



Health and Safety Policy

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APPENDIX 1 – RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Germaine Matthews (School Business Officer) following guidance contained in the HCC [Education Health and Safety Manual](#) and are approved by Tanya Mortlock (Headteacher).

Risk assessments are available for all staff to view and are held on Every. These assessments will be reviewed on a regular 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 on Arbor and will be undertaken by Olivia Gunner (Assistant Headteacher) or Tanya Mortlock (Headteacher) for a member of staff and Germaine Matthews (School Business Manager), Class Teachers, or the SENDCo for pupils. 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 subject leaders or class teachers using any available codes of practice. Whenever a new course or scheme is adopted or developed, all activities are checked, risk assessed and included within any lesson planning. These are stored on school server and/or Every.

APPENDIX 2 – OFFSITE VISITS

The school 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 to follow this guidance available via HCC.

The school has a contract with the Hertfordshire Local Authority's Offsite Visit team. The school uses the EVOLVE system to monitor all off-site visits. This system notifies the LA's Offsite Visits Advisor of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

The member of staff planning the trip will complete all relevant paperwork and risk assessments on using EVOLVE. This will be checked by Olivia Gunner (School's Educational Visits Co-ordinator). Final approval will be given by Tanya Mortlock (Headteacher).

Please see the Trust Offsite visit and Learning Outside of the Classroom policy.

APPENDIX 3 – HEALTH AND SAFETY MONITORING AND INSPECTION

Health & Safety inspections are performed by Tanya Mortlock (Headteacher) or Germaine Matthews (School Business Officer) and Sean Tse (Caretaker) at least once every term. The person undertaking the inspection will complete the HCC termly inspection report. Completed reports are stored on Every.

The Headteacher's report to governors will identify areas of non-compliance to procedures and the Health and Safety policy and opportunities for improvement of practice. It will also indicate the corrective action to be taken, timescales for completion and who is responsible for ensuring the action is implemented.

The annual inspection on H&S is done by Sheryl Cousins, the Trust external consultant from Cousins Safety Limited.

APPENDIX 4 – FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Tanya Mortlock (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 on Every and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually by Sean Tse (Caretaker) and Germaine Matthews (School Business Officer) and are made available to all staff as part of the school's induction process. Evacuation procedures are also made available to all contractors/visitors.

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

Emergency contact and key holder details are maintained by Sean Tse (Caretaker) and Germaine Matthews (School Business Officer) and are updated to the local authority via Solero by the school admin team.

Fire Drills

- Fire drills will be undertaken termly, and results recorded on Every.

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 safe to do so without putting themselves at risk, using portable firefighting equipment.
- Staff are made aware of the type and location of portable firefighting equipment at induction.

The service isolation points (i.e. gas, water, electricity) are in brick cupboards located on the border of the school site next to the allotment.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Sean Tse (Caretaker) and are stored in the yellow COSHH container in the cleaning cupboard and in the main red container outside.

APPENDIX 5 – INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

Sean Tse (Caretaker) is responsible for ensuring that the school's fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded on Every.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on a Friday at 7:50AM. Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place and the system tested every six months by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken by Sean Tse (Caretaker) and updated on Every to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering. The contractor 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 the contractor by Sean Tse (Caretaker).

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by Sean Tse (Caretaker) and updated on Every and annually a full discharge test and certification of the system will be undertaken by Trinity contractor.

MEANS OF ESCAPE

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

APPENDIX 6 – FIRST AID AND MEDICATION

The school regularly assesses the need for first aid provision. The staff are trained to work at emergency aid level (6 hours) and a number have paediatric first aid, particularly those working in Early Years.

First aid qualifications remain valid for 3 years. Germaine Matthews (School Business Officer) will ensure that refresher training is organised to maintain competence and that new staff are trained when first aiders leave. Training records are maintained on the school MIS system. Germaine Matthews (School Business Officer) alerts the staff when their refresher training is due.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- School office
- Staff room

The School Admin Team are responsible for regularly checking, on a termly basis, that the contents of first aid boxes and travel kits are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers/next of kin will be notified immediately of all major injuries to pupils/staff. If parents/carers/next of kin are unable to arrive in time to accompany the casualty then an accompanying adult will go with them and will stay with a pupil until the parent/carer arrives at hospital. If the casualty is an adult an appropriate member of staff will accompany them in the ambulance to hospital.

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

Administration of medicines and Health Care plans: Please refer to the Trust's Administrating Medication Policy and Administrating medication procedures.

APPENDIX 7 – ACCIDENT REPORTING PROCEDURES

Accidents to employees

All serious employee accidents 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.)

All pupils' accidents are logged on into Arbor. Arbor is also used to record all incidents to employees. For non-employees the Accident Form will be produced. More significant incidents as listed below must be reported to HCC using the online accident reporting system hosted on Solero.

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

All major incidents will be reported to Tanya Mortlock (Headteacher). Parents/ carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Local Governing Committee as necessary.

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

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Hertfordshire Education Health and Safety team on 01992 556 478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <https://www.hse.gov.uk/riddor/reporting/how-to-make-riddor-report.htm> within 10 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/organization 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 Education Health and Safety Team.

Consultation

The Local Governing Committee meets every term and there is a standing item on the agenda to discuss health and safety issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by Tanya Mortlock (Headteacher) and Sean Tse (Caretaker) and report to the Trust when necessary.

Communication of Information

The Trust's Health and Safety policy is stored in Every system.

The Health and Safety Law poster is displayed in the staffroom.

The Education Health and Safety Team, Tel: 01992 556 478 provide competent health and safety advice.

Health and Safety Training

All employees will be provided with:

- Health and Safety Induction by Germaine Matthews (SBO) which is stored on Arbor;
- updated training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records will be kept in the school MIS system. Germaine Matthews (School Business Officer) is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Tanya Mortlock (Headteacher) will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing Tanya Mortlock (Headteacher)/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 Tanya Mortlock (Headteacher). The school will work in partnership with the Trust 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.

When working on site alone they must:

- Advise Tanya Mortlock (Headteacher) of these instances and seek approval as appropriate
- Take all reasonable steps to keep themselves safe by:
 - Keeping doors locked for security (but ensuring fire doors are not locked)
 - Not performing potentially hazardous work (i.e. working with chemicals, working at heights)
 - Having a means of requesting assistance if needed (i.e. access to a mobile or office phone)
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.
- Sean Tse (Caretaker) working alone after hours or at weekends should ensure they always have a means to summon assistance close to hand.

If attending the premises after an alarm activation:

The school currently has a contract with a company called Arena, which provides keyholding services and attends the site when necessary.

Home visits

Staff will not conduct home visits alone; at least two staff members must be present. A risk assessment will be completed and stored on Every.

APPENDIX 10 – PREMISES AND WORK EQUIPMENT

All staff are required to report any defects with plant/equipment to Sean Tse (Caretaker) via Every. Defective equipment will be taken out of service by storing it in a secure location pending repair/disposal.

Sean Tse (Caretaker) is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised/have received specific training is detailed accordingly.

Statutory inspections

Regular inspection and testing of school equipment are conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in Every by Sean Tse (Caretaker).

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 visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Sean Tse (Caretaker). 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.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing {PAT}) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by contractors every year.

Sean Tse (Caretaker) is responsible for ensuring the inventory of all relevant electrical appliances is kept up-to-date and for ensuring that all equipment is available for testing.

A fixed electrical installation test (fixed wire test) will be conducted by the contractor every 5 years.

External play equipment

External play equipment will only be used when appropriately supervised. All staff supervising have a duty of care to check all equipment before use for any apparent defects. Any defects should be reported to Sean Tse (Caretaker) immediately via Every system. Defective equipment will be taken out of use pending repair. A routine inspection, looking at the equipment's basic condition should be undertaken by Sean Tse (Caretaker) at least weekly. An operational inspection which looks in more detail at the equipment, will be carried out by Sean Tse (Caretaker) termly. All inspections will be recorded on Every. PE and Play equipment are subject to an annual inspection by a contractor.

APPENDIX 11 – FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular Science and DT) 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.

In all other areas the establishments’ nominated person(s) responsible for substances hazardous to health is Sean Tse (Caretaker).

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and annually reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Sean Tse (Caretaker) 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.*)

APPENDIX 12 – ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with HCC’s [guidance of the asbestos policy](#) (available on Hertfordshire Grid).The school’s asbestos log is stored in the school office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns). No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The School’s Asbestos Authorising Officers are Tanya Mortlock (Headteacher), Sean Tse (Caretaker) and Olivia Gunner (Assistant Headteacher) and refresher training is provided 3 yearly.

Tanya Mortlock (Headteacher) will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

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

Any damage to materials known or suspected to contain asbestos should be reported to Sean Tse (Caretaker), who will contact HCC’s asbestos team asbestos@hertfordshire.gov.uk.

The 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. Where appropriate, demolition/refurbishment surveys will be carried out by a suitably qualified professional prior to any work being undertaken.

- 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 the school office where they will be asked to sign in on Inventory and wear a printable visitor sticker. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Sean Tse (Caretaker) is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct, the Trust is considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by Sean Tse (Caretaker) and/or Germaine Matthews (School Business Officer) 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 uses a property framework contractor as a method of procuring works.

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

APPENDIX 14 – 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, tables etc.

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

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. caretaker or the site manager.

The establishment's nominated person responsible for work at height is Sean Tse (Caretaker).

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.

APPENDIX 15 – LIFTING AND HANDLING

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

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

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

Paediatric Moving and Handling

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

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to regular inspection and before use.

APPENDIX 16 – DISPLAY SCREEN EQUIPMENT (DSE)

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

APPENDIX 17 – VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them (access is given to the disabled parent/carers). Access to the school must be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pedestrian access.

APPENDIX 18 – LETTINGS/SHARED USE OF PREMISES

Lettings are managed by Germaine Matthews (School Business Officer), following HCC guidance. Please see the lettings policy for further details.

APPENDIX 19 – MINIBUS

Not applicable

APPENDIX 20 - STRESS AND WELLBEING

The Local Governing Committee 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. The school has an annual contract with Schools Advisory Service which provides a wellbeing programme for staff.

APPENDIX 21 – LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the <https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/legionella>

A water risk assessment of the school has been completed by a contractor (Hygiene Contractors Ltd) and Sean Tse (Caretaker) is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's Every system.

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 degree C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets (currently all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier).
- Quarterly disinfection / descaling of showers (currently not applicable in our school)
- TMV's are serviced annually, and all tests are recorded on Every

Appendix 22 -School Swimming and pools

Not applicable

Appendix 23 - Work Experience

Olivia Gunner (Assistant Headteacher) is responsible for managing and co-ordinating work-related learning within the school following guidance contained in the Work Experience and Health and Safety FAQs. The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students receive Induction training and are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements are subject to pre-placement checks, and a specialist provider will be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours' provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

Appendix 24 – Infection Control and Hygiene

The school follows the guidance provided by Herts County Council <https://thegrid.org.uk/health-and-infection/hertfordshire-guidance>

Full information is provided in Public Health England's Health protection in school and other children facilities. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>