



SPELLBROOK C of E PRIMARY SCHOOL

Flourish in Love and Learning

Health & Safety Policy

Document Information

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Reviewed by:	FGB	Responsibility:	Health & Safety Governor
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Review Cycle:	Annual	Ratified by FGB:	23/4/24

The following amendments have been made to this policy since the previous ratification.

Date	Page number	Section	Details of change
2/22 as per 8/21 update		Throughout	Hyperlinks to Grid updated. References to the Education H&S manual replaced with links to H&S pages of the Grid
	P4	Organisation	Reference to HSE Managing for H&S HSG 65 (Plan, Do Check, Act) added
	P7	Risk assessment	Updated link to 2020 version of Safe Practice in Physical Education, School Sport and Physical Activity.
	P12	First Aid	NHS Direct number (111) added

	P14	Consultation	Additional line added to reflect employees will be consulted on H&S matters.
	P17	COSHH	Additional line on PPE for staff added
	P22	Hire/lettings	Section updated
	P23	School swimming	Swimming teaching qualification details added.
	P27	Addendum to H&S policy for COVID-19	Text amended to reflect current DfE guidance and Step 4 of roadmap

These changes / recommendations will be reviewed / ratified by Full Governing Body for the 'review cycle' as quoted above.

HEALTH AND SAFETY POLICY

PART 1

STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy is stored on Teams.

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

First Aid Policy

Medical conditions Policy

Behaviour Policy

Reducing the need for Restrictive Interventions in School

PART 2

ORGANISATION

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

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

Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) (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 Warren Hasty 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, school business manager and caretaker in order to enable them to provide and prioritise resources for health and safety issues.

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

Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA and Governing Body any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

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

Responsibilities of other staff holding posts of special responsibility

The School business manager and Premises Manager will:

- Apply the school's health and safety policy to 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.
- If there are 3rd party providers on site, ensure H&S responsibilities are clear

PART 3

LOCAL 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	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment

Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	School swimming
Appendix 23	-	Lockdown procedures

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 caretaker following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher

Risk assessments are available for all staff to view and are held centrally on the shared folders, 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. **The school should retain risk assessments for minimum of 5 years, any relevant risk assessments linked to pupil incidents to be retained for a minimum of 3 years after their 18th birthday**

Individual Risk Assessments

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

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the subject leader 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 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/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

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

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN 978-0-

- [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](https://oeapng.info/) 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.

Member of staff trained in Management of Offsite Visits is:

Mr J Fisher

Mrs Sarah Cook

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 offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator Sarah Cook who will check the documentation and planning of the trip and approve the visit.

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

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken by the Caretaker.

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 headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor Warren Hasty will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings. This may be completed on one or multiple visits over the period of 12 months.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

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

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a **competent person** and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the [Grid](#)

The fire risk assessment is located on Teams and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the school's emergency response plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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 as part of the school's emergency response plan by school business manager and updated to the LA via Solero.

Fire Drills

Fire drills will be undertaken termly and results recorded in the electronic version of the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points

Gas - outside cleaner's cupboard & rear of Diamond Classroom

Electricity – outside cleaner's cupboard & on wall in Diamond Classroom
Water – outside staff car park under school sign

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Caretaker on the shared drive for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Caretaker 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 electronically on Teams.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. Any defects on the system will be reported immediately to the alarm contractor

PHF FIRE TEL 01279 659125

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

FIRE FIGHTING EQUIPMENT

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

PHF FIRE 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 PHF Fire

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 PHF Fire

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.

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

FIRST AID

RAINED TO EMERGENCY FIRST AID AT WORK (EFAW)

Sarah Cook	Valid from: 23 November 2023	Valid to: 23 November 2026
Sharon Freeborn	Valid from: 12 May 2021	Valid to: 12 May 2024

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):

Jeremy Fisher	Valid from: 09 November 2023	Valid to: 09 November 2026
Jolene Green	Valid from: 08 September 2021	Valid to: 08 September 2024
Amanda Gregory	Valid from: 09 November 2023	Valid to: 09 November 2026
Sarah Hasty	Valid from: 13 September 2021	Valid to: 13 September 2024
Helen Prow	Valid from: 09 November 2023	Valid to: 09 November 2026

BASIC FIRST AID FOR SCHOOLS:

Rozwana Ajmal	Valid from: 01 September 2023	Valid to: 01 September 2025
Eileen Campbell	Valid from: 26 September 2023	Valid to: 26 September 2025
Sarah Cook	Valid from: 24 October 2022	Valid to: 24 October 2024
Sharon Freeborn	Valid from: 09 November 2023	Valid to: 09 November 2025
Jolene Green	Valid from: 08 September 2023	Valid to: 08 September 2025
Amanda Gregory	Valid from: 07 September 2023	Valid to: 07 September 2025
Sarah Hasty	Valid from: 26 November 2023	Valid to: 26 November 2025
Michelle Humphries	Valid from: 16 June 2022	Valid to: 16 June 2024
Romy McDonald	Valid from: 26 June 2023	Valid to: 26 June 2025
Rachel Newman	Valid from: 25 January 2023	Valid to: 24 January 2025
Bridget Onyeka	Valid from: 28 August 2023	Valid to: 28 August 2025
Carolyn Pask	Valid from: 10 October 2023	Valid to: 09 October 2025
Helen Prow	Valid from: 06 September 2023	Valid to: 06 September 2025
Louise Ramiz	Valid from: 08 November 2022	Valid to: 08 November 2024
Charlotte Smith	Valid from: 22 November 2022	Valid to: 22 November 2024
Vanessa Todd	Valid from: 22 January 2024	Valid to: 22 January 2024
Lynden Wallace	Valid from: 21 November 2022	Valid to: 21 November 2024
Kathryn Wellington	Valid from: 10 September 2023	Valid to: 10 September 2025

First aid qualifications remain valid for 3 years. The school business manager 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:

- Diamond wash room
- Ruby wash room
- Classrooms

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

AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS¹: Main entrance

The Site Manager checks the AED on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm)

Defibrillators are registered on [The Circuit](#) to ensure they are visible to local ambulance services.

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.

Spellbrook does not have a defibrillator at this time.

DfE are intending to provide a defibrillator to all schools without one by end of 22/23 academic year. Currently no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

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.

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.

See Administration of Medication & first Aid at School Policy

Class teachers 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 the class teachers and checked half-termly.

¹ See [DfE guidance on AEDs](#) defibrillator provided to all schools without one by end of 22/23 academic year.

All non emergency medication kept in school is securely stored in a lockable cupboard in the pupil's class with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in each class room clearly labelled with the child's name in wall mounted first aid cabinet

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

Individual Health Care Plans (IHCP)

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Headteacher

All staff are made aware of any relevant health care needs and copies of health care plans are retained with the medication.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses. Where HCC is the employer then **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 located in the school office 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.

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 18th Birthday.

All Accidents

All major incidents will be reported to the Headteacher and the 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. Schools should aim to report pupil / non-employee RIDDOR reportable incidents to the HSE within 10 days of the incident occurring.

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

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

The Resources / full governing body meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

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

Health and Safety Training

All employees will be provided with:

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

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

Training records will be kept school office by the school business manager.

The school business manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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.

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

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

Lone working

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

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

Staff working outside of normal school hours must obtain permission of the Headteacher and register with site 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.

Specific arrangements for lone working off site, e.g. for staff conducting home visits, expected control measures would include:

- Mobile phone contact,
- Notifying a colleague of visit details
- Expected time of return and end time of appointment with arrangements for contacting etc.
- Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

Attendance by staff should not be required as SECOM PLC is our prime key holder.

Should it is necessary for nominated key holders to attend empty premises when there has been an alarm activation they should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the caretaker or the school business manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Caretaker is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in either the upstairs storage area or on the shared drive by the caretaker. Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the [GEMS compliance tracker](#)

Curriculum Areas

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

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to either the caretaker or the school business manager.

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 PH (Plowright Hinton) Limited annually.

The Caretaker 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 PH (Plowright Hinton) Limited on a maximum of a 5 year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Caretaker will conduct and record a formal weekly inspection of the equipment.

PE and Play equipment is also subject to an annual inspection by The Play Inspection Company Ltd

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (COSHH Regulations).

Within curriculum areas (in particular science and DT) staff 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 establishment nominated person responsible for substances hazardous to health is the Caretaker.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- **Records of exposure to hazardous substances in the workplace should be kept for up to 40 years**

PPE

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

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

APPENDIX 12

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on the 13th December 2012

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 (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are the school business manager and the caretaker 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.

- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

APPENDIX 13

CONTRACTORS

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

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

The Caretaker 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](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the 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 \(thegrid.org.uk\)](#)

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.

¹ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

APPENDIX 14

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders, see.

<https://ladderassociation.org.uk/la455/>

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 individuals role e.g. caretaker.

The establishment nominated person(s) responsible for work at height is the caretaker.

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 15

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff, provided with information on safe moving and handling techniques.

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Headteacher 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 in general moving and handling people techniques.

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

Upon induction all staff will be asked to complete the DSE workstation checklist. This assessment will be reviewed with staff annually to monitor any changes. Staff members should notify the headteacher if any changes occur between assessment checks.

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 only allows general use by parents / guardians when bringing children to school or collecting them.

- Access to the school must be kept clear for emergency vehicles.
- Separate pedestrian and vehicle gates are provided.
- A risk assessment is in place for pedestrian / vehicle segregation

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.

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 in order to drive a minibus and delegates the annual check of their driving licence via the DVLA² to an administrator.

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

¹ 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.

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's management standards.

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education. Education staff wellbeing charter – GOV.UK (www.gov.uk)

Systems in place within the school for responding to individual concerns and monitoring staff workloads include performance Management, mentoring, personal development plans □ See Risk assessment and Staff Wellbeing Policy for details

APPENDIX 21

LEGIONELLA

A water risk assessment of the school has been completed on 27th May 2015 by Nemco Utilities Ltd and the Caretaker 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 **on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid**, e.g., 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 spray washer in kitchen;

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

APPENDIX 22

SCHOOL SWIMMING

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the schools policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

Swimming lessons will be delivered by a qualified swimming teacher (Swim England level 2 Teaching Swimming. (Formerly ASA level 2)

[At primary level the Headteacher will ensure that if class teachers are expected to undertake swimming teaching activities that they have completed swimming teaching as part of their Initial Teacher Education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction undertaken or they have undertaken additional training e.g. [Teacher of school swimming](#)] for pools deeper than 1.2M staff **must have completed appropriate specialist qualifications as identified in Safe Practice in School Swimming E.g. Swim England National Curriculum Training Programme (NCTP) Teacher of School Swimming.]**

In addition the school will obtain assurance over: The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2));

-
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

APPENDIX 22

LOCKDOWN PROCEDURES: INFORMATION FOR STAFF

This procedure is to be used in the case of an emergency requiring all students to be inside the School buildings, for example in any of the following cases:

- The close proximity of a dangerous dog or wild animal roaming loose (in the case of schools near zoo's and/or livestock establishments).
- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the School).
- An intruder on the School site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants, or a major fire in the vicinity of the School.
- The police have informed us we should use our lockdown procedure.
- Air ambulance requiring to land.

LOCKDOWN SIGNAL: Air horn sounded multiple times.

THE INVACUATION/LOCKDOWN SHELTER – School Hall

Signals (likely to be either the office staff or staff utilising the grounds)	
Signal for shelter	Air horn sounded multiple times.
Verbal Signal	Will include the words red triangle
Signal for all-clear	Headteacher/ SLT will verbally advise

The signal may be initiated by any member of staff that has identified a threat. It is preferable if there is time, that the Headteacher (HT) or a member of Senior Leadership Team (SLT) is contacted first.

On hearing this signal, the following actions should be taken:

1. CLASSROOM STAFF

- If you are outside with your class (such as a P.E. lesson), return to the School hall via the nearest door, locking it behind the last person if you can see no other students or staff in the area behind you. Alternatively if it is not safe to return to the school, ask pupils to hide or disperse if this will improve their safety.
- Ensure that the Air Horn has been sounded in the school.
- If you are inside, proceed to the school hall in an orderly manner, locking all outside doors (unless you can see students or staff coming towards the building).

- In each case, when locking/blocking a door (tables), do not lock out any staff or students you can see in the area coming towards you but remain by the door to lock/block it once everyone is in.
- Close all the windows and blinds.
- Turn off the projector/interactive whiteboard & classroom lights, as well as any practical equipment that is in use (such as students PC's, cookers, etc.) Teachers will check for missing / injured pupils using registers.

2. HEADTEACHER & SENIOR LEADERSHIP TEAM

- Headteacher to take control of the response. Other members of the Senior Leadership Team (SLT) to take control if the Headteacher is not available.
- Call 999 to report the incident if appropriate (Reception staff may also do this).
- HT to ensure that all staff/pupils are aware of the exits to use should an intruder gain access to the school building.
- HT to obtain a mobile phone, pro forma and keys to hall doors Notify parents / carers of the situation as appropriate.
- Ascertain when the situation is safe and instruct an 'all clear' – if in doubt, remain in Lockdown
- After the All Clear, further instructions will be provided on actions for the remainder of the day

3. ADMIN/PREMISES TEAM

- Ensure that the Air Horn has been sounded in the school.
- Take emergency box to headteacher which should include registers, phone, keys and pro forma.
- Dependent upon the situation and where safe to do so lock the back and front doors, close any windows and blinds in office/house area.
- If it is not possible to secure the front door then the office door should be secured and then utilise the head teachers office phone.
- Lock all vehicle and pedestrian gates to the School site if safe to do so.
- Office staff to check all staff and visitors are present and uninjured.
- A member of the team to remain in the office to liaise with Emergency Services and Headteacher using the phone extension marked "First Aid" (210).
- If sheltering from an environmental hazard (e.g. a smoke plume) ensure air circulation unit in the IT cupboard is switched off.

4. Kitchen staff

- Lock kitchen door.
- Either shut off all appliances or if safe to do so, remain in kitchen to ensure equipment does not add to the emergency.

Air horns are located:

- Ruby Shelter
- Muga Shelter
- On the outside of the small PE Shed
- On the Shelter near the woodland
- In the office

- On the shelf opposite the back door
- In each Class

Tests

- On a monthly basis the caretaker will ensure that the Air horns are in place and working.
- On a termly basis a full invacuation practice will be held.

Pro forma

To be used by the Headteacher /SLT as a memory jogger.

Ref'	Lockdown	Tick / sign / time
L1	Verify with each class teacher that all children are present and uninjured.	
L2	Verify that all doors, windows and blinds have been closed.	
L3	Verify that all staff and visitors are present and uninjured.	
L4	Ensure a member of office/premises staff is available to answer the phone and relay any important information using the phone extension marked "First Aid" (210)	
L5	Ensure kitchen and staff are safe and accounted for.	
L6	If safe to undertake, a member of the premises/office staff, should lock the outer gates.	
L7	Headteacher to dial 999, if appropriate. Dial once for each emergency service that you require.	
L8	If sheltering from an environmental hazard (e.g. a smoke plume) ensure air circulation unit in the IT cupboard is switched off.	
L9	Reassure pupils and keep them engaged in an activity or game.	

L10	HT to ensure that all staff/pupils are aware of the exits to use should an intruder gain access to the school building.	
L11	Notify parents / carers of the situation as appropriate.	
L12	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
L13	After the All Clear, further instructions will be provided on actions for the remainder of the day.	
L14	Arrange a meeting for staff to feedback on how we could have improved our reaction to the event.	