

# ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



[www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)  
[admin@clitherow.herts.sch.uk](mailto:admin@clitherow.herts.sch.uk)

## **HEALTH AND SAFETY POLICY** **(Herts Policy)**

<b>Ownership:</b>	<b>Health and Safety Committee</b>
Document Date:	November 2018
Ratified by FGB:	22 <sup>nd</sup> January 2019
Review Date:	November 2019

To be read in conjunction with the following Policies and Procedures:

- Asthma
- Day Trips
- Fire Procedures
- Supporting pupils with medical conditions
- Curriculum Statement

Pupils are given many opportunities to serve each other, the school and the wider community, developing their own skills and talents in the process.



**Section 48 Diocesan Inspection October 2018**

“Pupils make rapid progress because they are very keen to learn, and because the teaching is highly effective ... Behaviour is excellent. Pupils get along very well and enjoy school, accepting one another’s different views...”



**Ofsted March 2013**

*At St Margaret Clitherow School we are committed to Safeguarding Children Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him*

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

The Governing Body of St Margaret Clitherow 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<sup>1</sup> and other statutory and Common Law duties.

The Governors are committed to promoting a healthy and safe environment for all users of the School premises - staff, pupils, parents, students, visitors and contractors. They affirm that every member of staff plays an important part in the Health & Safety of the School.

This statement sets out how these duties will be conducted and includes a description of the School'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.



Sally Curtis <b>Chair of Governors</b>
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Carmela Puccio <b>Headteacher</b>
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22.01.19

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<sup>1</sup> [www.hse.gov.uk/legislation/hswa.htm](http://www.hse.gov.uk/legislation/hswa.htm)

## **PART 2. ORGANISATION**

In Voluntary Aided Schools, the responsibility for health and safety rests with their employer, the Governing Body.

**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 & Safety Governor, Peter Fuller, 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](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools

### *Responsibilities of the Headteacher*

Overall responsibility for the day-to-day management of health and safety in accordance with this policy and its associated procedures rests with the Headteacher.

As manager of the School and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the LA and the Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant parties including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training on health and safety issues;
- 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;

- Reporting to HCC any hazards which cannot be rectified within the School's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with this policy;
- Ensuring that the School has emergency procedures in place. (*See Critical Incident Plan*).
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.

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 School.

At St Margaret Clitherow School the following individuals are recognised as having specific roles in the implementation of health and safety procedures:

- |                               |  |
|-------------------------------|--|
| - Health and Safety Officer:  | <del>Mrs Karen Briscoe</del> Mr Hewitt |
| - Health and Safety Governor: | Mr Peter Fuller                        |
| - Site Manager:               | Mr Paul Ryan                           |

*Responsibilities of the Health and Safety Officer*

Apply the School's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Furthermore, they will:

- With the Site Manager, carry out a safety audit each year in February;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Ensure, 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;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

## Responsibilities of the Site Manager

- Carry out regular inspections of the School to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- Ensuring all defects in the buildings and grounds are dealt with promptly in consultation with the Health and Safety Officer. If the Site Manager cannot effect the necessary repairs, they must be carried out by another competent person;
- Undertaking a weekly check of the fire alarm system from a different call point each week and recording the result in the fire log book;
- Carrying out weekly checks on the outdoor play equipment;
- Checking the maintenance log weekly;
- Carrying out a weekly safety check of the School grounds;
- Unlocking and locking the gateways before and after the school day;
- Carrying out monthly check on ladders (log to be kept);
- Carrying out monthly water temperature checks (log to be kept).
- Carrying out weekly water flushing of isolated outlets and showers (log to be kept). See Appendix 19 – Legionella
- Carrying out weekly check of the battery in the defibrillator.

## Responsibilities of Teaching Staff / Assistants

Teaching staff are responsible for their own classroom environment and they should be diligent in considering:

- Their own health and safety.
- The health and safety of their pupils.
- The health and safety of teaching assistants and visitors to the classroom.
- Subject leaders need to be familiar with the health and safety considerations for their curriculum area and to communicate these to the relevant staff.

Teaching assistants should be informed and aware of any health and safety guidelines that directly affect any work that they may undertake, in support of the class teacher.

Midday Supervisory Assistants are responsible for the care of the children in their charge during lunch hour, for maintaining the ethos of the School and for reporting any accidents or incidents.

## Responsibilities of all employees

Under the Health and Safety at Work etc. Act 1974<sup>2</sup> 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 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.

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<sup>2</sup> [www.hse.gov.uk/legislation/hswa.htm](http://www.hse.gov.uk/legislation/hswa.htm)

- 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 the Health and Safety Officer or Site Manager at the earliest opportunity.
- Report immediately to the Health and Safety Officer or Site 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 health or safety reasons.

## **PART 3. ARRANGEMENTS**

- Appendix A - List of Approved Contractors
- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Fire Prevention and Testing of Equipment
- Appendix 3 - First Aid and Medication
- Appendix 4 - Accident Reporting Procedures
- Appendix 5 - Personal Safety / Lone Working
- Appendix 6 - Health and Safety Information and Training
- Appendix 7 - Work / Play Equipment
- Appendix 8 - Flammable and Hazardous Substances
- Appendix 9 - Lifting and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk Assessments
- Appendix 13 - Offsite Visits
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment
- Appendix 16 - Vehicles on Site
- Appendix 17 - Contractors
- Appendix 18 - Stress / Wellbeing
- Appendix 19 - Legionella
- Appendix 20 - Smoking
- Appendix 21 - Swimming and Games
- Appendix 22 - Out of Hours Activities
- Appendix 23 - Visitors to the Site
- Appendix 24 - Sun Awareness
- Appendix 25 - Working Alone with a Child
- Appendix 26 - Candles
- Appendix 27 - Use of Alcohol

## **APPENDIX A: LIST OF APPROVED CONTRACTORS**

The following contractors have been selected to carry out repairs / maintenance on the School premises or equipment:

### Burglar Alarm + Fire Alarm Maintenance

IFS, 19 Valley Road, Codicote, Hitchin, Herts, SG4 8YA.  
T:01438 820012; E:info@ifs-uk.com

### Electrical Contractors

IWL Contractors, Unit 14, Chells Enterprise Village, Stevenage, Herts., SG2 0LD.  
01438 723968

### Emergency Lighting Systems

IWL Contractors (as above)

### Fire Fighting Equipment

Chubb Fire Ltd., Staines Road West, Sunbury-On-Thames, Middlesex, TW16 7AR.  
0800 321666

### Gas Appliances

SJP Mechanical, 4 Market Hill, Clare, Sudbury, Suffolk, United Kingdom, CO10 8NN  
HCL, Mundells, Welwyn Garden City, Herts AL7 1FT

### Maintenance Contractor / Surveyor

Wilbury and Burnett, Provident House, 123 Ashdon Road, Saffron Waldon, Essex CB10 2AJ  
01799 513621

### PE / Play Equipment

John Greenhill, 92 Chandlers Way, Hertford, SG14 2EF.  
01992 551299 / 07506 442739

### Smoke / Heat Detector Systems

IFS, 19 Valley Road, Codicote, Hitchin, Herts, SG4 8YA.  
T:01438 820012; E:info@ifs-uk.com

### Technology Equipment

Primary IT Support, Meridian House, Nazeing Glassworks, Nazeing New Road  
Broxbourne, Herts, EN10 6SX. 01992 467202

### Other Contractors

Contractors other than those named in this Appendix may be used if they are proposed and recommended by the Diocese, or their designated supplier (Wilbury and Burnett).

## APPENDIX 1: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual<sup>3</sup>. The fire risk assessment is located in the fire logbook and reviewed on an annual basis.

### Fire Instructions

These documents are made available to all staff and included in the School's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

### Emergency Contact and Key Holders

Emergency contact and key holder details are maintained by the Headteacher and updated to the LA via Solero.

### Fire Fighting

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 fire fighting equipment. *(Staff should be made aware of the type and location of portable fire fighting equipment and follow basic instruction in its correct use.)*

On discovering a fire:

1. Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
2. Evacuate all the children and if possible shut the doors.
3. Assemble at the fire assembly point as detailed in the fire evacuation procedures.
4. Check names from the register and visitor's book. Inform the Headteacher or Deputy or next in line if someone is missing.
5. Do not re-enter the School unless told to do so by the Headteacher or Fire Officer.

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Fire Procedures Policy, which has been distributed to all staff. A summary is also posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Secretary and updated via Solero upon review.

### Fire Drills

Fire drills will be undertaken termly and a record kept in the fire logbook.

### Service Isolation Points

Electricity, Gas and Water utility service isolation points are located in the main boiler room (adjacent to the Site Manager's office) ~~and the Nursery boiler room.~~

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<sup>3</sup> [www.thegrid.org.uk/info/healthandsafety/manual.shtml](http://www.thegrid.org.uk/info/healthandsafety/manual.shtml)

## Material Safety Data Sheets for Chemicals and Flammable Substances

These will be kept by the Site Manager, as appropriate, for consultation.

## Bomb Threats

In the event of a bomb threat a member of the administrative staff will come round with a notice to evacuate the building and the same procedure will apply as in the case of fire. Do not ring the fire-bell.

## Suspicious Packages

Refer to Hertfordshire guidelines (available in the medical room).

## Critical Incidents

For details of how staff should deal with other emergency situations, please refer to the Critical Incident Plan.

## **APPENDIX 2: FIRE PREVENTION AND TESTING OF EQUIPMENT**

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

### Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire logbook. This test will occur on a weekday before school starts.

Any defects on the system will be reported immediately to Fire Alarm Maintenance contractor.

A fire alarm maintenance contract is in place, and the system is tested annually by the approved contractor. Similarly, the smoke and heat detectors are tested on a quarterly basis.

### Inspection of Fire Fighting Equipment

The approved contractor undertakes an annual maintenance service of all firefighting equipment.

Weekly, the Site Manager checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the relevant contractor.

### Emergency Lighting Systems

These systems will be checked for operation monthly in house by the Site Manager, and annually a full discharge test and certification of the system will be carried out by the Emergency Lighting Systems Contractor.

Test records are located in the school's fire log book

### Means of Escape

Daily the Site Manager checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use. At no time should fire exits be blocked by equipment, seating or furniture.

Individual staff members are responsible for ensuring that the designated exits remain clear and unobstructed throughout the school day.

## **APPENDIX 3: FIRST AID AND MEDICATION**

### General Provision of First Aid

First aid kits are located in the medical room and in each class. It is the teacher's responsibility to ensure that any materials that he/she has used are replaced. No other creams or medical equipment outside of that provided in the first aid kit are to be used. A check should be made at least termly. Under no circumstances will medication be stored in first aid boxes.

An AED (automated external defibrillator) is located in the school office.

Classroom Teaching Assistants are responsible for regularly checking that the contents of first aid kits are complete and replenished as necessary.

The person in charge of a School trip is responsible for ensuring that a first aid kit is taken along, and will check that any vehicles are properly equipped with first aid boxes before they are used.

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)

1. Trained to 'Emergency Aid level: (Every 3 years)  
All members of staff (April 2016)
2. Trained to 'First Aid at Work' level: (Every 3 years)  
Laura Barettaghi (07/07/2017 – 06/07/2020)  
Carmela Puccio (16/10/2018-15/10/2021)  
Amy Coleman (22/09/2017 – 21/09/2020)
3. Trained to 'EYFS Standard (Paediatric First Aid)': (Every 3 Years)  
Ewa Wolfram (17/9/18 – 16/9/2021)  
Laura Barettaghi 23/2/18 – 22/2/21)  
Louise Ridgers-Latif (23/2/18 – 22/2/21)
4. Trained to administer 'Epipens' and 'Buccal Midazolam" (Every year)  
All members of staff (Oct 2018)

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

### Action in the Event of an Injury

The teaching staff are not (generally) qualified as medical practitioners. Should an injury appear to require more treatment than the adult dealing with the injury is competent to give, then the Headteacher or Deputy should be informed immediately.

They will take appropriate action after informing the parents (or acting in loco parentis if they are not able to be contacted) by calling a doctor, ensuring the child goes to the medical room, or the hospital. If there is any doubt, a second opinion should be sought.

Injuries are not necessarily obvious and can be internal, so if there are any misgivings the teacher of the child concerned should be informed and the situation monitored.

#### Specific Procedures for Dealing with Head Injuries

All accidents must be recorded in the accident book, but in the event of a head injury, however minor, the parents must be informed using the standardised form in the medical room.

These forms will be completed by MSAs if the injury occurs at lunchtime and the form will be given to the relevant teacher at the end of the lunch break for handing over to the child.

If possible, note the cause of the accident, as this is an important part of our monitoring system. Should the cause be a potential danger to others, the Site Manager or the Health and Safety Officer should be informed as soon as possible.

#### Transport to Hospital

If the first aider or Headteacher 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 should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot attend the School in time.

**Under no circumstances should a teacher drive the child to hospital themselves - this must be done by qualified ambulance staff.**

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, where appropriate with the parents/carers.

The School will follow the procedure for completion of incident/accident records in accordance with HCC guidance. (See Appendix 4).

#### Medical Contact Details

<u>Lister Hospital</u>	01438 314333. Coreys Mill Lane, Stevenage, Herts., SG1 4AB.
<u>NHS Non-Emergency</u>	111
<u>School Nurse</u>	Karen Johnston, School Nurse Team Leader, Queensway Health Centre, Queensway, Hatfield, Herts AL10 0LF 01707 252465

#### **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 Secretary is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept in the school office.

All non emergency medication kept in school is securely stored (in a lockable cupboard in the medical room, refrigerated meds kept in clearly labelled container within the fridge in the medical room) with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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

#### Children with Specific Medical Needs

Information about these children is kept on the notice board in the medical room. If necessary, individual health and safety procedures will be related to the relevant members of staff by the Headteacher and training provided. This will be after consultation with the parents.

Health care plans are in place for those pupils with complex medical needs (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually by the School Health & Safety Officer and written precautions / procedures made available to staff. Staff undergo training in the administration of specific medicines by a health professional as appropriate.

#### Blood Spillages

HCC guidance on Protection from Blood borne viruses<sup>4</sup> and basic infection control will be followed.  
Administration of Medicines

Procedures are defined in the following School policies:

- Medication Policy
- Asthma Policy

## **APPENDIX 4: ACCIDENT REPORTING PROCEDURES**

As a VA School, accidents/incidents need only be reported to the Governing Body (as the employer), but in accordance with the LA's Accident / Incident Reporting Procedure<sup>5</sup> employees are encouraged to report all accidents, whether to pupils, staff or non-employee visitors via the HCC online reporting system, Solero. These will include:

- 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.

The accident book is located in the medical room and must be used to record all incidents to pupils. Incidents of a more significant nature must also be reported to HCC using the forms described above, as well as the Headteacher or Health and Safety Officer for investigation. School accident reports will be monitored for trends and a report made to the Governors, as necessary.

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

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<sup>4</sup> [http://www.thegrid.org.uk/info/healthandsafety/documents/policy\\_blood\\_borne\\_viruses.pdf](http://www.thegrid.org.uk/info/healthandsafety/documents/policy_blood_borne_viruses.pdf)

<sup>5</sup> <http://www.thegrid.org.uk/info/healthandsafety/accident.shtml>

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

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) or by telephone on 0345 300 9923. The Education Health and Safety team should also be informed on 01992 556478.

In the event of an incident resulting in:

- Pupils or other non-employees being taken to hospital, and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc.;
- Employee absence, as the result of a work related accident, for periods of more than 7 days (including weekends and holidays).

These must be reported to the HSE within 15 days of the incident occurring.

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

## **APPENDIX 5: PERSONAL SAFETY/LONE WORKING**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

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

### Lone Working

Staff are encouraged not to work alone in School (i.e. outside of normal school hours without another adult present). Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

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

Where lone working cannot be avoided staff should take the following safety precautions:

- Obtain the Headteacher's / senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (*Refer to Guidance on Personal Safety in the Health and Safety Manual*). Staff should take care when moving around the School in order to avoid trip hazards.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. Furthermore staff should notify a family member of their intentions, including the expected duration of their work at School, who should be advised what to do if (for example) contact is lost or the staff member has an accident.
- Staff should consider returning home immediately if they start to feel unwell or dizzy.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (*It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar*).
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.
- Trespassers, or intruders should not be confronted or tackled. Make a detailed description if you can, in the circumstances, and contact the Police immediately.

## 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. Where a key-holder service is employed, they will notify staff on the call out list if attendance is required, but staff will not be required to attend the premises in the first instance.

## **APPENDIX 6: HEALTH AND SAFETY INFORMATION AND TRAINING**

### Consultation

The Health and Safety Committee meets at least termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Headteacher or Governing Body.

The teaching Trade Unions appointed Safety Representative on the staff is Carmela Puccio

### Communication of Information

Detailed information on how to comply with HCC's Health and Safety Policy is given in the Education Health and Safety Manual<sup>6</sup>, which is available for reference via the Grid.

The Health and Safety Law poster is displayed in both the Medical Room and the Site Manager's office.

The Education Health and Safety Team (01992 556478) provide competent health and safety advice for Community, Special and VC Schools.

### Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Headteacher or Health and Safety Officer.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and for identifying the health and safety training needs of staff.

Employees will be provided, where applicable with:

- 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.).
- Refresher training where required.

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

Training records are held by the Headteacher, who 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 (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

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<sup>6</sup> <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

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

## **APPENDIX 7: WORK/PLAY EQUIPMENT**

All staff are required to report to the Site Manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### Electrical Safety

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

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

The Site Manager 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 conducted by the appropriate electrical contractor, on either a 5 year cycle (or with an annual inspection and 20% physical test of wiring undertaken annually in order to provide a full set of results over a 5 year period).

### External play equipment

The external play equipment will only be used when supervised. Furthermore the climbing-frames should only be used by children who are wearing appropriate footwear and clothing.

Such equipment should be checked daily by the Site Manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. The equipment is checked once a year by an approved contractor and also formally inspected at least termly by the Health & Safety Officer.

### Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### Statutory Inspections

Regular inspection and testing of School equipment is conducted by appropriate contractors according to timescales specified by HCC (as detailed in the property manager's questionnaire). Records of such monitoring will be kept by the Health and Safety Officer and Site Manager.

The Site Manager 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 are conducted. Equipment restricted to those users who are authorised / have received special training is listed here below.

*The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.*

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( E.G. TERMPLY, ANNUALLY)</b>
Access equipment e.g. ladders, tower scaffold	Site Manager	Site Manager / Trained Staff	Site Manager	Ladders termly, and tower scaffold on erection and weekly thereafter
Caretaking/cleaning equipment including hand tools	Site Manager	Site Manager / Cleaning Staff	Site Manager	School will follow manufacturers advice
Grounds maintenance equipment	Site Manager	Site Manager	Site Manager	School will follow manufacturers advice
Gas appliances (Includes School catering equipment, boilers etc.)	Site Manager	Various	Gas Appliance contractor (Appendix A)	Annually
PE and play equipment	Site Manager	Children	PE / Play equipment contractor (Appendix A)	At least annually
Technology Equipment	H+S Officer	Various	Technology contractor (Appendix A)	Annually
Portable electrical equipment	Site Manager	Various	Site Manager	Annually

## **APPENDIX 8: 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 2004”** (the “COSHH” Regulations<sup>7</sup>).

Within curriculum areas (in particular Science, DT and Art) the heads of department are responsible for the control of substances hazardous to health and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

<sup>7</sup> <http://www.hse.gov.uk/coshh/index.htm>

In all other areas the School's nominated person responsible for substances hazardous to health is the Site Manager, who shall ensure that:

- 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.
- Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are 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 is available for use. (*PPE is to be provided free of charge where the need is identified as part of the risk assessment.*)
- Any materials brought into School (which are not normally contained in the stock cupboard) should be checked by looking in the Health & Safety Manual and be verified by the Headteacher or the Health & Safety Officer.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

## **APPENDIX 9: LIFTING AND HANDLING**

### Manual Handling of Loads

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to / identified by the Health and Safety Officer. 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 will receive appropriate training, both in general moving and handling techniques, and specific training on any equipment (hoists / slings etc.) they are expected to use. All moving and handling of pupils has been risk assessed and recorded by the Health and Safety Officer. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## **APPENDIX 10: HEALTH AND SAFETY MONITORING AND INSPECTIONS**

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Health and Safety Officer.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher, who is responsible for following up items detailed in the safety inspection report.

A named Governor(s) (refer to Part 2 – Organisation) will be involved / undertake inspections on an annual basis and report back to the Premises Committee and full Governing Body meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual<sup>8</sup>. Inspections will be conducted jointly with the School's health and safety representative(s) if possible.

## **APPENDIX 11: ASBESTOS**

The School was rebuilt following a fire, and no asbestos was used during its construction. A letter to that effect can be found in the asbestos log, which is held in the School office.

Despite that fact that there is no asbestos in the building, the asbestos Log and Register will be maintained and made available to any contractors prior to any work being carried out on the fabric of the building.

## **APPENDIX 12: RISK ASSESSMENTS**

### General Risk Assessments

School risk assessments (for all activities, teaching and non-teaching (e.g. caretaking), premises and one-off activities) will be co-ordinated by the Health and Safety Officer following guidance contained in the Education Health and Safety Manual<sup>9</sup>, and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the School office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific risk assessments relating to individual persons, e.g. a staff member or young person/pupil are held on that person's file, and will be undertaken by the Health and Safety Officer.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the Health and Safety Officer following guidance contained in of the Health and Safety Manual.

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<sup>8</sup> <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

<sup>9</sup> <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

### Curriculum Activities

Risk assessments for Curriculum activities will be carried out by relevant subject teachers, using the relevant Health and Safety Codes of Practice (for Design & Technology, Science, Art, PE etc.), and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use (lesson plans, syllabi etc).

All Schools have a subscription to CLEAPSS and in science and DT their publications<sup>10</sup> can be used as a source of model risk assessments.

## **APPENDIX 13: OFFSITE VISITS**

See also Day Trips/Visits Policy.

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits, and all offsite visits will be planned following this guidance<sup>11</sup>.

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.

Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the School's Educational Visits Co-ordinator one week before the trip takes place. The documentation and planning of the trip will be checked, and if acceptable, the trip will receive initial approval before referring to the Headteacher for final approval.

The Headteacher should be informed before any children are taken off the School premises, and the teacher-in-charge should be satisfied that there is adequate adult supervision for the children in his/her care.

The amount of supervision will depend on the nature of the activity involved. It is suggested that for long journeys, e.g. to London or Field Study Trips out of the locality where no outside adult supervision is available, the ratio of adults to children is 1:10. For younger children the trip organiser may decide that a higher number of supervisors are needed.

The School mobile phone and a list of names, addresses and telephone numbers should be taken so that parental contact can be made if necessary.

## **APPENDIX 14: WORK AT HEIGHT**

Working at height can present a significant risk, and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled, and the risk reduced

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<sup>10</sup> [www.cleapss.org.uk](http://www.cleapss.org.uk)

<sup>11</sup> <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

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 will be made aware of HSE guidance on stepladder safety, and only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

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

The School's nominated person responsible for work at height is the Site Manager, who shall ensure that:

- 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.
- Any risks from fragile surfaces are properly controlled.

## **APPENDIX 15: DISPLAY SCREEN EQUIPMENT (DSE)**

Advice on the use of DSE<sup>12</sup> is available in the Education Health and Safety Manual.

All staff who use computers daily as a significant\* part of their normal work (e.g. admin staff, bursars etc.) shall undertake their own DSE risk assessment, as detailed in the iLearn module available on the Grid<sup>13</sup>. Alternatively, risk assessment forms are available from the Health and Safety Officer.

*\*Significant is taken to be continuous / near continuous spells of an hour at a time*

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

## **APPENDIX 16: VEHICLES ON SITE**

Vehicular access to the School is restricted to School staff and visitors, and delivery or emergency vehicles only. It is not for general use by parents / guardians when bringing children to School or collecting them.

The access from Monkwood Lane shall be kept clear for emergency vehicles, and the gates are to be kept open at all times during the school day in order to allow them to freely access the School grounds.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal School activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

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<sup>12</sup> [http://www.thegrid.org.uk/info/healthandsafety/documents\\_manual/display\\_screen\\_equipment\\_v2.doc](http://www.thegrid.org.uk/info/healthandsafety/documents_manual/display_screen_equipment_v2.doc)

<sup>13</sup> <http://www.thegrid.org.uk/ilearn/index.shtml>

Pupils are only to cross the car park under the supervision of staff during school hours or by parents out of school hours.

Except for staff, all other drivers should first stop outside of the School grounds and report to reception, from where they can get instructions on how to drive safely onto the School site. Note that at all times, the children's and parent's pedestrian access shall be kept clear of vehicles, and that parents should pay particular attention to the road markings in these areas.

## **APPENDIX 17: CONTRACTORS**

### General

Contractors are selected as per the guidance in the Schedule of Financial Delegation, and shall ensure compliance with the relevant health and safety legislation, guidance and good practice.

All contractors must report to the School office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Furthermore they will also be given advance warning of any hazards likely to affect their work.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for keeping records of all contractor work.

### School Managed Projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>14</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the School undertakes projects directly, the Governing Body would be considered the 'client', and therefore have additional statutory obligations.

These are managed by the School's Maintenance contractor (see APPENDIX A) who will ensure that Landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This will include whether CDM<sup>15</sup> regulations will apply.

To ensure contractor competency the School prefers to use HCC registered contractors, who have satisfied the County Council that they understand and abide by health and safety regulations. Where non-registered contractors are used, the School's Maintenance Contractor will undertake appropriate competency checks prior to engaging a contractor.

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.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The School, contractor(s) and any sub-contractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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<sup>14</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.

<sup>15</sup> <http://www.hse.gov.uk/construction/cdm.htm>

## **APPENDIX 18: 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.

In all cases where a member of staff wishes to raise a concern they should in the first instance speak to the Headteacher, or another member of staff whom they feel able to confide in. All staff should be aware that stress manifests itself in different ways depending upon the individual concerned, and that changes in 'normal' behaviour might be an initial indication that an employee is affected by stress.

Where the above informal approach does not offer the individual concerned a solution to the problem, reference should be made to the Teacher Performance Appraisal Policy.

## **APPENDIX 19: LEGIONELLA**

The School complies with advice on the potential risks from Legionella<sup>16</sup> as identified in the Education Health and Safety Manual.

The Site Manager is responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by Nemco and is responsible for ensuring that the controls are being conducted and recorded in the School's water log. The risk assessment (or operational controls when in lieu of a risk assessment) should be reviewed where significant changes have occurred to the water system.

Operational checks include:

- Identifying and flushing rarely used outlets for on a weekly basis and after school holiday periods.
- Undertaking, as necessary, water temperature checks on a monthly basis.
- Ensuring that any showers or other areas where water droplets are formed are disinfected and de-scaled on a quarterly basis, or following two week's or more of inactivity.
- Inspection of water tanks for compliance and safety on an annual basis.

## **APPENDIX 20: SMOKING**

In accordance with current legislation, there is to be no smoking allowed on the School premises. Furthermore, following guidance from County, the use of electronic cigarettes (vaporisers) is also prohibited.

## **APPENDIX 21: SWIMMING AND GAMES**

Swimming: These will be planned as an offsite visit in line with the schools policy. The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

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

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<sup>16</sup> <http://www.hertsdirect.org/docs//doc/1/legionella>

Before allowing the children to enter the water it is essential to ensure that a lifeguard is present who holds an appropriate qualification. The ratio of children to qualified lifesaver is to be at most 20:1.

The normal pool rules should be enforced, and the children should also be aware of the signal to be used in the event of an emergency requiring them to leave the pool.

Appropriate dress and footwear (see P.E. Policy) must be worn for games activities and no jewellery is to be worn, except for stud earrings which are new and cannot therefore be removed for risk of causing infection, which must be secured by the pupil to the ear with tape.

## **APPENDIX 22: OUT OF HOURS ACTIVITIES**

The School has no responsibility for first aid provision outside of normal school hours, and this includes during 'low-risk' school-run events such as discos and fairs. However all staff are trained to administer basic first aid, and access to the first aid kit and a telephone in the event of a medical emergency will of course be provided.

The Site Manager, Headteacher, Deputy or Health and Safety Officer should be on the premises during all out of hours use of the School. He/she is responsible for the safety of those present and the security of the building.

## **APPENDIX 23: VISITORS TO THE SITE**

All visitors must report to the School office, where they will be asked to sign the visitor's book and wear a visitor's badge.

Staff are encouraged to politely challenge anyone in school who they do not recognise, or who is not wearing a visitor's badge. Furthermore, staff engaged in the supervision of children must make this challenge, and report immediately to the Headteacher or Deputy if they feel threatened.

Children are expected to report to an adult if they see a 'stranger'.

## **APPENDIX 24: SUN AWARENESS**

The School includes a notice on newsletters about sun awareness.

It is suggested that children bring hats to wear and use sun block for break times during hot weather. These items should be marked with the child's name. Sunglasses may be worn if they conform to British Standards. The staff are aware of the dangers associated with skin cancer and dehydration.

## **APPENDIX 25: WORKING ALONE WITH A CHILD**

Adults should ensure they are clearly visible to other members of the School Community when working alone with a child. In accordance with Diocesan guidelines, the Sacrament of Reconciliation always occurs in a room that allows visibility as well as privacy.

## **APPENDIX 26: CANDLES**

Whenever candles are used, the following general guidelines must be followed:

- Care should be taken to ensure that they are contained within a heatproof container that will not allow melted wax to spread over the surrounding surfaces.

- Candles should never be placed directly on to fabric or work surfaces.
- Candles should be extinguished using a candlesnuffer and care taken to ensure that they cannot re-ignite.
- Lighted candles should never be left unattended.

Further specific details of how candles should be handled as part of the curriculum can be found in the Religious Education Policy.

## **APPENDIX 27: USE OF ALCOHOL**

No alcohol may be consumed in public areas of the school when there are children present without the express permission of the Governors.