



**Batchwood School**  
make every day count

# **Health & Safety Policy**

Next Review: February 2018  
Reviewed: March 2016,2017  
Chair of Governors: Kerry Pollard

# HEALTH AND SAFETY POLICY

## Batchwood School

### **PART 1. STATEMENT OF INTENT**

The Governing Body of Batchwood School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work 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 Headteacher's office 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

Supporting Pupils with medical conditions Policy

Behaviour Policy

Physical intervention Policy

Safeguarding Policy

Kerry Pollard **Chair of Governors**

**Headteacher**

## **PART 2. ORGANISATION**

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

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

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

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

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

A Health & Safety Governor (Name TBA as at March 2017) will be appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

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

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

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures 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 Health & Safety Manager and Site Manager.

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

Heads of Department and all staff will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staffs 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 Headteacher and Health & Safety Manager 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.

### **PART 3. ARRANGEMENTS**

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

The following list of arrangements covers the key elements of a Health and Safety policy.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Moving and Handling

- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Swimming pool N/A
- Appendix 23 - Work Experience

## 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 Health & Safety Manager 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 Reception office and on the Shared Area (T) drive 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 relevant Heads of Department / subject 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 lesson plan.

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

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

### Secondary schools

- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE  
<http://www.ase.org.uk/>
- Topics in safety, 3<sup>rd</sup> 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/>

## APPENDIX 2

### 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.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. 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(s) Mark Hurley & Amanda Clewlow who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

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

## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken by Tom Tansey and Amanda Clewlow.

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

In both cases the person(s) undertaking inspection will complete a report in writing (termly report) and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with Health & Safety Manager & Site Manager.

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

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

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

## 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's fire log book and will be reviewed on an annual basis.

#### **Emergency Procedures**

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

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

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

Emergency contact and key holder details are maintained by Kirstie Palin 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 should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

- **Gas** – Double white doors outside kitchen door on the right
- **Electricity** – Cupboard under stairs on the main thoroughfare towards top end of school
- **Water** – On far end classroom wall facing the upper entrance

## Details of chemicals and flammable substances on site.

An inventory of these will be kept by Heads of Department as appropriate.

## APPENDIX 5

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| <b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b> |
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Tom Tansey 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 Reception.

### FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Tuesdays weekly.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer MCFP.

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

### FIRE FIGHTING EQUIPMENT

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

Hazelmere fire services undertakes an annual maintenance service of all fire fighting equipment. Tested annually in February half term. Last tested February 2016.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Hazelmere fire services.

### EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by MCFP.

### MEANS OF ESCAPE

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 staff to provide first aid (both on site and where required for trips/visits and extra curricular activities)

#### **TRAINED TO SPORTS FIRST AID**

Jenni Matthews  
Sue Solo  
Jane Smalley

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

Debbie Hawkes  
Tom Tansey  
Laura DeGale  
Nina Waters  
Stephen Johnson  
Kelly Wagstaff  
Mark Hurley  
Deborah Parsonage  
Marion Davis  
Sally Smiles  
Darcie Jackson  
Clair Wilson  
Nina Waters  
Graham Couling

First aid qualifications remain valid for 3 years. Amanda Clewlow 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
- With every trained first aider
- Mini buses
- School trips first aid box
- Burns kit in Foodtech and school kitchen

Debbie Hawkes and all first aiders are responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

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

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

School Nurse: 01727 891301

Minor Injuries St Albans: 01727 866122

Watford General Hospital including A&E: 01923 244366

### **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 unless a request form has been completed by the parent / carer.

Paula Clark, supported by Nina Waters, Kelly Wagstaff and Tiana Golden are responsible for accepting medication and checking all relevant information provided by parents/carers prior to administering.

Records of administration will be kept by Nina Waters and Kelly Wagstaff.

All non-emergency medication, kept in school, are securely stored [e.g. lockable cupboard in Tom Tansey's office. Refrigerated meds are kept in a clearly labelled container within fridge in Reception, with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in First Aid Room and clearly labelled.

### **Health Care Plans**

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

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

All staff are made aware of any relevant health care needs and copies of health care plans are available in Medical Folder in Tom Tansey's office.

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

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

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

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

A local accident book 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 Health and Safety Governor. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

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

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

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

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

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

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

Quarterly meetings are held between the Health & Safety Governor, Headteacher and Health & Safety Manager.

Monthly meetings are held between the Headteacher, site manager and Health & Safety Manager.

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 Reception.

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

**Health and Safety Training**

All employees will be provided with:

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

Training records will be kept on SIMS and in the Health & Safety Manual.

Amanda Clewlow 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.

## 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 / Senior Member of staff and register with 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. See Lone Working policy for full details.

### **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.

## APPENDIX 10

## PREMISES AND WORK EQUIPMENT

All staff are required to report to Tom Tansey/Amanda Clewlow of 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.

Tom Tansey 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..

### **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 by Amanda Clewlow in the front office and on the shared drive. (Key areas for compliance are outlined on the [Grid](#))

## Curriculum Areas

Heads of Department and [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 Tom Tansey and Amanda Clewlow.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by Point Electrical or Tom Tansey, a trained member of staff, annually. Last PAT Testing July 2016.

Tom Tansey is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted by Point Electrical on a 5 year cycle. Next testing is due July 2019.

## 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 Tom Tansey will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection Design & Technology.

## 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) Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Tom Tansey.

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 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 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, Tom Tansey 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

## APPENDIX 12

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on February 2016.

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

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

**Under no circumstances must staff drill or affix 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.)

Any damage to materials known or suspected to contain asbestos should be reported to Amanda Clewlow/Tom Tansey who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Tom Tansey and Amanda Clewlow and refresher training is required 3 yearly.

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



The Headteacher / asbestos authorising officers shall ensure:

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

## APPENDIX 13

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

#### **Paediatric Moving and Handling**

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

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

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

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

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

Tom Tansey/Amanda Clewlow are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### **School managed projects**

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by Amanda Clewlow/Kirstie Palin who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

This would include whether CDM<sup>2</sup> regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml> when considering the appointment of contractors outside of Hertfordshire frameworks Amanda Clewlow/Kirstie Palin will undertake appropriate competency checks prior to engaging a contractor]

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

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

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

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

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 individuals role e.g. site staff, drama, ICT technician etc. This training is supplied by the ilearn on line system.

The establishment does not currently have anyone trained to work at heights and in the interim our policy is to use external companies to support any ladder height work.

The nominated person(s) shall ensure:

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

## 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/SLT shall have a DSE assessment carried out. Last DSE assessments April 2016. Next assessments due April 2017.

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 17

### 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.

**APPENDIX 18**

### **LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by Kristie Palin following HCC guidance and school lettings Policy.

**APPENDIX 19**

### **MINIBUSES**

Kirstie Palin/Amanda Clewlow maintain a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.<sup>3</sup>

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

Tom Tansey is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows [County Guidance](#).

**APPENDIX 20**

### **STRESS / WELLBEING**

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

**APPENDIX 21**

### **LEGIONELLA**

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<sup>3</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

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 by GES Water and Tom Tansey/Amanda Clewlow is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

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

#### **APPENDIX 22**

**SWIMMING POOL – N/A**

#### **APPENDIX 23**

**WORK EXPERIENCE**

### **Secondary level**

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Headteacher/Deputy Headteacher is responsible for managing and co-ordinating such activities.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by a competent person(s)<sup>4</sup> who will assess the suitability

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<sup>4</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health)

of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.

- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- 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.

Any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

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Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.