



Katherine Warrington School

Health and Safety Policy

PART 1. STATEMENT OF INTENT

The Governing Body of Katherine Warrington 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 establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff.

This policy statement and the accompanying organisation and arrangements will be reviewed every two years by the Governors' Resources Committee (unless an amendment is necessitated by a change in the law or by a significant change in circumstances within the school).

This policy statement supplements:

- Hertfordshire County Council's (HCC) Health and Safety Policy

The HCC Health and Safety Policy and other health & safety guidance may be downloaded by staff from the [Education Health and Safety Manual](#).

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Chair of Governors

Headteacher

Date:

Date:

PART 2. ORGANISATION

The Governing Body, as the employer, has overall responsibility for Health and Safety in the school. Duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body is responsible for:-

- Ensuring health and safety management systems are in place and effective. The Governing Body fills a strategic role in health and safety and are not expected to be involved in day to day management of the school;
- Ensuring that, as a minimum, systems adhere to HCC Health and Safety Policy, procedures and standards as detailed in the [Education Health and Safety Manual](#);
- Formulating a health and safety statement policy detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to HCC Education Services, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget;
- Ensuring the availability of competent health and safety advice as required by the Health and Safety at Work Act 1974. The school has provided access to competent H&S advice via the HCC's H&S team. (01992 556478); healthandsafety@hertfordshire.gov.uk).
- Promoting a positive health and safety culture and high standards of health and safety within the establishment;
- Nominating a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of HCC policy and procedures.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's Health and Safety Policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body where necessary;

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- 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.
- Reporting to the Governing Body on health and safety performance and any health and safety concerns and issues which may need to be addressed by the allocation of funds.
- Reporting to the relevant authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions and implemented.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the School Business Manager. In other areas within the school, this task is further delegated to the relevant Head of Faculty or where appropriate to a member of staff with responsibility for a specific area of the school.

Responsibilities of other staff holding posts of special responsibility

- Apply the school's health and safety policy to their own faculty, or area of responsibility;
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources including CLEAPSS, AfPE etc)
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Take appropriate action on health, safety and welfare issues referred to them and inform the Headteacher, School Business Manager or Site Manager, of any problems they are unable to resolve;
- Carry out regular inspections of their areas of responsibility and report or record these inspections;
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated;

Responsibilities of employees

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

All employees have responsibility to:

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

PART 3. - ARRANGEMENTS

Detailed information on HCC expectations is given in the [Education Health and Safety Manual](#).

The following list of arrangements covers the key elements of the Health and Safety Policy. Refer also to the County and Education Health and Safety Manuals which cover 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 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal Safety/ Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress/ Wellbeing
- Appendix 21 - Legionella
- Appendix 22 - Not Used
- Appendix 23 - Work Related Learning

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting significant risk. They are co-ordinated by the School Business Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

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

Risk assessments are available for all staff to view and are held centrally in the Headteachers office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to staff member(s) or students(s) are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the School Business Manager in conjunction with the relevant Head of Faculty or Head of Department using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts within lesson plans or schedules of work.

CLEAPSS and their publications¹ are used as sources of model risk assessment in science, art and technology. (www.cleapss.org.uk or for science: <http://science.cleapss.org.uk>)

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

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

ASE, Safeguards in the school laboratory 2006 (11th edition), <http://www.ase.org.uk>. ISBN 978-0-86357-408-5.

National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education, School Sport and Physical Activity 2016 Association of PE 'AfPE' <http://www.afpe.org.uk>

APPENDIX 2

OFFSITE VISITS

Katherine Warington School has adopted the HCC Policy for the Management of Learning Outside of the Classroom and Offsite Visits, together with the related Outdoor Advisors' Panel 'National Guidance' as its principle source of guidance and information regarding good practice for learning outside of the classroom and offsite visits.

The HCC Policy requires the School, as an Academy, to outline any areas in which its practices differ from those in the standard HCC Policy. These are detailed in the separate Katherine Warington School Policy for the Management of Learning outside the Classroom and Offsite Visits – Additional information specific to KWS.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken and co-ordinated by the School Business Manager.

Monitoring inspections of individual study areas will be carried out by the Head of Faculty or nominated staff.

In both cases, the person(s) undertaking such inspections 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 School Business Manager. A named governor will be involved and will undertake an audit of the school's health and safety management systems on an annual basis and report back to the Governors' Resources Committee and, where appropriate, full Governing Body meetings. Inspections will be conducted jointly with the School Business Manager and/or the Site Manager if possible.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#)

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in the fire log book and reviewed on an annual basis. It is kept in the Site Manager's office.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom and office. These procedures will be reviewed at

least annually and are made available to 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 and 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 Headteacher and updated via Solero.

Fire Drills

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

Fire Fighting

- 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 should be aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

Details of service isolation points (i.e. gas, water, electricity) are held by the Site Manager's office and on the notice board of the caretaker's office.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the School Business Manager, Site Manager or Head of Faculty as appropriate, for 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 Site Manager's office

Fire alarm system

Fire alarm call points will be tested weekly in rotation. Testing will normally occur after school or before school starts Mondays 7.00 to 7.30am

Any defects on the system will be reported immediately to the fire alarm maintenance contractor.

A fire alarm maintenance contract is in place with Chubb and the system tested six monthly by them (or the current contractor)

Fire Fighting Equipment

The Premises Team will check monthly that all fire fighting equipment is available for use and operational and for any evidence of tampering. Holder Fire Safety undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the School Business Manager or Site Manager.

Means of Escape

Daily visual checks 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 identified staff to provide first aid (both on site and where required for trips and visits and extra-curricular activities).

Trained to First Aid at Work Level (3 days, 18 hours):

Other Training in Emergency First Aid (6 hours): Supplementary first aid training focussed on pupil needs, including specific risks eg sports first aid for PE staff

A list of staff with the appropriate training is displayed in the school reception and is emailed to staff regularly. If in doubt, the school receptionists are First Aid at Work trained.

The Headteacher will ensure that first aiders have a current certificate, that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

First Aid equipment is kept at reception and in the Sports Centre.

An AED (automatic external defibrillators) is kept in the Sports Centre.

The school receptionist is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

Staff responsible for using vehicles will check that they are properly equipped with first aid boxes before they are used.

Transport to hospital:

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

Where there is any doubt about the appropriate course of action, the first aider will call 111 and, in the case of a student, consult with the parents or carers.

Contact numbers of Hospital A&E departments and the school's nurse can be obtained from school reception.

Administration of medicines

All medication will be administered to students 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 receptionists are responsible for accepting medication and checking all relevant information has been provided by parents or carers prior to administering. Records of administration will be kept by the school receptionists.

All non-emergency medications kept in school are securely stored in the school reception with access strictly controlled. Students know how to access these medications. Under no circumstances will medication be stored in first aid boxes.

Where students need to have access to emergency medication such as asthma inhalers, blood glucose testing, adrenaline pens etc., they should be carried by the student at all times and a spare kept in reception and clearly labelled. The school has chosen to hold an emergency salbutamol inhaler for use by students who have been

prescribed a reliever inhaler and for whom parental consent has been obtained.

Individual Health Care Plans (IHCP)

Parents and 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 students with significant medical needs. e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the student (where appropriate), parent or 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 or when a child enrolls or on diagnosis being communicated to the school and will be reviewed annually.

All staff are made aware of any relevant health care needs and quick notes are available on SIMS.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to staff, students and other non-employees (members of public / visitors to site etc.)

Significant incidents as detailed below are reported to HCC and the School Business Manager by using an on-line accident report form. Major incidents are:-

- 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 named Health and Safety Governor or Chair of Governors. Parents and 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 student 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 weekends and holidays).

Any incident notified to the HSE must also be reported to the HCC Education Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Governors' Resources Committee meets half termly and has health, safety and welfare issues as a standing item on its agenda. Action points from these meetings are brought forward for review by school management.

The teaching Trade Union representatives may be consulted by staff on health and safety issues.

Fire marshals, appointed to oversee the evacuation of the school following an alarm, will report issues arising from the evacuation and suggest improvements to the arrangements.

Communication of Information

Detailed information on how to comply with HCC's Health and Safety Policy is given in the [*Education Health and Safety Manual*](#),

The Health and Safety Law poster is displayed in the school's front reception area and the staffroom.

The HCC Education Services Health and Safety Team, Tel: 01992 556478, has been commissioned to provide competent health and safety advice to the school

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.)
- refresher training where required.

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

Training records will be held by the Deputy Headteacher responsible for co-ordinating 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 and/ or their 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 or 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 or individual conduct compromises the school's aims in providing an environment in which the students and staff feel safe

Lone Working

The school's Senior Leadership Team members are allowed in at any time.

Other 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 (7.30am to 3.30pm) must obtain the permission of the School Business Manager or Site Manager 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 telephone etc.
- Notify a colleague of their whereabouts when working off site (e.g. when visiting homes) and the estimated time of return.
- Report any incidents or situations where they may have felt 'uncomfortable'.

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 at all times, if possible. They should not enter the premises unless they are sure it is safe to do so, If not the police should be called.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

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

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any 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 or have received specific training is detailed in the register.

Planned maintenance and inspections

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

Curriculum areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff will conduct visual inspection of plugs, cables and electrical equipment. Defective equipment will be reported to the Site Manager. Electrical contractors will be called in when there are six or more defects to deal with, unless a particular health and safety issue has been identified.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) 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 Hilton (or the current contractor).

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

A fixed electrical installation test (fixed wire test) will be conducted by Plowright Hilton (or the current contractor) on a 5 year cycle.

PE and games equipment

PE staff are responsible for the regular checking of PE and games equipment. PE and games equipment is subject to an annual inspection and testing.

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 (in particular science and DT) Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager /caretakers /contracted cleaners.

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.
- Where required full COSHH risk assessments are conducted and communicated to staff exposed to the product or substance.
- all chemicals are appropriately and securely stored out of the reach of students
- 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*).

Radioactive Sources

The school follows CLEAPSS guidance L93 in 'Managing Ionising Radiations and Radioactive sources in schools' 2013 Edition

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor RPS) is the Lead Science Technician who is responsible for ensuring that the radioactive source history and use log are kept up to date and that the leak test is conducted and recorded annually.

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 in August 2019

The school's asbestos log is held in school reception.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACMs) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment eg fixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to the Site Manager and the area immediately evacuated and closed or locked off. Professional advice will be sought and details of the incident reported to the HCC's asbestos team. asbestos@hertfordshire.gov.uk

The Establishment's Asbestos Authorising Officers are the Site Manager and the School Business Manager and refresher training is provided three yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (eg. boilers, kilns etc) either by contractor's 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 or Authorising Asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work on 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 (minimum annually).
- The limitations of the management survey and areas of the building that has **not** been surveyed are understood and considered as part of the permission to work process eg. areas above three metres in height, within ceiling voids (where panels or tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (minimum 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 HCC via asbestos@hertfordshire.gov.uk

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 Site Manager or the School Business 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 students 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 students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

A Manual Handling Poster is also on the staffroom wall so that all staff can see and refer to it.

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 reception where they will be asked to sign in using the electronic visitor booking system and wear an identification badge.

Contractors will be issued with guidance on fire and emergency procedures, relevant risks, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work and visually and verbally checking whether expected controls are in place and working effectively.

School managed projects

The Construction (Design and Management) Regulations 2015¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly, the Governing Body would be considered the 'client' and therefore has additional statutory obligations. These are managed by the Site Manager and/ or the School Business Manager on the school's behalf who will ensure that the landlord's, or the relevant 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. Details can be found at- <http://www.thegrid.prg.uk/info/premises/property.shtml>.

These contractors have satisfied the County Council that they understand and abide by health and safety regulations. When considering the appointment of contractors outside of Hertfordshire frameworks, the Site Manager will undertake appropriate competency checks prior to engaging a contractor, ie 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 asked 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 work to be undertaken. The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the agree the risk assessment and safe systems of work to be used prior to works commencing on site, exchange relevant information regarding the work activities and agree the risk assessments.

¹ 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 one contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

APPENDIX 15

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 and stepladders

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

There is a folder in the front reception referencing step ladder use and information. 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, drama, ICT technician etc.

The establishment's nominated person responsible for work at height is the Site Manager and caretakers.

The nominated person 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.

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 or near continuous spells of an hour or more at a time) e.g. admin, office or financial staff etc. shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use in the school). Any school expenditure associated with eyesight testing must be authorised by the School Business Manager.

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 or carers when bringing children to school or collecting them, except where there is a medical need agreed by the school.

Access to the school shall 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. Pedestrian footpaths and designated pathways are to be used where present.

Contractor's vehicles may have particular restrictions placed on them in respect of the timing of deliveries or other access to the school and these shall be agreed prior to commencing work by the School Business Manager and/ or the Site Manager in conjunction with the Headteacher.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are overseen by the School Business Manager and managed by the Lettings Manager following HCC guidance, and in accordance with the school's Lettings Policy. This policy is reviewed on a regular basis and approved by the Governors Resources Committee.

APPENDIX 19

MINIBUSES

The School Business Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence¹. There are license restrictions on persons who are able to drive minibuses and if in doubt these should be checked with the School Business Manager.

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

The Site Manager and/ or the School Business Manager are responsible for the undertaking of regular checks on the vehicles and the schools operation of minibuses follows *County Guidance*. Minibuses are serviced in accordance with the required timescales.

APPENDIX 20

STRESS / WELLBEING

The school and Governing Body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

The school participates in the wellbeing programme and the schools wellbeing co-ordinator is a member of the school's SLT. Detailed systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. appraisals, coaching, mentoring, counseling, one to one sessions with the Headteacher and senior management, the school staff's wellbeing committee effective change team.

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 in August 2016 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 the 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 degrees C at calorifiers (any vessel that generates heat within a mass of stored water)

¹All drivers must hold a full Category B (car) license, non employees must have held this for at least two years. Employees who first obtained a Category B (car) license after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre -1997 licenses if they intend to drive a minibus abroad.

- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers)
- Quarterly disinfecting and descaling of showers
- Six monthly temperature checks of stored water
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Helmores Industrial Water Treatment (or the current contractor).

APPENDIX 22

NOT USED

APPENDIX 23

WORK RELATED LEARNING

The school retains a duty of care for all students undertaking 'non-qualification' activities as part of their study programme eg. work shadowing, work experience or other work related learning activities, enterprise activities, study visits etc. The school's Careers and Work Experience Co-ordinator 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.
- All placements (including private placements) are subject to pre-placement checks by competent persons or suppliers, to assess the suitability of all placements and relevant documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s).¹
- 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 or carer.
- Arrangements will be in place to visit or 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.

All incidents involving students on work placement activities will be reported to the placement organiser and HCC's Education Health & Safety Team at the earliest possible opportunity.

¹ In order to be deemed competent an individual should hold a suitable nationally accredited/ recognised qualification, eg IOSH Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements, particularly in high risk placements such as construction, agriculture, equestrian etc.