



**HARVEY ROAD SCHOOL**

# **HEALTH AND SAFETY POLICY**

**2015 - 2016**

This policy is based upon the Hertfordshire County Council, Model Health and safety Statement for Schools reference CSF0035, September 2014 personalised for Harvey Road Primary School

# HEALTH AND SAFETY POLICY

## Harvey Road School

### PART 1. STATEMENT OF INTENT

The Governing Body of Harvey Road School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be issued to all members of staff. A reference copy is kept in the headteacher's office.

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

This policy statement supplements:

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

Rev Miriam Mugan, <b>Chair of Governors</b>
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date

Mr N Rowlands <b>Headteacher</b>
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date

## **PART 2. ORGANISATION**

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

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

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

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

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures / governing body's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

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

The task of overseeing health and safety on the site has been delegated by the head to the following:

**Clare Wallis** – Health and Safety Co-ordinator, Risk Assessment and COSHH co-ordinator  
**Tim Molloy** – Site checks

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

### **Responsibilities of 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.

This policy was agreed by the Governing Body in: September 2015

This policy will be reviewed: September 2016

### **PART 3. ARRANGEMENTS**

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

- 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
- Appendix 21 - Legionella
- Appendix 22 - Swimming pool

## APPENDIX 1

### RISK ASSESSMENTS

#### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by **Clare Wallis** following guidance contained in the [Education Health and Safety Manual](#) and are approved by the headteacher.

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

#### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken Headteacher (staff) or class teacher (pupil). Such risk assessments will be reviewed on a regular basis.

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

#### Curriculum Activities

Risk assessments for curriculum activities will be carried out by class teachers using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

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

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

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ]
- [National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx> ]
- [ Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/> ]

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

<b>OFFSITE VISITS</b>
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The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via

<http://www.hertsdirect.org/services/edlearn/schlif/outside/offsitevisits/>

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.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip on **Evolve**. The school's Educational Visits Co-ordinator **Nicola Boichat** will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to **Nick Rowlands**.

See Offsite Visits Policy 2013.



<b>HEALTH AND SAFETY MONITORING AND INSPECTION</b>
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A general inspection of the site will be conducted on a basis and be undertaken / coordinated by **Tim Molloy**.

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

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with **Nick Rowlands**.

A named governor **Lee Fitzgerald** will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

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

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

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff induction pack and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by **Clare Wallis** and updated to the LA via Solero.

### Fire Drills

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

### Fire Fighting

- 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 made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

### Details of service isolation points (i.e. gas, water, electricity)

Gas:	Large blue box on the right hand side of the playing field next to the driveway
Electricity:	Double door cupboard opposite kitchen toilet door
Water:	Manhole to the right of the blue gas box next the driveway

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

An inventory of these will be kept by Site Manager, **Tim Molloy** as appropriate, for consultation.

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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**Tim Molloy** 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 cupboard in the school office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday 5pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb Fire and Security Ltd – 0844 8791666.

A fire alarm maintenance contract is in place with Chubb Fire and Security Ltd and the system tested annually by them.

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks that all fire fighting equipment remains available for use and operational.

Chubb Fire and Security Ltd 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 Chubb Fire and Security Ltd.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Chubb Fire and Security Ltd - 0844 8791666

**INTRUDER ALARM**

The intruder alarm will be serviced annually by Croxley Alarms, 01923 771920.

**MEANS OF ESCAPE**

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

**DEFIBRILLATOR**

**Nicola Boichat** is responsible for checking the defibrillator on a monthly basis that it has sufficient battery and all component parts are present.

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

**TRAINED TO EMERGENCY AID LEVEL (6 hr):**

N. Rowlands	22 <sup>nd</sup> April 2014
A. Barcroft	22 <sup>nd</sup> April 2014
L. Edmunds	22 <sup>nd</sup> April 2014
C. Pennell	22 <sup>nd</sup> April 2014
L. Garry	22 <sup>nd</sup> April 2014
P. Rogers	22 <sup>nd</sup> April 2014
J. Gray	22 <sup>nd</sup> April 2014
J. Jones	22 <sup>nd</sup> April 2014
J. Telfer	22 <sup>nd</sup> April 2014
C. Lycett	22 <sup>nd</sup> April 2014
C. Wallis	22 <sup>nd</sup> April 2014
N. Boichat	22 <sup>nd</sup> April 2014
C. Dunn	22 <sup>nd</sup> April 2014
S. Wildman	22 <sup>nd</sup> April 2014
S. Pyle	22 <sup>nd</sup> April 2014
T. Middleton	22 <sup>nd</sup> April 2014
V. Scott	22 <sup>nd</sup> April 2014
R. Michael	22 <sup>nd</sup> April 2014
J. Shillibeer	22 <sup>nd</sup> April 2014
M. Garton	22 <sup>nd</sup> April 2014
R. Smith	22 <sup>nd</sup> April 2014
L. Pedrick	22 <sup>nd</sup> April 2014
S Price	22 <sup>nd</sup> April 2014
C. Adams	22 <sup>nd</sup> April 2014

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):**

M. Garton	24 <sup>th</sup> Feb 2012
C. Smith	17 <sup>th</sup> & 18 <sup>th</sup> Jan 2013
T. Ellis	17 <sup>th</sup> & 18 <sup>th</sup> Jan 2013

First aid qualifications remain valid for 3 years. **Nick Rowlands** 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:**

Medical room, Nursery class and kitchen

**Nicola Boichat** is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits are complete and replenished as necessary.

**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 111) and, in the case of pupil with the parents/carers.

Watford General Hospital switchboard	0845 4024332
School Nurse	01923 470600

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy.

The school will, at the request of the parent / carer and with the consent of the head teacher, administer medication prescribed by a medical practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by in the medical room.

All non emergency medication kept in school are securely stored in lockable cabinets in medical room, refrigerated meds kept in clearly labelled container within staff room fridge with access strictly controlled. Asthma inhalers are kept in classrooms. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. epi-pen etc., it will be kept in the school office (inside tall cupboard) and clearly labelled.

### **Health Care Plans**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by **Nicola Boichat**.

All staff are made aware of any relevant health care needs and copies of health care plans are available medical room.

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

<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

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

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

A local accident book kept in the medical room is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

All major incidents will be reported to the headteacher and Lee Fitzgerald. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

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

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

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

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**Consultation**

The Resources Committee meets six times a year to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff are:  
Mr. N. Rowlands (NAHT)

**Communication of Information**

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

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

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

**Health and Safety Training**

All employees will be provided with:

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

Training records will be kept by **Nicola Boichat** in the school office. **Nick Rowlands** is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

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

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

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

**Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of Headteacher/senior member of staff and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

**School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should ensure they are accompanied preferably by a colleague if possible. They should ensure they have their mobile phone on them and only enter the premises if they are sure it is safe to do so.

Key holders should be contacted in the following order

1. **Tim Molloy**
2. **Martin Harris**
3. **Clare Wallis**



<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report to **Tim Molloy** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

School staff are responsible for identifying all plant and equipment in an equipment register (**Nicola Boichat**) and ensuring that any specific training or instruction needs, personal protective equipment requirements (**Nick Rowlands**) are identified and relevant risk assessments conducted where required (**Clare Wallis**).

Equipment restricted to those users who are authorised / have received specific training is:

<b>Equipment</b>	<b>Responsible person (who can assess risk)</b>	<b>Authorised users of the equipment</b>	<b>Authorised person/ company for inspection and repair</b>	<b>Inspection period (inspection period eg termly, annually)</b>
Access equipment e.g. ladders, tower scaffold.	<b>T Molloy</b>	<b>T Molloy</b>	<b>T Molloy</b>	Ladders termly
Caretaking/cleaning equipment including hand tools	<b>T Molloy</b>	<b>T Molloy</b> Cleaners	<b>T Molloy</b>	Termly
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Caterlink – catering equipment <b>T Molloy</b> - Boiler	Caterlink Staff  <b>T Molloy</b>	Premier Catering  EMS (Alywards)	Annually  Annually
PE and play equipment	Teachers	Teachers, LSA's, MSA's & Pupils	T & B Workshops	Annually
Art/Design Equipment	Teachers	Teachers, LSA's, MSA's & Pupils	Kiln - T & B Workshops	Annually
Portable electrical equipment	Teachers	Teachers, LSA's, MSA's & Pupils	R. Walker	Annually
Swimming pool equipment	<b>Clare Wallis</b>	Teachers	Manor Leisure Services	Annually

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by **Clare Wallis** in school office or the school cook in the kitchen. (Key areas for compliance are outlined on the Grid)

### **Curriculum Areas**

Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to **Tim Molloy**.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant 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 R Walker (qualified electrician) annually.

**Nicola Boichat** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted by R Walker on a 5 year cycle. It was last tested in August 2014.

### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and

**Tim Molloy** will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by T & B Workshops.

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health **Nick Rowlands**.

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, COSHH risk assessments are conducted and communicated to staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, **Clare Wallis** 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*).

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to **Nick Rowlands** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

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

<b>ASBESTOS</b>
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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 October 2014.

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

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 (ACM) within their work areas.

Asbestos is present in the cladding of the outside wall of the Old Staff Room (Block E on the Site Plan). Staff, who are authorised to drill or affix anything to walls in the Old Staff Room must obtain approval from the Headteacher and sign the Asbestos Log prior to any works taking place in this area. There is also asbestos in the gasket pipework flanges in the Boiler Room.

**Under no circumstances must staff drill or affix anything to walls in the above areas without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

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

The school's asbestos authorising officers are **Nick Rowlands, Tim Molloy** and **Nicola Boichat** and refresher training is required 3 yearly.

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

The headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

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

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

**Nick Rowlands** 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**

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by **Nick Rowlands** or an appropriate nominated governor who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>2</sup> regulations will apply.

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

When considering the appointment of contractors outside of Hertfordshire frameworks **Tim Molloy** will undertake appropriate competency checks prior to engaging a contractor.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. 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 it is recommended that an agent be used to work on the schools behalf.

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

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

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

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

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

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

The establishment's nominated person(s) responsible for work at height is **N. Rowlands**.

The nominated person(s) shall ensure:

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

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

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

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



**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

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

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

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

After school activities may involve parents and other adults to use the parking facilities. All due care and attention must be paid by these drivers when travelling through the school premises. Speed is restricted to 5 miles per hour.

**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by **Clare Wallis** following HCC guidance.

See Policy on lettings and community use of the school.

<b>MINIBUSES</b>
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**Clare Wallis** maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence. <sup>3</sup>

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

The teachers who hold a minibus permit are:

Jane Jones  
Clair Tustin  
Angela Barcroft  
Jo Telfer  
Nick Rowlands

We have no minibus of our own but only use a minibus belonging to a school who follow County Guidelines.

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<sup>3</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence 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 licences if they intend to drive a minibus abroad.

<b>STRESS / WELLBEING</b>
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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.

All issues relating to stress and general health and wellbeing are responded to quickly and with understanding. All issues arising will be addressed in confidence. Performance Management Leaders, Mentors and Key Stage Leaders are all responsible for providing support when necessary.

**N. Rowlands** will support the adult appropriately to the needs of the individual as well as the needs of the school.

<b>LEGIONELLA</b>
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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 **Clare Wallis** is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

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

<b>SWIMMING POOL</b>
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The headteacher will ensure that the pool is managed in accordance with the LA's guidance [Safe Practice in School Swimming](#).

A risk assessment has been carried out by **Clare Wallis**. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the school office and are available to all groups hiring the facility.

Lettings agreements are managed by **Clare Wallis** who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

Pool plant operations and water testing is carried out by HCC, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). HCC will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

The Headteacher will ensure that adequate provision is made for lifesaving, first aid and resuscitation appropriate to the type of swimming sessions