Health and Safety Policy

October 2018 – October 2019

Reviewed by: Resources Committee
Date: October 2018
Review: October 2019
Herts Policy Ref: CSF0035

HEALTH AND SAFETY POLICY

Bowmansgreen Primary School

PART 1. STATEMENT OF INTENT

The Governing Body of Bowmansgreen 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, a reference copy is kept on the shared drive: RMSTAFF/Staff Resources/Policies

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.
Alcohol and Drugs Misuse Policy.
Lone Worker's Policy
First Aid Policy
Lettings and Charging Policy

Chair of Governors	**Headteacher**
Date: 03/10/18	Date: 03/10/18

PART 2. ORGANISATION

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled 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 in the Education Health and Safety Manual.

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

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

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

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

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA'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 LA 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.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the head to the Site Manager and Business Manager.

Responsibilities of the Site Manager:

- 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 Head 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 Business Manager

- Ensure regular health and safety risk assessments are undertaken for the curricular activities and off-site visits and that control measures are implemented
- Ensure that appropriate safe working procedures regarding curricular activities and off-site visits are brought to the attention of all staff or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them

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. ARRANGEMENTS

Detailed information on the LA's expectations are provided in the Education Health and Safety Manual.

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Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
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APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

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

Risk assessments are available for all staff to view and are held centrally in RMSTAFF\Staff Resources\Health & Safety\Risk Assessments. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the line manager or 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 the SLT or class 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.

All LA schools have a subscription to CLEAPSS and their publications[1] are used as sources of model risk assessment within science, art and DT.

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

[Primary schools]

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
-
- [National Society for Education in Art & Design (NSEAD) http://www.nsead.org/hsg/index.aspx]

- [Safe Practice in Physical Education and School Sport' Association of PE 'afPE' http://www.afpe.org.uk/]

APPENDIX 2

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via
http://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

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

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Site Manager

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

The Site Manager will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager.

A named governor 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 in the Education Health and Safety Manual.
Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is located in the red Fire Safety file which is located in the Site Manager's room and an electronic copy is located on the school network at RMStaff/Staff Resources/Health&Safety/Fire. It will be reviewed on an annual basis.

Emergency Procedures
Fire and emergency evacuation procedures are detailed in the Health and Safety file and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills.
Evacuation procedures are also made available to all contractors / visitors.

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

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

Fire Drills

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

Fire Fighting

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

i. kitchen > store cupboard in entrance hall
ii. main heating > old coal bunker (door on slope)
iii. Mobile classroom > opposite Year 6 in green cabinet

(emergency isolation switch in boiler house by door (orange switch red end) will switch off gas supply to main school building except kitchen)

Water: behind access door in cupboard in PSB classroom, labelled 'water'
Electricity: cupboard by main entrance labelled 'Electricity' (big red switch)

Details of chemicals and flammable substances on site.
An inventory of these will be kept by the Site Manager as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Inspection / Maintenance of Emergency Equipment

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 red Fire Safety file located in the Site Managers office.

FIRE ALARM SYSTEM
Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire log book. This test will occur on Thursday at 16.30.

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer Amthal (working hours: **01727 854231**

A fire alarm maintenance contract is in place with Amthal and 50% of the system is tested every 6 months.

FIRE FIGHTING EQUIPMENT
Amthal (**01727 854231**) undertakes an annual maintenance service of all fire fighting equipment.

The Site Manger checks weekly that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Amthal (**01727 854231**)

EMERGENCY LIGHTING SYSTEMS
These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Mill Green Electrical (**01707 269305**)

Test records are located in the site's Health and Safety file.

MEANS OF ESCAPE
The Site Manager checks daily for any obstructions on exit routes and ensures all final exit doors are operational and available for use

APPENDIX 6

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 extra-curricular activities)

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

D Clayworth November 2020
C Newman November 2020
K Spindler November 2020
N Sanders November 2020

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

E Akbolat September 2019
L Doyle September 2019
A Holland September 2019
M Neville September 2019
M O'Malley September 2019
E Robinson September 2019
Z Cropper February 2020
K Ameneyro November 2020
J Franks November 2020

AUTOMATIC DEFIBRILLATOR INCLUDING CPR

K Spindler
C Newman
S Stanley
J Franks
T Clark
M Rushforth

First aid qualifications remain valid for 3 years. The Inclusion Manager and Kim Spindler 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 IN MOST ROOMS IN THE SCHOOL.

AN AED (automated external defibrillator) **IS LOCATED IN THE MEDICAL ROOM**

Mobile First Aid kits are held in bags for MSAs and playground use. Medical bags are taken for school trips and these also contain a copy of the Emergency Event card.

In classrooms the Teaching Assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.
Outside of classrooms the nominated Teaching Assistant and midday supervisors are responsible for regularly checking that the contents of first aid boxes and mobile first aid kits are complete and replenished as necessary. A check should be made at least half termly.

A list of staff trained to Emergency Aid Level (6 hours), EYFS Standard (Paediatric First Aid 12 hours) and First Aid at Work (4 day course) is available from the Support Staff Manager. This is reviewed on a termly basis.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The Site Manager will check that any vehicles are properly equipped with first aid boxes before they are used.

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

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

School Nurse: Katie Chillingworth
01727 891301
07900 680753

St Albans City Hospital (Minor Injuries)
Waverley Road
St Albans
AL3 5PN
01727 866122

Watford General Hospital
Vicarage Road
Watford
Herts
WD18 0HB

01923 244366

Lister Hospital
Coreys Mill Lane
Stevenage
Hertfordshire
SG1 4AB

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.

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

All non-emergency medication kept in school is securely stored in the School Office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

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 enrols / on diagnosis being communicated to the school and will be reviewed annually by the Inclusion Manager.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office.
Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees
Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)
A local accident book located in the Medical Room is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

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.

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

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

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

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Site Manager and Headteacher as school Health and Safety representatives, meet regularly to address issues.

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

The teaching Trade Unions appointed Safety Representative on the staff is: None appointed

Communication of Information

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

The Health and Safety Law poster is displayed in the staff room and cook's office.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

Health and Safety Training

All employees will be provided with:

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

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

Training records will be kept on Sims and / or in the relevant training folders.
The Business manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

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

Lone working
Staff are encouraged not to work alone in school. 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 sign in and out of the school premises.

- Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (Staff undertaking home visits should obtain as much background information as possible about the child/family being visited)

- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

- Report any incidents or situations where they may have felt uncomfortable.

Please refer to the Lone Working policy.

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. The person called out should make sure other people are aware of where they are, have an agreed check in time, carry a mobile phone and inspect external areas of building. If signs of a break in are found do not enter building without Police.

APPENDIX 10

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.

The Site Manager and Business Manager 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.
Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

Planned maintenance / inspection
Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Manager. (Key areas for compliance are outlined on the Grid)

Curriculum Areas
Subject Co-ordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (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 Plowright and Hinton (01707 336969) annually.

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Mill Green Electrical (**01707 269305**) on a 5 year cycle.

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 John Harrison.

APPENDIX 11

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).

Within curriculum areas, subject leads / co-ordinators must liaise with the site manager regarding COSHH and ensure a risk assessment is carried out. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)
In all other areas the establishment's nominated person responsible for substances hazardous to health is the Site Manager.

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 is responsible for ensuring that COSHH assessments are available from contractors *(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

APPENDIX 12

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 03/08/2012

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

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.

The school's asbestos authorising officers are Mark Rushforth and Rebecca Robertson and 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.

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.

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[2] applies to all building, demolition, repair and maintenance or refurbishment work.

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

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

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
http://www.hse.gov.uk/pubns/indg455.htm

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

The establishment's nominated persons responsible for work at height are the Headteacher and 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
- any risks from fragile surfaces is properly controlled.

APPENDIX 15

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.
Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 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 identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the Education Health and Safety Manual

APPENDIX 17

VEHICLES ON SITE

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

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

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Business Manager following HCC guidance.
See Lettings Policy.

APPENDIX 19

MINIBUSES

The Site Manager maintains a list of nominated drivers who have received training in order to drive a minibus and the Site Manager conducts an annual check of their driving licence via the DVLA. [3]

On an annual basis individual staff will be required to obtain a check code from the DVLA and provide this to the Site Manager in order that the school can see 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.

The Site Manager is responsible for undertaking regular checks on the vehicles and the school's operation of minibuses follows County Guidance.

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 and HCC's management standards.

Detailed systems are in place within the school for responding to individual concerns and monitoring staff workloads, e.g. Performance Management, NQT and other staff mentoring programmes, staff able to speak to Headteacher / Senior management.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.
A water risk assessment of the school has been completed by Nemco and the Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers;

APPENDIX 22

SCHOOL SWIMMING

Primary school swimming in public
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 normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

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