



# FAIRLANDS PRIMARY SCHOOL

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## POLICY STATEMENT

## LOCAL HEALTH & SAFETY

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| APPROVED BY GOVERNORS | September 2023 |
| TO BE REVIEWED BY     | September 2024 |

## FAIRLANDS PRIMARY SCHOOL

### LOCAL HEALTH AND SAFETY POLICY

#### PART 1. STATEMENT OF INTENT

The local governing body of Fairlands Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the 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 all members of staff and the latest version will be published on the school website.

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

This policy statement supplements the Corporate Health and Safety policy of The Claxton Trust, and:

Safeguarding Policy

Child Protection Policy

Code of Conduct

Behaviour Management Policy

Online -Safety Policy

Food Policy

Supporting Children With Medical Needs  
Policy

Off-site Visits Policy

Health & Attendance Policy

Physical Intervention Policy

Smoke Free Policy

Stress Management & Wellbeing Guidance

Whistleblowing Policy

## **PART 2. ORGANISATION**

The employer, the board of The Claxton Trust, has overall responsibility for Health and Safety.

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

### **Responsibilities of the local governing body**

The local 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.

These systems should adhere to the trust's corporate health and safety policy. The school buys in advisory services from Hertfordshire County Council (HCC), and therefore bases its procedures and standards on the guidance offered via the [H&S pages of the Grid](#) published by HCC.

As a minimum these management systems should adhere to the local health and safety policy, procedures and standards and follow the [HSE's 'Managing for health and safety' \(HSG65\)](#), 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, James Fletcher, 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 local governing body.

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

Where required, the local governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. Support and advice are sought from

### **HCC's Health and Safety Team**

**01992 556478**

**[healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)**

They provide access to competent H&S advice via as required by the Health and Safety at Work etc Act 1974.

### **Responsibilities of the headteacher**

Overall responsibility for the day-to-day management of health and safety in accordance with the health and safety policy and procedures rests with the headteacher.

The headteacher has responsibility for:

- co-operating with the local authority, the trust, and the local 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 local 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 trust 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**

Key staff are responsible for delegated areas of responsibility within the school, as set out in Annex A – Roles & Responsibilities for Health & Safety:

- nominated governor for health & safety
- the site manager
- the medical officer
- the phase deputy headteachers
- curriculum leaders

They will:

- apply the school's health and safety policy to their own department or area of work.
- ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- take appropriate action on health, safety and welfare issues referred to them, informing the 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. Reporting and recording not good need to look at this.

### **Responsibilities of employees**

Under the Health and Safety at Work Act 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.
- 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 site manager or 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.

The school oversees health and safety arrangements for extended provision which it manages, such as the on-site breakfast club and afterschool club.

There is a privately managed pre-school on site. The day-to-day management of health and safety is the responsibility of the manager of this provider.

Where these providers have alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the managers will develop their own local health and safety arrangements to align with those of the school.

These expectations also extend to staff who are employed on short term contracts, such as supply teachers, and visitors to the school for the duration of their visit.

## PART 3.ARRANGEMENTS

Detailed information on the trust's expectations are provided in the [H&S pages of the Grid](#).

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## RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the headteacher following guidance contained via the [H&S pages of the Grid](#) and are approved by the nominated governor for health & safety.

Risk assessments are available for all staff to view and are held centrally in the headteacher's office - these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff members are held in that individual's file and will be undertaken by the line manager. Such risk assessments will be reviewed on a regular basis.

Specific assessments relating to pupil(s) are held on that individual's file on the shared drive and will be undertaken by the deputy headteachers. 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 phase deputy headteachers & curriculum leaders in science, art, design technology, new technologies, physical education using the relevant codes of practice and model risk assessments detailed below.

The trust buys in HCC's advisory services who provide model risk assessments within science art & design technology, which are based on models issued by CLEAPSS.

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:

#### Primary schools

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

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

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

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator - Ben Tweeddell, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher.

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

Please refer to the school Offsite Visits Policy.



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| <b>HEALTH AND SAFETY MONITORING AND INSPECTION</b> |
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A formal inspection of the site will be conducted on a termly basis as part of a termly health & safety audit.

This will be undertaken by:

- the headteacher, Robert Staples
- the site manager, Andy Sharp

The persons undertaking inspections will complete a report in writing and submit this to the health & safety governor, James Fletcher, who may also attend the audit in person.

Responsibility for following up items detailed in the safety inspection report will rest with the headteacher.

The health & safety governor reports back to the local governing body.

Issues of serious concern are reported back to the trust board as part of the chief executive officers' report.

Advice and pro forma inspection checklists can be found via the [H&S pages of the Grid](#).

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

The fire risk assessments are in the Fire Log, located in the site manager's office and the admin office, and will be reviewed on an annual basis.

### Emergency Procedures

A summary of the fire and emergency evacuation procedures can be found on posters in each workspace around the school. These procedures will be reviewed at least annually and are made available to all staff and visitors as part of the school's induction process.

Evacuation procedures are also posted around the school to be viewed by other users of the building e.g. contractors / visitors / hirers etc.

Lockdown procedures are also shared with staff.

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 as part of the school's emergency response plan by the site manager, Andy Sharp and monitored by the headteacher, Robert Staples.

Personal Emergency Evacuation Plans (PEEPs) are written for children with SEND who need a plan to support them in emergency evacuation of the building.

### Fire Drills

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

### Fire Fighting

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

Staff should be 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) on plans held in site managers' office and held in the fire log.

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

Data sheets are held for all chemicals and flammable substances on site in line with COSHH procedures. Where these are stored in volumes of above 5l and present a potential fire risk, records will be held by the site manager, Andy Sharp, and included in the fire log.

**INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT**

The site manager, Andy Sharp 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 logbook located in the site managers' office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur at variable times throughout the week.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Scan Alarms 01582 733271.

A fire alarm maintenance contract is in place with Scan Alarms 01582 733271 and the system tested six monthly by them.

**FIRE FIGHTING EQUIPMENT**

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

Black & White Fire Security 01438 735777 undertake an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to them.

**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 Aspire 07956570203.

**MEANS OF ESCAPE**

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

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

**TRAINING:**

A training log is maintained by the headteacher. First aid qualifications remain valid for three years.

The medical officers will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

**FIRST AID EQUIPMENT IS LOCATED AT THE FOLLOWING POINTS:**

- medical areas in each building
- classrooms
- dining hall/with lunchtime supervisory staff
- with nominated staff on offsite visits.

The medical officers are responsible for regularly checking (at least half-termly) that the contents of first aid boxes are complete and replenished as necessary. All staff are responsible for reporting if they see that supplies need replenishing.

An AED (automated external defibrillator) is located at the visitors' entrance to the upper building. The AED automatically performs a self-check on a weekly basis and sends alerts if there are any maintenance issues. The medical officer conducts a visual check at least monthly. Staff are trained by watching an instructional video <https://www.youtube.com/watch?v=hHhiL1XZ3J8>

**TRANSPORT TO HOSPITAL:**

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

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

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

Lister Hospital: 01438 314333

**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 which will be fully documented in advance.

The medical officers are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the member of staff administering the medication and monitored by the medical officers.

All non-emergency medication kept in school are securely stored in the lockable cupboard in the medical area on both sites, refrigerated meds kept in clearly labelled container within fridge in the medical area with access strictly controlled. All pupils know how to access their medication.

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.

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 has chosen to hold an emergency adrenaline auto injector (AAI - e.g. EpiPen) and an emergency inhaler (e.g. Ventolin) for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency medication would be used where their own device is unavailable or not working. The emergency medication is in the medical room on the upper site and the medical cupboard in the lower staffroom.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency service (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. 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 deputy headteachers.

All staff are made aware of any relevant health care needs and copies of health care plans are available on the shared drive.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

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| <b>ACCIDENT, NEAR MISS AND VIOLENT INCIDENT REPORTING</b> |
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**All accidents, near misses and violent incidents should be reported and recorded, either as a minor incident or a serious incident.**

If the reporting member of staff is unsure whether an incident is minor or serious, they should seek advice from their line manager.

**Minor incident – recorded in the Local Accident Book**

A minor incident is defined as:

- an undesired event (accident) which results in minor damage, injury, or ill-health
- accidents which need only minimal first aid on site
- accidents where there is no possibility that defective premises or equipment could be the cause

A local accident book in the medical box in each class is used to record all minor incidents involving pupils.

Two local accident books, one in the upper site school office and one in the lower site school office, are used to record all minor incidents involving adults.

Parents and carers are notified of minor incidents involving their children by letter sent home with the child.

Teachers are responsible for reviewing reports recorded in the local accident books at the end of each lunchtime, to verify whether they are minor or if they need escalating to a serious incident.

**Serious incident – recorded on the Serious Incident Form**

A serious incident is defined as:

- an undesired event (accident) which results in serious damage, injury, or ill-health
- 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 where there is possibility that defective premises or equipment could be the cause

OR

- violent incidents involving a physical attack on an employee
- all physically violent incidents which results in death, major injury, or absence from work for seven days or more

OR

- a near miss - an incident that results in no serious damage, injury or ill-health but has the potential to do so

Parents and carers will be notified immediately of all serious incidents involving their children.

All serious incidents must be reported in full and investigated using the serious incident form. A member of staff must complete the initial report, which is then reviewed by an investigating officer and submitted to the headteacher for final review.

Forms reporting incidents relating to employees are to be retained for a minimum of three years. Pupil forms are to be retained for a minimum of three years after their 18<sup>th</sup> birthday.

The headteacher will review all serious incidents by signing off the serious incident form. It is the headteacher's responsibility to ensure any remedial steps are taken to avoid similar instances recurring. Defective equipment or premises issues must be attended to as soon as possible. The headteacher will also decide whether the serious incident should be reported to the Health and Safety Executive (HSE).

All serious incidents will be reported termly to the board, including reporting whether the HSE have been notified.

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

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

Serious incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0300 003 1647 and the local authority Education Health and Safety team on 01992 556478.

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

The health and safety working party comprises of:

- the headteacher, Robert Staples
- the health & safety governor, James Fletcher
- the site manager, Andy Sharp

The medical officers are involved as appropriate.

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

### Communication of Information

Detailed information on how to comply with the health and safety policy is given via the [H&S pages of the Grid](#).

The Health and Safety Law poster is displayed in all staffrooms.

The trust buys in advisory support from HCC's Education Health and Safety Team, Tel: 01992 556478 who provide competent health and safety advice.

### Health and Safety Training

All employees will be provided with:

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

Any new instructions or restrictions will be communicated to all staff via the weekly briefing/weekly email of briefing notes and highlighted as part of the standard cycle of policy review.

Individual training records will be kept on Arbor.

The 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 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.



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

Staff will report any such incidents to the headteacher. The school will work in partnership with the trust 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 dynamically 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 their line manager and must report arrival and departure via a text message to their line manager.

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**

A key-holder service, Arena Security, is used and will attend where there has been an alarm activation. Staff 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 managers, Andy Sharp 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 managers, Andy Sharp are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the site managers' office, by Andy Sharp. Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [H&S pages of the Grid](#) and the DfE's [Good Estate Management for schools](#) )

### **Curriculum Areas**

Deputy headteachers & curriculum leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **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, Andy Sharp.

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 PH Electrical annually.

The site manager, Andy Sharp 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.

A fixed electrical installation test (fixed wire test) will be conducted by MSL on a 5-year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

### **External play equipment**

External play equipment will only be used when appropriately supervised. This equipment will be checked before use for any apparent defects by the supervising adult. The deputy headteachers of each phase will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment is subject to an annual inspection by JH Gym Inspection Ltd.

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| <b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b> |
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the Control of Substances Hazardous to Health Regulations 2002 (COSHH Regulations).

Within curriculum areas (in particular science, art and design technology) curriculum leaders are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health are the site manager, Andy Sharp.

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.

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

Where chemicals and flammable substances are stored in volumes of above 5l and present a potential fire risk, records will be held by the site manager, Andy Sharp, and included in the fire log.

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| <b>ASBESTOS</b> |
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An asbestos survey and management plan is in place for the school in accordance with the guidance given via the [H&S pages of the Grid](#). The school's most recent asbestos management survey was conducted on 3<sup>rd</sup> February 2016.

The school's asbestos log (including school plans, asbestos survey data and site-specific management plan) is held in the site managers' office by the site manager, Andy Sharp.

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

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

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

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

The school's asbestos authorising officers are the site manager, Andy Sharp and the headteacher, Robert Staples and refresher training is required three yearly.

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

The 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.

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| <b>CONTRACTORS</b> |
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All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

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

The site manager, Andy Sharp 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 local governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the headteacher on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency, the school has opted to continue to use the HCC property framework contractor as a method of procuring works. These contractors have satisfied Hertfordshire County Council that they understand and abide by health and safety regulations. Details can be found at the [H&S pages of the Grid](#).

When considering the appointment of contractors the contract manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

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

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<sup>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.

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

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

When working at height (including accessing storage or putting up displays) appropriate stepladders 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 training is provided to all staff who use ladders / stepladders. This is provided in the form of an online training video which all staff are expected to watch before using a step ladder:

<https://www.youtube.com/watch?v=VsuFCYrq9s>

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 managers.

The establishment's nominated person(s) responsible for work at height is the site manager, Andy Sharp.

The nominated person(s) shall ensure:

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

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

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

Basic training is provided to all staff in the form of an online training video which all staff are expected to watch before moving or lifting heavy items and equipment: <https://www.youtube.com/watch?v=KIMSsJunXB4>

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the headteacher 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.

Equipment for moving and handling people is subject to inspection on a six-monthly basis by a competent contractor.

## 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 should take responsibility, in liaison with their line managers, for making sure they maintain their workstation correctly to avoid eye strain, back strain, or other injury. This is especially important with an increasing number of staff working from home either occasionally or regularly.

Basic training is provided to all staff in the form of an online training video which all staff are expected to watch to review their workstation set up, either when working at school or from home:

<https://www.youtube.com/watch?v=Af7q5j14muc>

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

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

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, visitors and deliveries only and for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gates must not normally be used for pedestrian access.

A risk assessment is in place for pedestrian / vehicle segregation which references management of vehicle access at beginning/ end of school day; restrictions on vehicle movement at certain times; reversing vehicle; any special arrangements for deliveries etc.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Val Sandover, Financial Secretary and Andy Sharp, Site Manager.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

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 to ensure health and safety.

## APPENDIX 19

### MINIBUSES

Detailed information around the use of the minibus is to be found in [Minibuses in Hertfordshire | Hertfordshire County Council](#).

The headteacher/local manager maintains a list of nominated drivers who have received training to drive a minibus and conducts an annual check of their driving licence via the DVLA.

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to the headteacher/local manager so school can confirm what vehicles they can drive and any penalty points or disqualifications on their licence.

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) Issued by the HCC Road Safety Unit.

Before each trip, a nominated individual is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses following advice in [Minibuses in Hertfordshire | Hertfordshire County Council](#).

## APPENDIX 20

### STRESS / WELLBEING

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

## APPENDIX 21

### LEGIONELLA

The school complies with advice on the potential risks from legionella as identified via the [H&S pages of the Grid](#).

A water risk assessment of the school has been completed by Churchills and the site manager, Andy Sharp is responsible for ensuring that the identified operational controls are being conducted and recorded.

Records are kept for 5 years.

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 calorifier(s))
- quarterly disinfection / descaling of showers

## APPENDIX 22

### SCHOOL SWIMMING & POOLS

#### Primary school swimming in public pool

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

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a 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) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

## APPENDIX 23

### WORK RELATED LEARNING

n/a