

ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



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

Ownership:	Health and Safety Committee
Document Date:	December 2022
Ratified by FGB:	10/01/23
Review Date:	December 2023

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 1974¹ 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:

- Hertfordshire County Council's (HCC) Health and Safety Policy.
- HCC's General Statement of Health and Safety at Work Policy;
- CSF Health and Safety Policy, Organisation and Arrangements Statement.



Sally Curtis Chair of Governors

Carmela Puccio Headteacher

10.01.23

¹ 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 on the H&S pages of the Hertfordshire Grid and follow the HSE's 'Managing for health and safety' (HSG65) (hse.gov.uk), namely:

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

A Health & Safety Governor, Savio Luis has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

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

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

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

Responsibilities of the 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 Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA [Governing Body/ Board of Trustees as the employer] any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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: | Miss Amy Coleman |
| - Health and Safety Governor: | Mr Savio Luis |
| - 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:

- 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 1974² 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.
- 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.

² www.hse.gov.uk/legislation/hswa.htm

- 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 - Inspection / Maintenance of Emergency 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 - Premises and Work Equipment
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- Appendix 9 - Lifting and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
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- Appendix 12 - Risk Assessments
- Appendix 13 - Offsite Visits
- Appendix 14 - Work at Height
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- Appendix 16 - Vehicles on Site
- Appendix 17 - Contractors
- Appendix 18 - Stress / Wellbeing
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- Appendix 20 - Smoking
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- Appendix 23 - Visitors to the Site
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- Appendix 26 - Candles
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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

Universal Services, Beckingham Business Park, Tolleshunt Major, Maldon, Essex, CM9 8LZ.
01621 868700

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 'Fire safety risk assessment³; Educational premises' and the Education Health and Safety Manual⁴. The fire risk assessment is located in the fire logbook and reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures and Lockdown procedures are detailed in the School's induction process, Staff Handbook, Critical Incident Plan and summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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 as part of the school's emergency response plan by the Headteacher and updated to the LA via Solero.

Fire Fighting

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 fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

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).

Material Safety Data Sheets for Chemicals and Flammable Substances

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

³ <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

⁴ www.thegrid.org.uk/info/healthandsafety/manual.shtml

APPENDIX 2: INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

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

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

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

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

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

Emergency Lighting Systems

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by the Emergency Lighting Systems Contractor.

Means of Escape

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

APPENDIX 3: FIRST AID AND MEDICATION

General Provision of First Aid

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 (Expires March 2025)
2. Trained to 'First Aid at Work' level: (Every 3 years)
Laura Barettsaghi (Expires July 2023)
Carmela Puccio (Expires Sept 2024)
Amy Coleman (Expires November 2023)
3. Trained to 'EYFS Standard (Paediatric First Aid)': (Every 3 Years)
Laura Bartesaghi (Expires Feb 2024)
Louise Ridgers-Latif (Expires Mar 2024)

Michelle Malocco (Expires July 2024)
Sophie Murphy (Expires May 2025)
Joy Cameron (Expires May 2025)

4. Trained to administer 'Epipens' and 'Buccal Midazolam' (Every year)
All members of staff

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.

First aid kits are located in the medical room and in each class. It is the member of staff'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.

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.

An AED (automated external defibrillator) is located in the school office. Mr Ryan checks the AED on a weekly/monthly basis.

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.

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 TBC

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.

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g. EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

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

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the School Secretary.

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.

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 Procedure⁵ employees

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

are encouraged to report all accidents, whether to pupils, staff or non-employee visitors via the HCC online reporting system, Solero.

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

The accident book is located in the medical room and is used to record all minor incidents to non employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

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

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

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.

All Accidents

All major incidents will be reported to the Headteacher and the Governing Body via the Health and Safety Governor.

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

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

Reporting to the Health and Safety Executive (HSE)

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

Incidents involving a fatality or 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).

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

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.

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

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given in the Education Health and Safety Manual⁶, 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

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 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.

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: PREMISES AND WORK EQUIPMENT

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

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

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.

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

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 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.

Equipment restricted to those users who are authorised / have received specific training is recorded and stored in the Site Managers Office.

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

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by The Site Manager and stored in his office (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid'⁷ and the DfE's Good Estate Management for schools⁸)

Curriculum

Subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant 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 Paul Ryan.

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

⁷ <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml#m>

⁸ <https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the health and safety officer will conduct and record a formal termly inspection of the equipment⁹.

Regular inspection and testing of School play and PE 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.

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 2002**" (the "COSHH" Regulations¹⁰).

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. 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.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment
- Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

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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.

⁹ http://www.thegrid.org.uk/info/healthandsafety/documents_manual/outdoor_play_equipment_checklist.doc

¹⁰ <http://www.hse.gov.uk/nanotechnology/coshh.htm>

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 Manual¹¹. 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 Manual¹², 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,

¹¹ <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml#A>

¹² <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml#r>

whichever is the soonest and 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 Health and Safety Officer. Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant subject leaders, using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against 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 their publications¹³ can be used as a source of model risk assessments within Science, Art and DT. See:

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

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

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

APPENDIX 13: OFFSITE VISITS

See also Day Trips/Visits Policy.

The LA has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits, and all offsite visits will be planned following this guidance¹⁴.

Responsibilities of key roles are outlined by the OEAP here:

- Visit leader¹⁵
- EVC¹⁶
- Headteacher¹⁷

HCC's have produced a policy for the management of Learning outside the classroom and offsite visits.¹⁸

¹³ www.cleapss.org.uk

¹⁴ <https://oeapng.info/>

¹⁵ <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

¹⁶ <https://oeapng.info/downloads/download-info/3-4k-visit-or-activity-leader>

¹⁷ <https://oeapng.info/downloads/download-info/3-4j-etc-responsibilities/>

¹⁸ <https://oeapng.info/downloads/download-info/3-4g-headteacher/>

¹⁸ <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve 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 (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the School's Educational Visits Co-ordinator who will check the documentation and planning of the trip, and if acceptable, refer the trip for the approval of the headteacher or their designated counterpart.

The EVC should attend training and refresher training every 3-5 years.

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc. Staff 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 DSE¹⁹ 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 Grid²⁰. 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*

¹⁹ http://www.thegrid.org.uk/info/healthandsafety/documents_manual/display_screen_equipment_v2.doc

²⁰ <http://www.thegrid.org.uk/ilearn/index.shtml>

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 Monkswood 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.

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.

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

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.

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](#)²¹ 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.

²¹ 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.

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 CDM²² 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.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

APPENDIX 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.

The School's Wellbeing Lead is Amy Schofield.

APPENDIX 19: LEGIONELLA

A water risk assessment of the school has been completed by NEMCO in 2010. Our H&S Governors complete an annual risk assessment and follow any recommendations

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

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

- Water is heated and stored to 60 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);

²² <http://www.hse.gov.uk/construction/cdm.htm>

- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.

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

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;
- Changing provision/arrangements

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, 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: ALCOHOL

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

APPENDIX 28: LETTINGS

Lettings are managed by Carmela Puccio. They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](#)) Relevant public liability cover must be in place and checked by the school.

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

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

APPENDIX 29: INFECTION CONTROL

The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

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

This will include:

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

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

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