

HOBBS HILL WOOD PRIMARY SCHOOL

Health and Safety Policy (inc First Aid)

Committee	Resources
Author	Herts for Learning (with local amendments)
Approved By Governing Body	15 th May 2019
Frequency of Review	Annually
Next review Date	Summer 2020

Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

Our mission

Inspiring confident and independent learners

Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

School Charter

We have the right to:	We have a responsibility to:
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

Hertfordshire County Council

Children's Services

Model Policies for Schools

Model Health and Safety Policy for Schools

Department:	Health and Safety Team
Author:	James Ottery
Date of issue:	September 2010
Last Review:	May 2017
Reference:	CSF0035

HEALTH AND SAFETY POLICY

Hobbs Hill Wood Primary School

PART 1. STATEMENT OF INTENT

The Governing Body of Hobbs Hill Wood 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. A reference copy is kept in the staff room and on the shared drive.

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

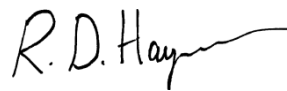
This policy statement supplements:

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

Offsite Visits Policy

Behaviour Policy

Supporting Pupils with Medical Needs Policy



Mr S.Upson, **Chair of Governors**

Mr R.D. Haynes, **Headteacher**

15th May 2019

15th May 2019

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. 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 in the [Education Health and Safety Manual](#).

A Health & Safety Governor, Mrs Jane Hollis, 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.

HCC's Health and Safety Team, Tel: 01992 556478
healthandsafety@hertfordshire.gov.uk 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 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.

The task of overseeing health and safety on the site has been delegated by the head to the Deputy Head, School Business Manager, Site Manager, Office Manager and Assistant Heads. This task is further delegated to Class Teachers, Teaching Assistants, Cleaners and MSAs.

Responsibilities of other staff holding posts of special responsibility

The Deputy Head, Assistant Heads, School Business Manager and Site Manager will:

- 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.

The school is also the lead agency of the Dacorum Family Services Partnership and thus retains overall responsibility for their health and safety. The local arrangements of this policy will therefore apply equally to the partnership. The day to day management of health and safety within the partnership is the responsibility of the partnership manager.

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 - Contractors
- Appendix 14 - Conduct of Contractors on Site
- Appendix 15 - Work at Height
- Appendix 16 - Moving and Handling
- Appendix 17 - Display Screen Equipment
- Appendix 18 - Vehicles
- Appendix 19 - Lettings
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager/Deputy Head/Assistant Heads 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 Business Manager's 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 by the relevant line 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 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 such as lesson plans.

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science, art 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] ISBN ISBN 978-0-86357-426-9]
- [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/>]

OFFSITE VISITS

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.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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

¹ CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>

will be done via the use of Evolve, the online notification and approvals system. The school uses Evolve for the planning and approval of all off-site visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, the Headteacher, who will check the documentation and planning of the trip and if acceptable will approve the visit. This will be in line with the Off-site visits policy.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by Site Manager.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the School Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with School Business Manager.

The Health and Safety Governor will be involved in monitoring 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 to assist the monitoring process 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.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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 Business Manager's Office and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed below and a summary posted next to fire alarm call points throughout the school. 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 drills.

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 the Site Manager

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

- 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 (i.e. gas, water, electricity) map available in School Business Manager's Office:

Gas – boiler house, kitchen and car park

Water – by main school entrance gate to car park

Electricity - kitchen

Details of chemicals and flammable substances on site.

An inventory of these will be kept Site Manager as appropriate, for consultation.

Emergency Evacuation Plan

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

Should fire break out in the school, it will be the responsibility of staff members to:

- **RAISE THE ALARM** immediately by activating the nearest fire alarm call point to start evacuation procedures
- Evacuate the school
- Check all pupils/visitors are out of the area you are working in

On hearing the fire alarm the following staff will have the following duties:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals should:
 - instruct the children to exit immediately and quietly through the nearest fire exit and go to the assembly point in the year 5/6 playground
 - the class teacher should take the fire register to the assembly point
 - at the assembly point, line the children up in classes
 - carry out roll call using fire register
- Office staff member will ask you **'how many children have you got?'**
- Names of any children missing will be checked against the fire drill report

- If missing child is not shown on fire drill report as absent, and the person in charge of the class does not know where they are, this must be reported to the Office Manager **immediately** by a member of office admin staff .

DO Not re-enter the building until the Headteacher has said it is safe to do so

Office Team

- On hearing fire alarm, collect emergency evacuation packs, visitor and staff/pupil signing in books and make your way to assembly point in the year 5/6 playground
- Office manager to allocate one office administrator to FS/KS1 classes (nursery, reception, year1 and year 2) and the other administrator to KS2 classes (years 3-6)
- Administrator to be given emergency evacuation pack for appropriate section and to ask person in charge of each class '**how many children have you got?**'
- The number given should match the population analysis number for that class minus any absent children on the fire drill report
- If a missing child is not shown on fire drill report as absent, and the person in charge of the class does not know where they are, this must be reported to the Office Manager **immediately** by a member of office admin staff. If their location is known, ie. gone to dentist, this should be checked against signing in/out sheets once all classes have been checked.

MSAs – in dining hall

- On hearing the fire alarm, lead all the children quickly and quietly out of the double fire exit doors, down the steps and onto the year 5/6 playground
- MSAs to take responsibility for lining up classes – 1 year group (2 classes) per MSA – and counting the number of children per class (teachers present will take responsibility for their own class)
- Office administrator to ask MSAs '**how many children have you got?**' and check this matches the evacuation pack information (population analysis minus fire drill report)
- If a missing child is not shown on fire drill report as absent, and the MSA does not know where they are, this must be reported to the Office Manager **immediately** by a member of office admin staff.
- Children must stay in class lines until Headteacher gives further instructions

MSAs – playground

- On hearing the fire alarm, lead all the children to the year 5/6 playground without entering the building. For children in the year1/2 playground, this will mean walking around the nursery building
- MSAs to take responsibility for lining up classes – 1 year group (2 classes) per MSA – and counting the number of children per class (teachers present will take responsibility for their own class)

- Office administrator to ask MSAs ‘**how many children have you got?**’ and check this matches the evacuation pack information (population analysis minus fire drill report)
- If missing child is not shown on fire drill report as absent, and the MSA does not know where they are, this must be reported to the Office Manager **immediately** by a member of support staff.
- Children must stay in class lines until Headteacher gives further instructions

Site Manager (this role will be taken by the Headteacher or SLT member in charge if Site Manager is not on site)

- On hearing the fire alarm:
 - look at the fire alarm panel
 - locate the fire
 - ensure the Headteacher has called the fire brigade
- Undertake a sweep of the building ensuring all children and adults have evacuated

Kitchen Staff

- Turn off and unplug any equipment if safe to do so
- Evacuate by nearest fire exit
- Close doors and windows as you leave
- **NO ONE** should stop to collect personal belongings
- Make your way to assembly point in year 5/6 playground
- Person in charge of kitchen staff should undertake roll call
- Office Manager will ask you ‘**is anyone missing?**’
- Do not re-enter building until told to do so by Headteacher

Partnership Staff

- Evacuate by nearest fire exit
- **NO ONE** should stop to collect personal belongings
- Make your way to assembly point in year 5/6 playground
- Person in charge of partnership should undertake roll call
- Office Manager will ask you ‘**is anyone missing?**’
- Do not re-enter building until told to do so by Headteacher

Calling the fire service

- The Headteacher is responsible for calling the emergency services during normal school hours
- Out of hours the person discovering the fire will call the emergency services
- The full address and telephone number of the school must be given.

Meeting the fire Service

- The Headteacher will meet the emergency services and give them details of any missing persons.

- Plans of the school will be given to the emergency services which illustrate where key shut off points are located. These plans will be handed to the Headteacher by office staff.

Fire Drill

The fire drill will be practised once each term. Best practice is for the building to be evacuated in 2-3 minutes.

Evacuation Pack Contents

- Current population analysis
- Fire drill report for current session
- Pen
- Spare gate key
- Nursery sparklers information

Abnormal circumstances

- In the absence of the Site Manager the Headteacher will undertake these duties
- In the absence of the Headteacher the Deputy or the most senior Assistant Headteacher will undertake these duties. This person will be made aware they are in charge before the Head and Deputy leave the site.
- In the absence of the Office Manager the HR Administrator or Finance Officer will undertake these duties
- If partnership or kitchen staff evacuate onto school car park, they should walk round the building to the assembly point – office staff will carry gate keys
- If evacuation takes place during break time, the children and staff in year1/2 playground will need to walk around side of nursery building to access year 5/6 playground

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

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

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Mondays at 1.30pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer: ADT 01442 426400

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

FIRE FIGHTING EQUIPMENT

Site Manager undertakes weekly in-house checks that all firefighting equipment remains available for use and operational.

CHUBB undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Site Manager who will contact CHUBB.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly by the Site Manager and annually a full discharge test and certification of the system will be undertaken by Technical Electrical Services Ltd.

MEANS OF ESCAPE

The Site Manager undertakes daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following plan based on guidance in the Dfe good practice guide 'Guidance on First Aid in Schools'.

THE MINIMUM PROVISION IS:

1. A suitably stocked first aid container – this must be green marked with a white cross. There should be first aid containers available as follows:

- the main reception
- the lunch time first aid location
- for offsite visits

The container should have the following as a minimum

- A first aid leaflet
- 10 antiseptic wipes
- 20 individually sterile adhesive dressings
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized (12cmx12cm) individually wrapped sterile unmedicated wound dressings
- 2 large sized (18cmx18cm) individually wrapped sterile unmedicated wound dressings
- 1 conforming bandage
- 1 pair disposable gloves

2. An appointed person to take charge of first aid arrangements

- someone who takes charge when someone is injured or falls ill
- looks after and restocks the first aid container
- ensures that an ambulance or other service is called

The appointed person is Mrs Maureen Shelley, Office Manager, in consultation with the Headteacher. This person is not primarily a first aider but may be if properly trained. Mrs

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

A minimum requirement for an appointed person is a four hour emergency aid course covering

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding

3. Information for employees on first aid arrangements

- This should include location of first aid equipment – signage in appropriate places
- Names of first aid personnel
- Facilities for first aid – a suitable room must be available containing a washbasin and access to a toilet.

- Policy for first aid – included in Health and Safety Policy and provided to new staff

This provision must be supplemented with a risk assessment to determine additional provision and should be available at all times on and off the premises. This would include during school session times, lunchtimes, off site visits and after school clubs.

4. First aid records must include:

- Date, time and place of injury
- Name of the injured/ill person
- Details of injury and first aid given
- What happened to the casualty after aid was given
- Name and signature of person giving aid

PROCEDURE TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT

- Minor abrasions to knees, arms, etc. can be dealt with by the office staff or approved MSAs.
- Where the injury appears more serious (numbness or lack of mobility in a limb, severe bruising, swelling, deep cut, suspected fracture) the Head or Deputy Head must be called.
- When the injury is to the child's head, no matter how slight, the Headteacher or Deputy Head must be summoned.
- Protective gloves are available for use by staff dealing with blood.
- The decision of whether an ambulance is to be called will be made by the Headteacher or Deputy Head.
- All injuries should be recorded in the accident log, and reported to the office.

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 0845 4647) and, in the case of pupil, with the parents/carers.

TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

None

TRAINED TO EMERGENCY FIRST AID LEVEL (6 hr):

Maureen Shelley
Fozia Kayani
Chris Darcy
Julia Shaughnessy
Teresa Mayes
Teresa Paxton
Kim North
Jo Carlisle
Kim Bullock
Jo Sear
Christine Grossman
Richard Haynes
Deborah Woolley
Nikki Rowlett
Carol Felmingham
Paul Sutherland
Claire D'Auria

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

Claire Ross
Zoe Mackie
Jade Harris
Shelley Allen
Jennie Dawkins
Kathryn Taylor

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

Administration of medicines

All medication will be administered to pupils in accordance with our policy 'Supporting pupils at school with medical conditions' which is in line with DfE guidance.

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

The Office Manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the Office Manager.

All non-emergency medication kept in school is securely stored in the school office with access strictly controlled in a lockable cupboard. All pupils know how to access their

medication. All non-emergency medication kept in school is securely stored. 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 boxes in classrooms and clearly labelled. The school have chosen to hold an emergency salbutamol inhaler and an emergency adrenaline auto injector for use by pupils who have been prescribed these medications and for whom parental consent for their use in an emergency has been obtained.

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.

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 Deputy Head, Office Manager and parents.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

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

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

A local accident book, held 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.

All major incidents will be reported to the Headteacher and the Governing Body. 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 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).

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

Communication of Information

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

The Health and Safety Law poster is displayed in the school office.

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:

- 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 by the HR Officer who 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.

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 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 the Headteacher and register with the Site Manager.

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. Staff undertaking home visits should obtain as much background as possible about the child/family being visited. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises

unless they are sure it is safe to do so. The school has an emergency key holding contract with Profile Security telephone number 0113 3839036 or 0207498 3511.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager 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.

The School Business Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / 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 the School Business Manager's Office by the School Business Manager (Key areas for compliance are outlined on the [Grid](#))

Curriculum Areas

Assistant Heads 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 the Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (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 Three Counties PAT testing annually.

The School Business Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted on a 5 year cycle.

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 Site Manager will conduct and record a formal half termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by John Harrison Ltd.

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) subject leaders 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's nominated person(s) responsible for substances hazardous to health is the Site Manager.

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 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 the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in February 2019.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the School Business Manager's 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 Nicola Fulcher (from 19/05/15) and Nick Rycroft (from 20/10/15). Refresher training was carried out in 2017.

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.

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 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 Site Manager 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](#)² 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 Steve Beadle (buildings advisor) 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 <http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire Frameworks, Steve Beadle (building advisor) 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.

CONDUCT OF CONTRACTORS ON SITE

APPENDIX 14

Introduction

- This Code of Conduct details the acceptable standard of behaviour ensuring proper conduct and safe working of all contractors who carry out work at the school.

- All contractors will:
 - comply with this code;
 - respect the rules of the school;
 - respect that the Head is the Manager of the Site.

² 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.

Behaviour of Contractors

- Contractors need to be constantly aware that they are working in buildings occupied by children. This should be taken into account in working arrangements.
- When working on the site or in the building, operatives should:
 - Avoid excessive noise other than that which legitimately forms part of the building process;
 - Not smoke on County Council premises;
 - Not use offensive language or behaviour, including that which is offensive on grounds of race, gender, ability or disability.

Appointments

- Contractors are expected to:
 - make an appointment with the Head or School Business Manager before calling;
 - keep appointments;
 - on arrival, report to the office and sign the visitors' book;
 - sign the permit to work provided by the school;
 - be courteous at all times; and
 - inform the office when finished or when leaving the site and sign out.

Security and Identification

- All operatives will be clearly identified by wearing an identification card showing:
 - Contractor's name;

Information

- Contractors will:
 - keep the Site Manger informed of the programme and staff involved;
 - where a job lasts longer than one day, give progress information to the Site Manager as required; and
 - provide a contact telephone number to the school office.

Quality of Service

- Contractors should aim to provide for the school:
 - a quick, efficient and clean job;
 - a quality service carried out by suitably trained operatives;
 - rectification of defects within time-scales provided in the contract, or as agreed; and
 - respect to all users of the building.

Safety

- Contractors working on HCC premises will comply with all Health and Safety requirements both in relation to their own staff and the occupiers of the school building and site.

- In addition, contractors will:

- comply with any special requirements of the school;
- keep the work area as tidy and as clean as possible; and
- not leave tools lying around.

APPENDIX 15

WORK AT HEIGHT

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

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

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

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

Basic instruction is provided to all staff who use ladders / 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 e.g. site staff

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

The nominated person(s) shall ensure:

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

All ladders are listed on the school's ladder register and are inspected termly by the Site Manager. Staff using the ladders should read the top tips for ladder safety cards attached to the ladders before use.

APPENDIX 16

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 Site Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle 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 (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 17

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.

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](#)

APPENDIX 18

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.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Finance Officer in accordance with the school's hiring policy.

STRESS / WELLBEING

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

All staff have an annual performance management meeting with their line manager and they are also offered an interim review. Teaching staff have access to a number of health benefits through the Schools Advisory Service (staff insurance). These benefits include but are not limited to: access to counselling, health advice and support, 24hr GP helpline, lifestyle health screening.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the school has been completed in 2018 by NEMCO. The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;

SCHOOL SWIMMING

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

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

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;