



Health and Safety Policy

Status: Statutory

Date Approved: May 2023

Review Date: May 2024

Committee Responsible: Resources

Policies are approved and ratified by the Full Governing Body and the approval of policies are recorded within the minutes of the meetings.

PART 1. STATEMENT OF INTENT

The Governing Body of Kimpton 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 all members of staff. A reference copy is kept in the staffroom and on the shared (T) drive.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

This policy statement supplements:

- Hertfordshire County Council's (HCC) Health and Safety Policy.
- Policy for Learning Outside the Classroom,
- Policy for supporting pupils with medical needs,
- Behaviour Policy
- Physical Intervention Policy

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Jane Murray, Co-Chair of Governors

John Ferguson, Headteacher

Date:

Date:

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

The Governing Body is 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.

The Premises and Facilities team has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feed back to the Governing Body on health and safety issues and identified actions.

The Governing Body will receive regular reports from the Headteacher and/or School Business Manager to enable it 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.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the Local Authority'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 Local Authority 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 specific tasks to other staff members.

At Kimpton, overseeing health and safety on the site has been delegated by the Headteacher to the School Business Manager.

Responsibilities of other staff holding posts of special responsibility

The Deputy Head, Curriculum Coordinators, and Senior Midday Supervisors will:

- Apply the school's health and safety policy to their department or area of work.
- Ensure staff under their responsibility 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 they are responsible for, 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 Headteacher 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 a responsibility to:

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

PART 3. LOCAL ARRANGEMENTS

Detailed information on the LA's expectations is 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 (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Working at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles on Site
- Appendix 18 - Lettings/Shared Use of Premises
- Appendix 19 - Stress/Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - Infectious Diseases

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated and approved by the Headteacher 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 school network (T:\2. Whole School Documents\Risk_Assessments). These assessments will be reviewed annually or when the work activity changes, whichever is the sooner. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of five years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of three years after their 18th Birthday).

Individual Risk Assessments

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

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 individual 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, e.g. lesson plans.

All LA schools have a subscription to CLEAPSS, and their publications are used as sources of model risk assessment within science 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:

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

OFFSITE VISITS

HCC 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 <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

See HCC's policy for the [management of Learning outside the classroom and offsite visits](#)

The LA's Offsite Visits Advisor must be notified of all Level 3 trips, including self-led adventurous activities, fieldwork trips to open or "wild" country, and overseas trips. This will be done via Evolve, the online notification and approvals system.

Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants' 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.

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

See also the school's own Policy for Learning Outside the Classroom.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken by the School Business Manager in conjunction with the school's Property Consultant.

The person 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.

The Health and Safety governor will be involved in monitoring the school's health and safety management systems on at least an annual basis and will report back to both the Resources Committee and full governing body meetings.

Advice and Pro-forma inspection checklists can be found on the [Grid](#).

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following the guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#).

The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

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

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

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the School Secretary 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)

Gas A) Garden of Pre-School near High Street
 B) Old School Building – North West corner of the main room

Water A) Front Garden of School adjacent to High Street
 B) Nursery store cupboard
 C) Old School Building – In Kiln Room

Electricity A) Purpose-built cupboard in kitchen office
 B) Old School Building – North-East corner of the main room

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the School Business Manager as appropriate, for consultation. (See COSHH Appendix 11)

FIRE PREVENTION, TESTING OF EQUIPMENT
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The Headteacher 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 Headteacher's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur at 7.15am on Wednesday morning. Any defects on the system will be reported immediately to the alarm contractor. A fire alarm maintenance contract is in place with Amthal Fire & Security and the system tested six-monthly by them.

FIRE FIGHTING EQUIPMENT

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

Chubb Fire & Security undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire & Security 0844 879 1666

EMERGENCY LIGHTING SYSTEMS

These systems 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 I&B Electrical.

MEANS OF ESCAPE

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

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)

TRAINED TO FIRST RESPONSE LEVEL (6hrs):

Wendy DOLLIN - 05 February 2020

TRAINED TO FIRST AID LEVEL (3 hr):

Bev CANER - 02 September 2019
 Mel CUNNINGHAM - 02 September 2019
 Jess DUNK - 02 September 2019
 John FERGUSON - 02 September 2019
 Lisa GORTON - 02 September 2019
 Cathy MCCULLOUGH - 02 September 2019
 Victoria McNAMARA - 02 September 2019
 Amanda PALMER - 02 September 2019
 Tamsin STAGG - 02 September 2019
 Jen THOMPSON-NASH - 02 September 2019
 Clare TOBIN - 02 September 2019
 Gill VINE - 02 September 2019
 Alex WEST - 02 September 2019

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID BLENDED 2 DAY):

Tracy CLEMENTS - 26 November 2020
 Neil HOOLEY - 22 January 2022
 Nathan BERRY - 11 May 2019
 Christine COOK - 25 July 2020
 Andrew DADSWELL - 24 October 2020
 Fran FORTE - 19 June 2021
 Annie LEDGER - 25 July 2020
 Rebecca LUDBROOK - 24 October 2020
 Ellie PALMER - 06 March 2021
 John STEWART - 19 June 2021
 Naomi STOKES - 25 July 2020
 Sarah WOODTHORPE - 06 March 2021

First aid qualifications remain valid for three years. The Headteacher 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:

First Aid Room and Classrooms

The School Secretary is responsible for checking termly that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

An AED (automated external defibrillators) IS LOCATED AT THE FOLLOWING POINT

On the outside wall of the school just next to the main entrance. Note that this is a community device and the school is not responsible for monthly checks.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to the hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to the 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 the pupil, with the parents/carers.

Administration of medicines

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

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

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

The School Secretary will keep records of administration.

All non-emergency medication kept in school is securely stored in the medical room, with refrigerated meds kept in clearly labelled container within the medical room fridge. No pupils are allowed in the medical room without supervision.

All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

With the exception of antibiotics, all medication, e.g. asthma inhalers auto-injector pens, are kept in named zip bags (with the child's photo and care plan) in the Class First Aid Box.

Emergency medication and devices such as asthma inhalers and adrenaline pens are always readily available to children and not locked away. These are kept in in named zip bags (with the child's photo and care plan) in the Class Medical Box.

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.

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

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 the child enrolls / when diagnosis is communicated to the school, and reviewed annually by the SENDCo.

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

<p style="text-align: center;">ACCIDENT REPORTING PROCEDURES</p>

Accidents to employees

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

As HCC is the employer, **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on SOLERO. The School Secretary administers this.

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 in the First Aid Room records all minor incidents to non-employees; more significant incidents, as detailed below, must also be reported to HCC using the online accident reporting system hosted on SOLERO.

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

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

Pupil accident forms are to be retained for a minimum of three years after the pupil's 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.

Reporting to the Health and Safety Executive (HSE)

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

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

Incidents resulting in the following outcomes must be reported to the HSE via their online

reporting system <http://www.hse.gov.uk/riddor/>.

- A pupil or other non-employee being taken directly to the hospital for treatment and the accident arising from the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc. **within 10 days of the incident occurring.**
- Employee absence or inability to carry out normal duties as the result of a work-related accident, for periods of seven days or more (including weekends and holidays), **within 15 days of the incident occurring.**

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

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

Health and safety is a standing item on the weekly staff meeting agendas.

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

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 school office.

The Education Health and Safety Team, Tel: 01992 556478, provides competent health and safety advice.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities (e.g. use of hazardous substances, working at height, etc.), matched to their work and responsibilities
- 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 on Arbor and **on the school's training matrix.**

The Headteacher is responsible for coordinating health and safety training needs and including details in the training and development plan. This consists of a training matrix to ensure 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 attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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, working at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain the permission of the Headteacher 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.

School staff responding to call-outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible or ensure that someone knows where they are and how long they are likely to be. They should not enter the premises unless they are sure it is safe to do so.

PREMISES AND WORK EQUIPMENT

All staff must report any problems found with the plant/equipment to the Headteacher **or other member of the SLT**. 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 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. Equipment restricted to authorised users / users who 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. The School Business Manager will keep records of such monitoring. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Curriculum Areas

Subject leaders 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 before use. Defective equipment will be reported to the Headteacher.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) by a third party contractor **on an annual basis**. All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

The School Business Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and 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.

An electrical installation condition report (fixed wire test) will be conducted by I&B Electrical 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 Headteacher will conduct a formal termly inspection of the equipment.

PE and Play equipment are subject to an annual inspection by an approved contractor (Currently John Harrison).

FLAMMABLE AND HAZARDOUS SUBSTANCES (COSHH)

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

~~Within curriculum areas (in particular science and DT), 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.).~~ At our school, hazardous substances are not used in curriculum activities.

In all other areas, the establishment's nominated person(s) responsible for substances hazardous to health is the School Business Manager, who will 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 and.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and is available for use. PPE is 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 the Headteacher or School Business Manager.

Contractors

Where persons may be affected by their use on-site, the Headteacher is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts, such as cleaners and caterers, and to builders and 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 2017.

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

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

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 must 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 Headteacher **John Ferguson** (trained October 2022) and the Deputy Headteacher **Annie Ledger** (trained November 2022). Refresher training is required every three years.

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 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 on site is conducted and recorded (a 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 (a legal requirement to do so for 40 years)

- The school's asbestos management plan is kept up to date, and 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.

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 visitors' book and wear an identification badge. Contractors will be issued guidance on emergency procedures, relevant risks, and local management arrangements.

The School Business Manager or Headteacher 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 directly, the governing body is considered the 'client' and therefore has additional statutory obligations. These projects are managed on the school's behalf by the Headteacher and Chair(s) of Governors, who will ensure that landlord's 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 **will consider using** a property framework contractor to procure 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 appointing contractors outside of Hertfordshire frameworks; the Headteacher will undertake appropriate competency checks and seek references before engaging a contractor.

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 school's behalf.

WORK AT HEIGHT

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

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/stepladders
<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc., will be provided where significant risk is identified as part of an individual's role, e.g. site staff. See also [LA455 - The Ladder Association](#)

The establishment's nominated person responsible for working at height is the Headteacher.

The nominated person shall ensure:

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

LIFTING AND HANDLING

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

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

All staff undertook Manual Handling training on 29th January 2020.

All manual-handling activities which present a significant risk to the health and safety of staff will be reported to 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 instructions given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils will 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 will be risk-assessed and recorded by a competent staff member.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a six-monthly basis by a competent contractor.

The school does not currently use any specialist lifting equipment.

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 two 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](#)

<p>VEHICLES ON SITE</p>

Vehicular access to the school is restricted to school staff, school taxis and visitors only and is not for general use by parents/carers 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. The vehicle access gate must not normally be used for pedestrian access.

LETTINGS / SHARED USE OF PREMISES
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Lettings are managed by the School Secretary in accordance with the school's Lettings Policy.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.thegrid.org.uk))

Relevant public liability cover must be in place and checked by the school.

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

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

STRESS / WELLBEING

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

HSE management standards

The school will

- demonstrate good practice through a step-by-step risk assessment approach
- 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's wellbeing / mental health lead² is [insert name]

Staff wellbeing is covered in Performance management, and all new members of staff have an allocated mentor for their first year.

² **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant.](#) [senior mental health training lead guidance.](#) This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health

LEGIONELLA

A water risk assessment of the school has been completed on **January 2021 by Nemco.**

The Headteacher is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

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

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

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

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