

# **HEALTH AND SAFETY POLICY**



Latest HCC version: **Last Reviewed August 2021 (Issue 10) CSF0035**

*“We are called to be the hands and face of Jesus  
as we learn, love and grow together”*

Document Date: Autumn 2021

Review Date: Autumn 2022

Reviewed by: Health and Safety Committee

Ratified at Full Governing Body meeting

Signature:

Chair of Governors

Date ratified: 7<sup>th</sup> December 2021

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

The Governing Body of St Vincent de Paul Catholic Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy is based upon the HCC model policy, last reviewed September 2020 (Issue 8) and sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and a copy is available on the shared T Drive as well as a paper copy available in the staffroom.

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

## **PART 2. ORGANISATION**

As the employer the Governing Body has overall responsibility for Health and Safety in Voluntary Aided Schools.

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below.**

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

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

As a minimum these 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](http://hse.gov.uk)), namely:

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

A Health & Safety Governor, Mr Simon Crump, 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 both the Health and Safety Committee and 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. Health and Safety is included as a standing agenda item at the school's weekly staff briefing meetings, copies of the meeting are sent to all staff, enabling those unable to attend to keep up to date with any new or relevant information. This good line of communication enables staff to participate in health and safety across the school.

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 the governing body's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Governors and Westminster Diocese, 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.

## **Responsibilities of other staff holding posts of special responsibility**

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the headteacher of any problems they are unable to resolve within the resources available to them.

- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

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

All employees have responsibility to:

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

## **PART 3. LOCAL ARRANGEMENTS**

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

- |            |   |  |
|------------|---|--|
| Appendix 1 | - | Risk Assessments                                 |
| Appendix 2 | - | Offsite visits                                   |
| Appendix 3 | - | Health and Safety Monitoring and Inspections     |
| Appendix 4 | - | Fire Evacuation and other Emergency Arrangements |
| Appendix 5 | - | Fire Prevention, Testing of Equipment            |
| Appendix 6 | - | First Aid and Medication                         |

- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles on Site
- Appendix 18 - Lettings
- Appendix 19 - Stress / Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - Swimming Pools

**Addendum - COVID-19 risks**

**APPENDIX 1**

<b>RISK ASSESSMENTS</b>
-------------------------

**General Risk Assessments**

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

Risk assessments are available for all staff to view and are held centrally on the shared T Drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by a person designated by the Headteacher. Such risk assessments will be reviewed on a regular basis.

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

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by individual teachers using the relevant codes of practice and model risk assessments detailed below. Whenever a

new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

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

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

### OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Headteacher who will check the documentation and planning of the trip and will approve if appropriate.

### HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted annually (Jan/Feb) and be undertaken by Headteacher, Health & Safety Governor and School Business Manager and the Site Manager. The school uses the HCC Annual Health and Safety inspection checklist.

The Headteacher will present the above report to the Full Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor, Mr Simon Crump, and the Chair of Health and Safety, will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

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

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



## APPENDIX 4

### FIRE EVACUATION, LOCKDOWN AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#).

The fire risk assessment is located on the shared T Drive and will be reviewed on an annual basis.

The fire risk assessment is carried out and will be reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary of fire evacuation process is in the staffroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

#### Fire Drills

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

#### Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

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

- An inventory of these will be kept by the site manager.
- The inventory is available for inspection at each termly Health and Safety meeting.

Fire and emergency evacuation procedures are detailed below:

## **Fire Drill and Evacuation Procedure**

1. On discovery of a fire or other reason to evacuate the building/s the alarm bell should be sounded immediately. An alarm activated in one building will require someone to phone the other building and trigger their alarm to ensure both buildings are evacuated.
2. The emergency services should be called if the fire alarm is activated without prior arrangements (fire practice) by Senior Leadership Team.
3. Procedure must be strictly adhered to as it is set out on posters in every work area of the school. These should be familiar to every member of staff.
4. In a calm and steady manner children and any visitors will be directed by staff to a designated area on each KS playground respectively. Teachers should be aware of the meeting place that is designated for their own class. If one playground is less suitable due to the location of the fire, an alternative location will be identified by a senior member of staff.
5. In the case of evacuation of the school, SLT will nominate a member of staff to conduct a sweep of the school buildings to confirm the premises are empty.
6. The two members of office staff who are responsible for absence register, late book and visitors' book will collect them and bring them to the meeting place.
7. Teachers will call their red Fire Drill registers, which they should bring from their classroom. (These will be replenished after every fire drill)
8. In case of missing persons, no personnel should return to the building. The Fire Brigade should be notified immediately.
9. There will be no return to the building until the 'all clear' has been given by the most senior member of SLT on site.
10. In case of extreme emergency, evacuation from the School grounds will be via the back gate to Fairland's Valley Park, to assembly point at the Boating Lake Car Park.
11. Fire drill/evacuation rehearsals will be held regularly to familiarise all on site with the procedure.

These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

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

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

### **Fire Drills**

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

### **Fire Fighting**

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable 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.

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

**Gas:** Boiler House in Junior building and Infant building is outside main kitchen, adjacent to the Infant boiler house.

**Water:** Outside the main gates in Bedwell Crescent.

**Electricity:** Junior Hall – Site Manager's cupboard  
Infant Hall – cupboard adjacent the small kitchen

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

An inventory of these will be kept by the Site Manager.

## Lockdown Procedure

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Signal for lockdown	A telephone call or a message relayed from the office which will also indicate the severity of the response and any specific instructions
Signal for all clear	Verbally from staff member via classroom telephones and/or walk round

Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors All windows
Communication arrangements	In person or classroom telephones

### **Lockdown Drill**

Staff will be alerted to the activation of the lockdown drill in advance.

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff)
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn and pupils sit quietly, depending on the nature of the lockdown
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the internal telephone system and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the

#### Emergency Services

- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place
- Parents will be notified as soon as it is practicable via ParentMail and the website (only when appropriate via guidance from Emergency Services)

Pupils will not be released to parents during a lockdown.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, the lockdown procedure will be reinforced with all staff regularly through the briefing and where necessary through a practice.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

#### **All clear signal**

Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff or via classroom telephone and told the situation is under control and the class can resume activities as normal.

#### **Communication between parents and the school**

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

#### **Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

## 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 his office, as well as recorded by the School Business Manager.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation and recorded on Statlog. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer. A fire alarm maintenance contract is in place with Vickery, who service the system every 6 months.

### **FIRE FIGHTING EQUIPMENT**

Regular in-house checks that all fire fighting equipment remains available for use and operational.

Chubb undertakes an annual maintenance service of all fire fighting equipment and recorded on Statlog. (August/September each year)

Defective equipment or extinguishers that need recharging or changing are immediately taken out of service.

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test is taken by the Site Manager and recorded on Statlog.

### **MEANS OF ESCAPE**

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

## FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extracurricular activities)

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

2 members of staff trained: Lorinda Levy and Roy Prendergast.

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

Denise Farrelly  
Noreen Kear  
Cheryl Deschamps  
Daniella Zanelli  
Paula Osmond

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

All Teaching Assistants and office staff trained regularly every 3 years. Key members of teaching staff are also trained.

First aid qualifications remain valid for 3 years. Senior Administrator, Mrs Lorinda Levy, will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

**FIRST AID BOXES ARE LOCATED AT REGULAR POINTS THROUGHOUT BOTH BUILDINGS AND ARE CLEARLY VISIBLE.**

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

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

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

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

**TWO AED MACHINES ARE ON SCHOOL PREMISES: LOCATED ON THE WALL, IN THE MAIN RECEPTION AREA OF BOTH BUILDINGS.**

The government's statutory guidance on supporting children with medical conditions advises that educational establishments should purchase a defibrillator (AED) as part of their duty of care to protect pupils with particular healthcare needs. The school have registered the AEDs with the local emergency services and all staff are aware that we have both machines on our premises and where they located.

**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.

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

All non emergency medication kept in school is securely stored with access strictly controlled. A lockable clear box is kept in the medical room's fridge. If medicines are required to be kept within a classroom, these are also contained in a secure lockable case.

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 child's classroom and clearly labelled. A second Epipen is kept in the dining hall.

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

The school has chosen to hold an emergency Adrenaline auto injector (AAI 0.15mg) e.g. Epipen for emergency use on pupils who have been prescribed one and only used with parental permission. 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.

#### **AllergyWise**

A first aid certificate does not constitute appropriate training in supporting pupils with medical conditions.

However, **Regulation 238** of the Human Medicines Regulations 2012 allows for certain prescription only medicines to be administered by **anyone for the purpose of saving life in an emergency**. This includes adrenalin 1:1000 up to 1mg for intramuscular use in anaphylaxis.

**ALL** staff should be aware of the likelihood of an emergency arising and know what action to take if an emergency does occur. It is important to understand that **any member of staff at any time** might be with a child or adult who is experiencing a severe allergic reaction, and all staff need to be able to act appropriately, not wait for “someone else” to deal with the situation.

*(extract from online anaphylaxis training [AllergyWise]) May 2021)*

Plus:

#### **Spare Adrenaline Auto Injector (AAIs)**

The School's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

If someone appears to be having a severe allergic reaction (anaphylaxis) you **MUST** call 999 without delay, even if they have already used their own AAI device, or spare AAI

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

*(Department of Health; October 2017)*

### **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 Inco and School Nurse.

All staff are made aware of any relevant health care needs and copies of health care plans are available in each individual child's file and well as in the classroom medical box. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **APPENDIX 7**

### **ACCIDENT REPORTING PROCEDURES**

#### **Accidents to employees**

Any minor accidents must be recorded in the medical records book in the medical room. All major accidents to employees must be reported to the LA using the online accident reporting system hosted on Solero.



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

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

A local accident book, one in the medical room, and one in the Infant main hall, are used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

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

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

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

### **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

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

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

The Health and Safety Committee meet at least once a term and will discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by Senior Leadership Team or appropriate staff.

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

#### Communication of Information

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

The Health and Safety Law poster is displayed in the Junior Staff room and the small Infant Kitchen.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice.

#### 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 the weekly briefing and highlighted as part of the standard cycle of policy review.

Training records will be kept in the Training File, located in the Deputy Headteacher's office. The Deputy Headteacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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

<b>PERSONAL SAFETY / LONE WORKING</b>
---------------------------------------

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

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

**Lone working**

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

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

Staff working outside of normal school hours must obtain permission of the Headteacher and make an additional adult aware of their location and expected departure time.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

**School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

## PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

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.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors and recorded on Statlog.

### **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 the Site Manager annually and recorded on Statlog..

All staff are responsible 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 a competent contractor on a 5 years cycle. (Latest testing took place in March 2020 – Vickery and recorded on Statlog)

### **External play equipment**

External play equipment will only be used when appropriately supervised.

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

PE and Play equipment is subject to an annual inspection by a competent contractor. (John Harrison) and recorded on Statlog.

## FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

There are no curriculum areas, including Science and DT that fall under the COSHH regulations. In all other areas the establishments nominated person, Michael McLellan, Site Manager, is responsible for substances hazardous to health.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

### **PPE**

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

Where persons may be affected by their use on site, the 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*).

## ASBESTOS

## **APPENDIX 12**

An asbestos survey and management plan is in place. The School's most recent asbestos management survey was conducted on 01/10/2014.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held by the Site Manager.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Michael McLellan and Jon White. Both had refresher training in January 2021. (refresher training is required 3 yearly).

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

The Headteacher / asbestos authorising officers shall ensure:

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

Following October 2014 inspection the remaining high risk piece of asbestos was removed. The school now only has a few small areas of very low risk floor tiles.

## APPENDIX 13

### CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Visitors must comply with any additional guidance issued by the Public Health Authorities in relation to COVID or any other public health emergency.

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

## School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Wilby and Burnett on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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 14

### WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders see <http://www.hse.gov.uk/pubns/indg455.htm>.

The establishments nominated person responsible for work at height is the Site Manager.

The nominated person(s) shall ensure:

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

---

<sup>1</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

## APPENDIX 15

### LIFTING AND HANDLING

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

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

#### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

## APPENDIX 16

### DISPLAY SCREEN EQUIPMENT (DSE)

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

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

The office and admin staff are offered free eyesight tests.

Advice on the use of DSE is available via the [Grid](#).

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, visitors and several parents with special permission. It is not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.



## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Business Manager. Relevant public liability cover must be in place and checked by the school.

## APPENDIX 19

### 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's management standards.

The school is responsible for individual concerns and monitoring staff workloads.

## APPENDIX 20

### LEGIONELLA

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

A water risk assessment of the school was carried out in April 2020 by Hydrotech Services and recorded on Statlog (next inspection 16<sup>th</sup> Nov 2021). The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book and recorded on Statlog.

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

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

- 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);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;

**SCHOOL SWIMMING**

These will be planned as an offsite visit in line with the school's policy.

## Covid-19 **Addendum to H&S policy**

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

### **The Headteacher will:**

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

Ensure the school has an outbreak management plan outlining additional measures that may be required in the event of an outbreak in the school

### **All staff will:**

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- Ensure good hygiene procedures are in place and in line with national guidance;
- Maintain appropriate cleaning regimes ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- Keep occupied spaces well ventilated.
- Follow public health advice on self-isolation and managing confirmed cases.
- Promote asymptomatic testing.

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.