has overall responsibility for Health and Safety.

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

### **Responsibilities of the Governing Body**

- The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.
- As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).
- A Health and Safety Governor, Michele Griffiths, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback on health and safety issues and identified actions to the Governing Body.
- The Governing Body will receive regular reports from the Headteacher and School Manager 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.
- Broxbourne CE Primary School's Governing body provide competent health and safety advice via HCC's Health and Safety team as required by the Health and Safety at Work Act 1974 Tel: 01992 556478  
[healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

## **Responsibilities of the Headteacher and School Manager:**

Overall responsibility for the day to day management of Health and Safety in the school rests with the Headteacher and School Manager.

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

The Headteacher and School Manager have responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishment's Health and Safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place;
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate Health and Safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for Health and Safety within the establishment.

## **Responsibilities of the Deputy Headteacher, Key Stage Coordinators and School Caretaker:**

- Applying the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher and School Manager for the application of the Health and Safety procedures and arrangements;
- Maintaining or having access to an up to date library of relevant published Health and Safety guidance from sources including the CSF, CLEAPSS, DCSF, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensuring regular Health and Safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolving health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or School Manager, any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety;
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

## **Responsibilities of employees**

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

All employees of the establishment have responsibility to:

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

### **PART 3. ARRANGEMENTS**

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

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

Co-Chair of Governors

Headteacher:

Deputy Headteacher:

School Manager:

EYFS/Key Stage 1 Coordinator:

Caretaker:

Resources Manager:

Jo Wright/Jackie King

Paul Miller

Helen Melidoro

Janet Boguzas

Amy Atkins/Siobhan Apostolos

Alan Stonebridge

Vicky Parkinson

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

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

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the School Manager together with their line manager/class teacher. Such risk assessments will be reviewed on a regular basis.

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

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by class teachers with the support of the School Manager 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.

Broxbourne CE Primary School has a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science, art and DT.

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

[Primary schools]

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

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<sup>1</sup> CLEAPSS [www.cleapss.org.uk](http://www.cleapss.org.uk)

**OFFSITE VISITS**

Offsite visits will be organised following guidance contained in the [Hertfordshire County Council Children, Schools and Families Offsite Visits Manual](#) held in the School Office.

The County Council Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous/hazardous activities.

The school's Educational Visits Co-ordinators are the School Manager and the School Secretary.

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the Headteacher or Deputy Headteacher.

<p><b>HEALTH AND SAFETY MONITORING AND INSPECTION</b></p>
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A general inspection of the site will be conducted on a termly basis and be undertaken and co-ordinated by Alan Stonebridge.

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

The person undertaking the inspection will complete a report in writing and submit this to the Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with School Manager.

A named governor, Michele Griffiths, will be involved in monitoring the school's health and safety management systems on an annual basis and report back to the full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the Education Health and Safety Manual.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is in the school office 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 school's emergency response plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills.

Evacuation procedures are also made available to all contractors/visitors.

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

Emergency contact and key holder details are maintained by the School Manager 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 firefighting equipment and receive basic instruction in its correct use at induction.
- **Details of service isolation points** (i.e. gas, water, electricity): Red push buttons in kitchen and main boiler house and levers on meters in kitchen, HORSAs hut and outside Caretaker's Room.

### **Details of chemicals and flammable substances on site**

An inventory of these will be kept by the Caretaker in the Caretaker's office, as appropriate, for consultation. These are also held for teacher/pupil use of equipment and are kept by the Resources Manager.

<b>INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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The Headteacher and School Manager are 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 at 7.30 am each Tuesday.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer, namely, Active Security on 01279 420016.

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

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks take place so that all firefighting equipment remains available for use and operational.

Chubb (0344 879 1770) undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb (0344 879 1770)

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Clem Fleet (01483 721993) /Plowright Hinton Limited on 01707 336969

**MEANS OF ESCAPE**

The School Caretaker makes daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

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

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

See attached list

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

See attached list

**OTHER TRAINING IN EMERGENCY FIRST AID <sup>2</sup> (6 hr):**

See attached list

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

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

Hall/Annex, Main Entrance, Rabbit's Warren, Back Playground Door, EYFS Unit, KS1 Playground.

**AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS<sup>3</sup>:** Medical Room.

Teaching Assistants are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary, including the replacement of out of date items. A check should be made at least termly.

**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 0845 4647) and, in the case of the pupil with the parents/carers.

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<sup>2</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

<sup>3</sup> There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk/needs assessment.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Emergency contact details for hospitals can be found in the School Manager's office and medical room walls.

### **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.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The School administration team are responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering. Records of administration will be kept by the School Office Team

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

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

### **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 the School Administration team.

All staff are made aware of any relevant health care needs and copies of health care plans are available from 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.

<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

The Governing Body should be informed of **all** employee accidents, no matter how minor.

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

A local accident book held in the medical room is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be 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.

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor. Parents/carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

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

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

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

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

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

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**Consultation**

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

**Communication of Information**

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

The Health and Safety Law poster is displayed in the Staff Room.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice via HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974

**Health and Safety Training**

All employees will be provided with:

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

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

Training records will be kept in the School Office. The Clerk to the Governors/ School Secretary 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.

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

<p><b>PERSONAL SAFETY/LONE WORKING</b></p>
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The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

**Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of the Headteacher and register with the Caretaker and sign in and out of the 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.

**School staff responding to call outs**

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.

<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report to the School Caretaker and School Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

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

**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 in/by the School Caretaker and School Manager (Key areas for compliance are outlined on the Grid)

**Curriculum Areas**

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

**Electrical Safety**

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by an approved contractor annually. The School Caretaker and School Manager are 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 conducted by Plowright Hinton Ltd on a 5 year cycle.

**External and Internal play equipment**

External and Internal play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects. The Caretaker will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by John Harrison.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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 Headteacher.

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 and recorded on the file;
- if required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance;
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers);
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Headteacher and School Manager are 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*).

ASBESTO
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An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in January 2017.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in/by the School Administration Team

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 the School Caretaker, the School Secretary and one Governor. 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 Headteacher/asbestos authorising officers shall ensure:

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

<b>CONTRACTORS</b>
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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 the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The School Caretaker 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>4</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 the Headteacher and School Manager on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

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>4</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.

<b>WORK AT HEIGHT</b>
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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  
<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role. The establishment's nominated person(s) responsible for work at height is the School Caretaker.

The nominated person(s) shall ensure:

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

<b>LIFTING AND HANDLING</b>
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Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Headteacher and School Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

**DISPLAY SCREEN EQUIPMENT (DSE)**

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

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

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

<p><b>VEHICLES ON SITE</b></p>
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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. Parents are requested to walk to school from either Winford Drive or Churchfields. Extended School parents and some disabled parents/carers have permission to drive along the tow path but not onto school premises.

**LETTINGS/SHARED USE OF PREMISES**

Lettings are managed by the School Caretaker and the Governing Body following HCC and Diocese guidance. See Lettings Policy.

**STRESS/WELLBEING**

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

Detailed systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. performance management, mentoring, personal development plans, membership of an Employee Assistance Programme (e.g. Carewell, Schools Advisory Service) etc.

**LEGIONELLA**

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

A water risk assessment of the school has been completed on 1<sup>st</sup> September 2016 by Kingfisher Environmental Services Ltd. The School 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 recorded:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
  - Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
  - Monthly temperature checks on 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 by [insert contractors name] and tank water temperature recorded.**
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- We are in the process of taking out cold water storage tanks and replacing with direct mains feed to lower the risks. Once this action is complete, the risks will be minimised considerably and the above bullet point detailed in red can be removed.

<b>STAFF TRAINED IN FIRST AID</b>
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**First Aid for Schools Trained Staff (valid to 11<sup>th</sup> May 2019)**

Mrs Siobhan Apostolos  
Mrs Amy Atkins  
Mrs Jo Best  
Mrs Lorraine Luckhurst  
Mrs Helen Melidoro  
Mrs Mary Nagle  
Mrs Joyce Timms  
Mrs Jenny Tucker  
Mrs Sally Ward

**Paediatric First Aid Trained Staff (valid to 8<sup>th</sup> July 2019)**

Mrs Becca Wilson  
Mrs Claire Brislin  
Mrs Jenny Horner  
Mrs Gemma Pedlar  
Mrs Guler Kocak  
Mrs Jo Davidson

**Emergency First Aid at Work Trained Staff (valid to 11<sup>th</sup> May 2019)**

Ms Melanie Clarke  
Mrs Lisa Draper  
Ms Tessa Gallagher  
Mrs Andrea Lilley  
Mrs Cheryl Mills  
Mrs Jackie Murray  
Mrs Garima Nevatia  
Ms Vicky Parkinson  
Mrs Faye Roberts  
Mrs Adriana Scozzaro  
Mr Alan Stonebridge  
Mrs Rosey Turner

**Epipen Training – Trained 20 September 2016**

Mrs Siobhan Apostolos  
Mrs Amy Atkins  
Mrs Jo Best  
Mrs Claire Brislin  
Ms Melanie Clarke  
Mrs Jo Davidson  
Ms Vera Denys  
Mrs Lisa Draper

Mrs Kasaree Foster  
Miss Tessa Gallagher  
Miss Emily Garsrud  
Mrs Lisa Hnatiuk  
Miss Katie Holding  
Mrs Jenny Horner  
Mrs Guler Kocak  
Miss Grace lee  
Mrs Andrea Lilley  
Mrs Lorraine Luckhurst  
Mrs Helen Melidoro  
Mr Paul Miller  
Mrs Cheryl Mills  
Mrs Garmina Nevatia  
Ms Vicky Parkinson  
Mrs Gemma Pedlar  
Mrs Faye Roberts  
Mrs Adrianna Scozzaro  
Miss Kayleigh Sibthorpe  
Mr Alan Stonebridge  
Miss Charlotte Tetlow  
Mrs Joyce Timms  
Mrs Sally Ward  
Mrs Becca Wilson