



# Katherine Warrington School

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## Health and Safety Policy

Reviewed and adopted by Resources Committee on 1st February 2023

Date of next review: January 2024

## CONTENTS

	Page No.
Part 1. Statement of Intent	3
Part 2. Organisation	4
Part 3. Arrangements	7
Appendix 1: Risk Assessment	8
Appendix 2: Offsite Visits	9
Appendix 3: Health and Safety Monitoring and Inspections	10
Appendix 4: Fire Evacuation and other Emergency Arrangements	11
Appendix 5: Fire Prevention, Testing of Equipment	12
Appendix 6: First Aid and Medication	13
Appendix 7: Accident Reporting Procedures	15
Appendix 8: Health and Safety Information and Training	16
Appendix 9: Personal Safety/ Lone Working	17
Appendix 10: Premises Work Equipment	18
Appendix 11: Flammable and Hazardous Substances	19
Appendix 12: Asbestos	20
Appendix 13: Moving and Handling	21
Appendix 14: Contractors	22
Appendix 15: Work at Height	24
Appendix 16: Display Screen Equipment	25
Appendix 17: Vehicles	26
Appendix 18: Lettings	27
Appendix 19: Minibuses	28
Appendix 20: Stress/Wellbeing	29
Appendix 21: Legionella	30
Appendix 22: Not Used	31
Appendix 23: Work-Related Learning	32
Appendix 24: Infection Control	33

## 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 on an annual basis 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
- Offsite Trips and Visits Policy

Chair of Governors [Insert signature]

Headteacher [Insert signature]

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

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

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

A Health & Safety Governor 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 School Business Manager at the Resources Committee meetings in order to enable them to provide and prioritise resources for health and safety issues.

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

The Governing board can seek further advice from the HCC H&S Team as required.

HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

### **Responsibilities of the Headteacher:**

Overall responsibility for the day to day management of health and safety following 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 that 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 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 a 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 the 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 coordinated by the School Business Manager following the guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Headteacher or School Business Manager.

Risk assessments are available for all staff to view and are held centrally on the Shared Area.

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 the 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 regularly.

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

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department / Faculty using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into the Scheme of Work.

The school has a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>

In addition the following publications are used within the school 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]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' 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 is used for the planning and approval of off site visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) **Eunice Anastasio** who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the School Business Manager.

Staff must attend the training and refresher training every 3 -5 years run by HCC.

The School has a Trips and Offsite visits policy which is available on the school website.

### Appendix 3: HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken and coordinated 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.

## Appendix 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The School Business 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 Premises Office.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday between 7am and 8am.

Any defects on the system will be reported immediately to the alarm contractor Amthal Fire & Security.

A fire alarm maintenance contract is in place with Amthal Fire & Security and the system is tested 6 monthly by them.

### **FIRE FIGHTING EQUIPMENT**

Monthly in-house checks are undertaken to ensure that all fire fighting equipment remains available for use and operational.

Fire Guard Services 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 Fire Guard Services.

### **EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Fire Guard Services.

### **MEANS OF ESCAPE**

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

### **FIRE RISK ASSESSMENT**

A Fire Risk Assessment is completed on an Annual Basis by Fire Guard Services, Harpenden. All actions arising from the risk assessment are reviewed by the school and actioned as required.

## Appendix 5: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The School Business 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 8:00am

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

A fire alarm maintenance contract is in place with Amthal Fire and Security 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. Fire Guard Services 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 directly 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 hrs):**

Sarah Parish and Chrissy Dicks and Lauren Freeman

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

Danny Cain and Tara Patterson

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

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

Reception and Medical Room - Sarah Parish is responsible for these.

Sports Hall Office - Jamie Alexander is responsible.

D&T Workshops - Lauren Freeman is responsible.

Minibus - Premises Team are responsible.

### **AEDs(automated external defibrillators ARE LOCATED AT THE FOLLOWING POINTS:**

Outside Sports Hall

The Premises Team checks the AED on a monthly basis (some AEDs may require additional checks for functionality check the user manual and add accordingly)

### **Transport to hospital:**

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

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

### **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 school policy available on the school website.

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 that has been provided by parents or carers before 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 a 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 the 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 Arbor. The list is also circulated termly.

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

## Appendix 7: ACCIDENT REPORTING PROCEDURES

### Accidents to employees

Employees must report all accidents, violent incidents and near misses.

All employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

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

A local accident book kept in Reception 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.

- 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.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

### All Accidents

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

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

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and

Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

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

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

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

## Appendix 8: HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

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

The 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 the 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

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#) .

The Health and Safety Law poster is displayed in the staff room.

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 School Business Manager responsible for coordinating 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 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 (7.30 am to 5.30 pm 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 the 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 keyholders 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 a 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 the Premises/IT Team.

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 Integral (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, substances that 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 establishment’s 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*).

### 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, [insert name / role] 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 substances in schools and colleges’](#) November 2019 Edition.

- HCC’s Radiation Protection Officer is the Curriculum Advisor for Science;
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC;

## Appendix 12: Asbestos

The school was built in 2019 and therefore there is no asbestos present on site.

## 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 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 have 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: CONTRACTOR

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

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

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

### **School managed projects**

The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the School Business 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 competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at Property contractors and consultants - Hertfordshire Grid for Learning ([thegrid.org.uk](http://thegrid.org.uk)) when considering the appointment of contractors outside of Hertfordshire frameworks the School Business Manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done].

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

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

## 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 lightweight and rarely used items are stored there.

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders.

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. See also [LA455 - The Ladder Association](#)

The establishments nominated person(s) responsible for work at height is the School Business Manager.

The nominated person(s) shall ensure:

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

## APPENDIX 16: DISPLAY SCREEN EQUIPMENT

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

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

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

## 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 upon before 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 managed by the School Business Manager

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. Relevant public liability cover must be in place and checked by the school.

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

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

## APPENDIX 19: MINIBUSES

The School Business Manager maintains a list of nominated drivers who have received training to drive a minibus and conducts an annual check of their driving licence. There are license restrictions on persons who can 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 is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses following advice in [Minibuses in Hertfordshire | Hertfordshire County Council](#)

## APPENDIX 20: STRESS/WELLBEING

The school and Governing Body are committed to promoting high levels of health and 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 school's wellbeing coordinator 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, counselling, one to one sessions with the Headteacher and senior management, the school staff's wellbeing committee effective change team.

## APPENDIX 21: LEGIONELLA

A water risk assessment of the school has been completed in November 2022 by Reef Water Solutions Limited. The School Business 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 undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Reef Water Solutions Limited and tank water temperature recorded.

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

## APPENDIX 22: NOT USED

## APPENDIX 23: 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.

Michelle Phillips 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.
- The school utilise YC Hertfordshire to assess the suitability of the placement and relevant supporting 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)
- 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.

## APPENDIX 24: INFECTION CONTROL

The school follows UKHSA guidance [‘Health protection in education and childcare settings’](#) and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of [‘Health protection](#)

in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever