

# Highwood Primary School



Promoting Resilience – Achieving Potential

# Health and Safety Policy

Review date: October 2021

Ratified: 6<sup>th</sup> October 2021



## **PART 1: STATEMENT OF INTENT**

This policy has been impact assessed against protected characteristics (race, gender and disability) and no adverse impact has been identified.

The Governing Body of Highwood 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 Act etc. 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, and issued to, all members of staff a reference copy is kept in the school office and on the shared drive.

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

Educational visits (Evolve), Offsite Visits Policy, Managing Medicines, Health and Attendance Policy, Behaviour Policy, Physical Intervention Policy, Child Protection Policy, SEND & Inclusion Policy and Equality Scheme.

Mrs Joanne Johnson, **Chair of Governors**

Mrs Bindu Rai

Date: 6<sup>th</sup> October 2021

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## **PART 2 ORGANISATION**

As the employer, the Local Authority (LA) has overall responsibility for Health and Safety in the School.

**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 is responsible for ensuring health and safety management systems are in place and effective.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the **Hertfordshire Grid** and follow the HSE's '**Managing for health and safety**' (**HSG65**) (**[hse.gov.uk](http://hse.gov.uk)**), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.
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A Health & Safety Governor Mrs Joanne Johnson 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 Head Teacher or the Finance & Premises Manager in order to enable them to provide and prioritise resources for health and safety tasks.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. HCC's Health and Safety Team, Tel: 01992 556478 **[healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)** provide competent health and safety advice for Community, Community Special and VC schools.

### **Responsibilities of the Head Teacher**

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 Head Teacher.

The Head Teacher 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 Head Teacher 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 Teacher to the Finance & Premises Manager (Mrs Anjali Carter) and the Site Manager (Mr Krzysztof Matyskiewicz).

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

Michelle Green, Acting Deputy Head: Lead DSP, EVC, Fire warden

Lynda Marriott, Assistant Headteacher: KS1 Phase Leader, EVC

Catherine Thompson, Early Years Phase Leader

Jacqueline Gerrald, KS2 Phase Leader

Anjali Carter, Finance & Premises Manager: Risk Management, Health & Safety Co-ordinator, EVC & Fire warden

Krzysztof Matyskiewicz, Site Manager: Health & Safety Co-ordinator & Fire warden

Joanne Johnson, Chair of Governors: Health & Safety Governor

These staff will:

- Apply the school's Health and Safety Policy to their own 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 Teacher of any problems they are unable to resolve within the resources available to them;
- Carry out regular inspections of their areas of responsibility and report / record these inspections;
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

**Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's Health and Safety Policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Site 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 retains overall responsibility for health and safety. The local arrangements of this policy will therefore apply equally to the North Bushey Pre-School which runs daily from the standalone building on the school site and to the Family Centre which operates daily within the school building. The day to day management of health and safety within the Centre is the responsibility of the Centre Manager.(Shimona Franklin).

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

### **PART 3 ARRANGEMENTS**

Further detailed information and guidance on the LA's expectations are provided via **Health and safety - Hertfordshire Grid for Learning ([thegrid.org.uk](http://thegrid.org.uk))**

The following list of arrangements covers the key elements of a Health and Safety Policy. Also refer to the County and Education Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Inspection/Maintenance of Emergency Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Lifting and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles

Appendix 18	-	Electronic Gates
Appendix 19		Lettings/Use of Shared Premises
Appendix 20	-	Minibus
Appendix 21	-	Stress/Wellbeing
Appendix 22	-	Legionella
Appendix 23	-	Swimming
Appendix 23	-	Work Related Learning

## 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 the Finance & Premises Manager & Site Manager and following guidance contained in the [Hertfordshire Grid](#) and are approved by the Head Teacher.

Risk assessments are available for all staff to view and are held centrally with the Site Manager, 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 or pupils are held on that individual's file and will be undertaken by the Head Teacher/ Acting Deputy Head or the SENDCo.

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 and off site visits will be managed by Michelle Green (KS2), Lynda Marriott (EY/KS1) and Anjali Carter (Finance & Premises Manager) and the class teachers using model risk assessments detailed below.

Whenever new activities are introduced they are checked against these and significant findings incorporated into lesson plans.

All LA schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science 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
- 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

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

Responsibilities of key roles are outlined by the OEAP here:

**Visit leader**

**EVC**

**Headteacher**

See HCC's policy for the **management of Learning outside the classroom and offsite visits**

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, participants names etc. will be attached electronically as required.

The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)]

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-ordinators: Michelle Green (KS2), Lynda Marriott (EY/KS1) and Anjali Carter (Finance & Premises Manager) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head Teacher. See also the Offsite Visits Policy.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

## 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 Site Manager (Krzysztof Matyskiewicz) and the Finance & Premises Manager (Anjali Carter).

In both cases the person(s) undertaking inspection 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 and the Finance & Premises Manager.

The Health & Safety Governor (Joanne Johnson) will undertake an audit of 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 can be found in the [Grid](#).

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

#### **APPENDIX 4**

### **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

In the event of fire alarm activation the staff members in charge are the Head Teacher and the Site Manager/Finance & Premises Manager/Deputy and Assistant Head Teachers in her absence.

Fire evacuation procedures are posted in all classrooms and will be reviewed on an annual basis. All staff must ensure that they are familiar with these procedures.

Fire extinguishers are positioned in the corridors, school kitchen, main hall, Plant Room, Electrical Intake cupboard and Pre School. They are clearly marked. (See Appendix 1) All fire doors must be kept closed. Staff must close fire doors when exiting the classrooms, leaving the building at the end of the day and when exiting the building when an alarm is raised.

There will be at least one fire drill each term. The drill will be timed and recorded in the Fire Log Book by the Site Manager.

The Head Teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the '**Fire safety risk assessment; Educational premises**' and the **Grid**

The fire risk assessment is located in the school's Fire Log Book and will be reviewed on an annual basis.

#### **Emergency Procedures**

Fire and emergency evacuation procedures are posted in each classroom. These procedures will be reviewed at least annually and form part of the school's induction process.

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 Custodian Monitoring.

#### **Fire Drills**

Fire drills will be undertaken at least 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.

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

Details kept by the Site Manager and clearly labelled in the Plant Room.

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

An inventory of these will be kept by Site Manager for reference or consultation.

## APPENDIX 5

### INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

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

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 7.30am.

Any defects on the system will be reported immediately to the alarm contractor – Britannia Fire & Security Systems 01733 246990

A fire alarm maintenance contract is in place with Britannia and the system tested biannually.

#### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks that all fire fighting equipment remains available for use and operational is conducted by the Site Manager.

Defective equipment or extinguishers that need recharging should be reported to taken to Site Manager to be replaced.

Chubb Fire Ltd also undertake an annual service of all fire fighting equipment.

#### **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 WS Electrical Services Ltd.

#### **MEANS OF ESCAPE**

Daily checks take place to identify and deal with any obstructions on exit routes and ensure 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)

#### **OFSTED COMPLIANT PAEDIATRIC FIRST AID TRAINED (1<sup>st</sup> September 2020):**

#### **2 Day Paediatric First Aid & 1 Day Emergency First Aid at Work**

Maddy Edmunds

Tracey Poree

Janine Bannon

Natalie Martin

Louise Hayford

Lisa Herbert

Cheryl Ellicott

Alison Harvey

Libby Warren

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

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Medical Room and in the middle rooms of each classroom. The medical books are kept in the teacher cupboards above the computers.

The Office Team is responsible for checking (at least termly) that the contents of first aid boxes including travel kits and those in the minibus are complete and replenished as necessary. If teachers/teaching assistants find that they have run out of any supplies during the term, they should notify the Office Team immediately.

An automated external defibrillator is located on the wall in the medical room. The Office Administrator checks the AED on a weekly basis

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

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

Where there is any doubt about the appropriate course of action, the first aider will consult the Health Service helpline (NHS non-emergency number 111) and, in the case of a pupil, with their parents or carers.

Hospital details as follows:

Watford General: tel: 01923 244366

Mount Vernon – Minor accidents and emergency: tel: 01923 826111

**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 unless a request form has been completed by the parent /carer.

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 lockable cupboard in the office; refrigerated medication is kept in clearly labelled containers in a separate 'medicines only' fridge in the office which is strictly controlled with a lockable device. All pupils know the procedure of taking medication when it has been prescribed. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, and adrenaline pens are always readily available to children and not locked away. These are kept in the cupboard above the teacher's desk and clearly labelled.

The school have 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.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted.

The school continues to check expiry dates on children's medications on a termly basis and liaises with parents in the event that they have expired. Any expired devices will not be disposed of before a new AAI prescription is in place.

## **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. Individual health care plans 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), partner/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year /when child enrolls /on diagnosis being notified to the school and will be reviewed annually by the SENDCo. All staff are made aware of any relevant health care needs and copies of health care plans are available in the 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 be reported to HCC using the online accident reporting system hosted on Solero.

These are:

- 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.

In addition, each classroom has an accident book in the cupboard above the teacher's desk where accidents in the classroom are recorded. All MSA's also carry smaller accident books on their persons when dealing with minor lunchtime incidents.

All major incidents will be reported to the Head Teacher and the Health and Safety Governor. 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 Head Teacher, 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 remedied 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 0845 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 Resources Committee 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 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.

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:

- 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 in writing, and highlighted as part of the standard cycle of policy review.

Training records will be kept with the Finance & Premises Manager, Anjali Carter.

The Site Manager and Finance & Premises Manager are 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 Head Teacher will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Head Teacher'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 Head Teacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromise 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 on the school site. 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 from the Head Teacher, inform the Caretaker or Site Manager on arrival and sign in and out of the school premises.

The site is open to staff from 7:00am to 7:00pm (Tuesday – Friday in term time) and 7:00am to 8:30pm (Mondays in term time when the Ladies Club is on site). Holiday opening times are between 8:00am and 4:00pm.

If the Site Manager or Head Teacher needs to be alone in the school another person should know of their whereabouts and they must have access to a mobile phone. In the case of Saturday lettings, any member of staff working alone, will make contact with a line manager after they have left, to inform them of the locking up of the school and their safe return home.

Early Years Home visits should always be made by 2 members of staff. The list of addresses is left in the office and after each visit a text is sent to the office confirming the visit has finished. This enables the office to know the location of all staff when out on home visits. The visits are made by a pre-arranged appointment.

#### **School staff responding to call outs**

Nominated key holders attending empty premises where there has been 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.

On activation of the intruder alarm the key holders are contacted by Custodian Monitoring.

## APPENDIX 10

### PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager any problems found with equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated/cordoned off whilst awaiting repair. The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised are detailed in the register.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring are kept by the Site Manager and are annually reviewed by the Finance & Premises Manager.

### **Curriculum Areas**

The Site Manager/ Finance & Premises Manager are responsible for ensuring maintenance requirements for equipment in curriculum 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 is to be reported to the Site Manager.

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

This inspection and testing will be conducted by the Site Manager (Krzysztof Matyskiewicz), the Caretaker (Kwame Sam), and the IT manager (Steve Johnson) on a rolling basis.

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 on a 2 year cycle for academic years 2020 -2021 & 2021 -2022.

### **External play equipment**

The external play equipment is only used when appropriately checked and supervised.

There will be a termly formal inspection of the equipment conducted by the Site Manager. PE and play equipment is subject to an annual inspection by T & B contractors Ltd.

## **APPENDIX 11**

### **FLAMMABLE AND HAZARDOUS SUBSTANCES**

Every attempt will be made to use only the least harmful of substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations). Where persons may be affected by their use on site, the Finance & Premises Manager and the Site Manager are responsible for ensuring that COSHH assessments are available from contractors.

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 substances are appropriately and securely stored out of reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers)

- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Site Manager and Finance & Premises Manager is responsible for ensuring that COSHH assessments are available from contractors.

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

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

## 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 7<sup>th</sup> January 2016.

All staff must be aware of the procedures and guidelines relating to Asbestos. The Asbestos Log is kept by the Site Manager in the office and must be kept up to date with all new works and any recommendations. There is no asbestos in the main school building but some areas remain in the standalone building.

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 drill or affix anything to walls in the Standalone Building 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.)

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Krzysztof Matyskiewicz and Anjali Carter and refresher training is required 3 yearly.

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.

## APPENDIX 13

### 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.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher 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 for 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 14

### 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 required to sign the Visitor's Book and be provided with an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager (Krzysztof Matyskiewicz) 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.

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.

## School managed projects

**The Construction (Design and Management) Regulations 2015<sup>2</sup> applies to all building, demolition, repair and maintenance or refurbishment work.**

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Finance & Premises Manager 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 competence the school uses a property framework contractor for 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 school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

## APPENDIX 15

### WORK AT HEIGHT

Working at height can present a significant risk, 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 authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff and pupils 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 and use of ladders will be provided where a significant risk is identified as part of an individuals' role e.g. site staff

The establishments nominated persons responsible for work at height are the Site Manager (Krzysztof Matyskiewicz) and the Caretaker (Kwame Sam).

The nominated persons 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;
- any risks from fragile surfaces is properly controlled.

All staff are required to read the guidelines and associated documentation related to working at height before using ladders.

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<sup>2</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.  
Health and Safety Policy

## 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 will 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 on the [Grid](#).

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school during the school day is restricted to school staff and contractors only and both gates are to be kept locked at all times using combination padlocks. Staff are required to drive vehicles with due care and attention towards pedestrians on site and to adhere to the permitted 5mph speed limit. Staff should park in the marked spaces in the Staff Car Park wherever possible.

Deliveries are to be made using the Service Yard delivery gate or via the Mead Way gate for vehicles that need to park in the Service Bay on site.

The school minibus will be parked in the Staff Car Park when not in use. The school minibus will pick up and drop off children from the Service Bay.

The electronic gates ensure that vehicular access via the Drive Through will be limited. Currently due to the COVID19 pandemic, Parents/carers are not permitted to drive on to the site. However the school are reviewing this arrangement and will create working party to investigate the potential reopening of the drive through. Access for emergency vehicles is of great importance so the Drive Through must remain clear.

In order to ensure the health and safety of pupils, staff and parents/carers, the school reserves the right to refuse admittance to any person or persons who drive carelessly or dangerously, who drive at more than the specified 5mph speed limit or who park in the no parking zones or in any way that is dangerous or anti-social.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian/vehicle segregation. Please see above for the management arrangements

## APPENDIX 18

### ELECTRONIC GATES

The installation of 2 electronic vehicular gates and 2 motorised pedestrian gates took place in August 2019. Currently the vehicular gates are closed to the general public (see appendix 17)

Access to the school will be possible using the main pedestrian gate situated on Mead Way. This will be operated via a motorised mechanism and will be manned by the school office through an intercom system.

Access to North Bushey Pre-School (situated in the school's Stand Alone Building) will be also be operated via a motorised mechanism and will be manned by the employees of the Pre-School.

The gates have been installed by accredited contractors and have the following safety features: safety edges, safety curtains, anti- trap hinges, warning lights and visual warning signs. These ensure that the gates abide by the BS EN 12453:2001,BS EN 12445:2001,BS EN 12635:2002 and BS EN 12604:2000 safety standards as set out by the HSE and HCC. The gates will also be serviced twice annually.

## APPENDIX 19

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Finance & Premises Manager.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (**COVID-19 supplementary conditions of hire** available for school to adapt on the Grid)

Relevant public liability cover must be in place and checked by the school.

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

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

All individuals using the school for after school or holiday clubs will be subject to the school's Lettings Premises Management Agreement.

## APPENDIX 20

### MINIBUS

The Finance & Premises Manager maintains a list of nominated drivers who have received training in order to drive the minibus and conducts an annual check of their driving licences.

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 the undertaking regular checks on the vehicle and the school's operation of minibuses follows [Minibuses in Hertfordshire | Hertfordshire County Council](#).

Before every use, a visual check of all safety features on the minibus should be undertaken and signed for in the log book located in the minibus.

## APPENDIX 21

### 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 stress through risk assessment, in line with the HSE and HCC's management standards. All other staff can be referred to Occupational Health as an additional extra. Line managers are also able to use the HSE's 'talking toolkit' as a framework to have practical discussions with staff on stress.

## APPENDIX 22

### 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 GES Water Ltd in February 2015 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 degree C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets (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;
- cold water storage tanks are inspected for compliance and safety on an annual basis by GES Water.

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

## APPENDIX 23

### SCHOOL SWIMMING

#### Primary school swimming in public

These will be planned as an offsite visit in line with the schools 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);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

The school will be using the training pool at Bushey Grove Leisure Centre and utilise the services of a qualified swimming teacher to teach the lessons.

## APPENDIX 24

### WORK RELATED LEARNING

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

The Finance & Premises Manager is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

#### Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

#### Addendum to H&S policy

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

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

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

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

#### The Headteacher will:

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

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

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

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

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

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

**All staff will:**

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

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

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

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

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

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- wear face coverings where recommended, in communal areas of the school where social distancing is hard to maintain;<sup>3</sup>
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.

In the event of any infection the school will:

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In primary schools headteachers have the discretion to decide whether to ask staff or visitors to wear face coverings in these circumstances. Primary school children will not need to wear a face covering.

Based on current evidence the DfE guidance is that face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- contain any outbreak by following local health protection team advice.
- Report confirmed cases

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