



# Health and Safety Policy



## Heathlands School

### **Policy Review**

This policy will be reviewed in full by the Governing Board.

The policy was agreed by the FGB Committee on 15.5.24.

**Next Review due May 2026.**

Co-Headteachers Signature:	
Governor Signature:	
Date:	15.5.24

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

The Governing Board of Heathlands 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 with a copy on the staff drive and a reference copy kept in the Co-Headteachers' office.

This policy statement and the accompanying organisation and arrangements will be reviewed every two years.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy and the following policies:

Behaviour, SEN, Safer Recruitment, Child Protection, Alcohol at Work, Audiology, E Safety , Health and Attendance, Intimate Care, Supporting children with medical conditions and Reducing the need for RPI policies.

Signed



Oyin Kalejaiye  
**Chair of Governors**

Date: 15.5.24

Signed



S. Shields & L. Reeves Costi  
**Co-Headteachers**

Date 15.5.24

## **PART 2. ORGANISATION**

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

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

### **Responsibilities of the Governing Board**

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

As a minimum these 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](http://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 Health & Safety Governor has been nominated to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Board. Appropriate training will be provided to support this role.

The Governing Board will receive regular reports from the Co-Headteachers or School Business Manager in order to enable them to provide and prioritise resources for health and safety issues. Health and Safety is a standing item on the resources committee agenda.

Where required the Governing Board 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 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### **Responsibilities of the Co-Headteachers**

Overall responsibility for the day to day management of health and safety in accordance with this Health and Safety Policy and procedures rests with the Co-Headteachers.

The Co-Headteachers have responsibility for:

- Co-operating with the LA and Governing Board 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 Board 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 Co-Headteachers 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 Co-Headteachers to the School Business Manager.

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

*Deputy Head, Assistant Head, BSL Centre Manager, Class teachers, RSWs & Caretakers*

*The above staff will*

- Apply the school's Health and Safety Policy to their own department or area of work.
- Ensure staff under their management 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 management.
- Take appropriate action on health, safety and welfare issues referred to them, informing the School Business 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.
- Class teachers are responsible for following safe working practice within their lessons.
- Ensure any groups sub-letting the facilities follow the health and safety guidance contained in this Policy and know to inform the caretaker or School Business Manager of any accidents or incidents in line with the reporting procedure.

### **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 [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

- 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 - Lifting and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - School Vehicles
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School swimming
- Appendix 23 - Work Related Learning
- Appendix 24 - Infection Control

## 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 the School Business Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Co-Headteachers.

Risk assessments are available for all staff to view and are held centrally on the shared 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 completed by the relevant line manager-(staff) or class/form tutor (pupil) with support from the Pastoral Lead/First Aider or School Business Manager. Such risk assessments will be reviewed on a regular basis and at least annually.

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

#### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant specialist subject teacher with support from Deputy/Assistant Head 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 schemes of work and lesson plans.

All LA schools have a subscription to [CLEAPSS](#) (link added) and their publications are used as sources of model risk assessment within Science, Art and DT.

- 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:

#### Upper School

- [BS 4163:2021+A1:2002 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory,2006 (11<sup>th</sup> Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

## Lower School

- [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/> ]

## APPENDIX 2

### 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/> (links added)

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#) (Educational Visits Co-ordinator )

[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, 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 offsite visits that are more 'remote', 'hazardous' (e.g. outdoor pursuits) and/or involve overnight stays. All other trips will be logged and planned using Arbor. Relevant risk assessments and participants details will be attached electronically and accessed remotely. (See Arbor/Evolve – Organising Trips document on the staff drive. T:\# ADMIN\# Arbor - How to\How to book trip or visit using Arbor.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the EIOs (school's Educational Visits Co-ordinator) who will check the documentation before sending to the Co-Headteachers for approval at least two weeks prior to the trip.

The EVC should attend training and refresher training every 3 -5 years as recommended by HCC.



## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

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

Inspections of individual departments will be carried out by Heads of Department or nominated staff i.e. Kitchen, BSL and Heath House.

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

The Health and Safety Governor will be involved in an audit of the school's health and safety management systems on an annual basis and report back to both the Resources Committee and the full Governing Board.

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

Inspections will be conducted jointly with the School Business Manager.

See Appendix 10 for details of monitoring premises compliance issues.

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Co-Headteachers are responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in 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 posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills.

Contractors and visitors are made aware of evacuation procedures upon arrival.

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

Emergency contact and key holder details are maintained by the 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.

**Details of service isolation points** (i.e. gas, water, electricity) are held in the Fire folders in the School Business Manager's office.

#### **Details of chemicals and flammable substances on site.**

An inventory of these will be kept by the Site Team and relevant Heads of Department. (See COSHH Appendix 11)

## **APPENDIX 5**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

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

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday mornings at 9.30 am, term time only.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer. Lexicon 01438 759255

A fire alarm maintenance contract is in place with Lexicon and the system tested termly by them.

#### **FIRE FIGHTING EQUIPMENT**

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

Chubb undertakes an annual maintenance service of all fire fighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb 0800 321668 by the Caretaker or School Business Manager.

#### **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 Amthal 01727 854231.

#### **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 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). This list is checked and updated regularly by the EIOs. The named first aiders and the location of first aid boxes are listed on notices around school and a copy saved on the staff drive.

The following persons are responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

School – EIO/First Aider  
Kitchen – School Cook  
BSL – BSL Centre Manager

First aid qualifications remain valid for 3 years.

The Co-Headteachers in conjunction with the admin team will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

**An AED (automated external defibrillator) IS LOCATED:** in the Heath House Foyer - locked with key pad access. Staff have been trained in its use and receive annual refresher training. The AED has an automated self-checking system and will show a green tick in the display window if it is functioning properly. If the batteries need replacing, the device will emit a regular beep. The EIO/First Aider is responsible for checking the device on a weekly basis and a more thorough check to ensure that the machine is still functioning at the start of each half term. Code for the keysafe is 9999. The defibrillator are registered on [The Circuit](#) to ensure they are visible to local ambulance services.

**Transport to hospital:** Where the 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. Depending on the severity of the injury/illness/situation and the assistance needed, more than one member of staff may be required to accompany the person 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 111) and, in the case of pupil, with the parents/carers.

For residential pupils there is a GP practice:

The Lodge Surgery  
Normandy Road  
St Albans

AL3 5NP

Telephone: 01727 853107

Fax: 01727 862657

Website: [www.lodgesurgery.co.uk](http://www.lodgesurgery.co.uk)

### Important Contact Numbers

For All Emergencies	999
NHS Non-Emergency Number	111
NHS Choices (for health advice)	<a href="http://www.nhs.uk">www.nhs.uk</a>
Hemel Hempstead Hospital Urgent Care Unit	0300 332233
Lister Hospital in Stevenage Children's Emergency Department	01438 284333
St Albans City Hospital Minor Injuries	01727 897182
Watford General Hospital Children's Emergency Department	01923 217564
Hemel Hempstead Hospital Switchboard	01442 213141
Lister Hospital Switchboard	01438 314333
St Albans City Hospital Switchboard	01727 866122
Watford General Hospital Switchboard	01923 244366

Contact details, maps and directions to Hemel Hempstead Hospital, Lister Hospital, St Albans City Hospital and Watford General Hospital are held in Heath House Office and in the Student Medical Protocols folder held in the Main School Office.

### 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. (Supporting students with Medical conditions and Heath House supporting students with medical conditions)

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 First Aiders are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept in the folder in the First Aid Room.

All non emergency medication kept in school is securely stored in the First Aid Room with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be identified on their medical protocol as to where this shall be kept: (in the child's classroom with the class teacher, the first aid room or in the disabled toilet close to Heath House reception area) and be clearly labelled. In consultation with parents, their form/class teacher and the First Aider, some students are responsible for their own inhalers or epi-pens and keep these on their person, with the First Aider carrying out ad hoc checks to ensure they have brought them to school.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. This is stored in first aid cupboard, EIO office and HH medication cupboard. (Students hold their own inhalers)

The school holds an emergency Adrenaline auto injector (AAI) e.g. Epi-pen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working. This is kept in the school main office and is taken out during a fire alarm.

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

### **Individual Health Care Plans (IHCP) and Medical Protocols**

Parents/carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication. Where possible First Aiders will check with parents on the Year 7 induction day, or on any visits to school once a place has been confirmed.

Individual medical protocols 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 when the child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the First Aider/EIOs in conjunction with the relevant medical professionals, parents and overseen by the Head of Pastoral Care.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate. All staff who work directly or indirectly with students with a medical protocol must read and sign a copy of the protocol to show they have understood the individual needs and procedures. Copies of medical protocols care plans are available in the First Aid Room and on the staff drive. T:\# STUDENTS\STUDENTS (EHCP. tracking, SEN etc)\Medical\Medical Protocols

Following an incident involving a student with a medical protocol the First Aider will convene a meeting of staff within 3/5 working days to discuss any issues arising and actions needed. Any updates will be communicated to staff and parents as soon as possible after this meeting.

## APPENDIX 7

### ACCIDENT REPORTING PROCEDURES

#### **Accidents to employees**

All employee accidents, no matter how minor, violent incidents and near misses must be reported to HCC using the online accident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

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

A local accident book (held in the school office) is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

Pupil/student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

#### **All Accidents**

All major incidents will be reported to the Co-Headteachers and the Governing Board.

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

Accidents will be monitored for trends and a report made to the Governing Board as necessary.

The Co-Headteachers, 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 Co-Headteachers are 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 0345 300 9923 and the Education Health and Safety team on 01992 556478.



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

- 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. within 10 days of the incident occurring.
- 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 weekends and holidays) within 15 days of the incident occurring.

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

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

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

Health and Safety is discussed in the weekly meetings between the Co-Headteacher with responsibility for Resources and Premises and the School Business Manager.

Health and Safety is a standing agenda item for the Resources Committee of the Governing Board which meets termly to discuss Health and Safety issues affecting staff, pupils or visitors. Action points from these meetings are brought forward for review by school management and the School Business Manager.

#### 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](#).

Health and Safety Law posters are displayed outside the staffroom, in the BSL office, school cook's office and Heath House office.

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

#### Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- up to date 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.

Any new instructions or restrictions will be communicated to all staff via weekly staff briefing/notes.

Training records will be kept by the Co-Headteachers who are 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 (via Arbor and the Every monitoring system).

The Co-Headteachers will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Co-Headteachers'/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## APPENDIX 9

### PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the Co-Headteachers. 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 Co-Headteachers/School Business Manager 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.

#### **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 the Site Team any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

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

Equipment restricted to those users who are authorised/have received specific training is labelled accordingly and is kept by the School Business Manager.

#### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Oversight of premises compliance issues is the responsibility of the School Business Manager. This is managed by the use of EVERY tracking system.

#### **Curriculum Areas**

Assistant and Deputy Heads and Curriculum Lead Teachers 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 the Site team.

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 a competent contractor.

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

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

A fixed electrical installation test (fixed wire test) will be conducted by a competent contractor on 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 a competent contractor will conduct a formal [termly inspection](#) of the 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 school caretaker will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by a competent company.

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner led by the School Business Manager.

## 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 the Curriculum Lead Teachers or Deputy Head 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.) The School Business Manager will prompt staff for annual check. In all other areas the establishment's nominated person responsible for substances hazardous to health is the School Business Manager.

They shall ensure:

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

#### PPE

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

Where persons may be affected by their use on site, the School Business Manager 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*).

#### RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in [‘Managing Ionising radiations and Radioactive substances in schools and colleges’](#) November 2019 Edition (minor revisions Sept 2022).

HCC's Radiation Protection Officer is the Curriculum Advisor for Science;

- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC;
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Derek Rodger. He is responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

## APPENDIX 12

### ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in August 2023.

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

The Co-Headteachers 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 undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer** (Even stapling/pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers (Carol Bush, John West and Steven Dent) and the area immediately evacuated and closed / locked off. (The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>)<sup>339</sup>

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

Refresher training for the school's asbestos authorising officers 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 Co-Headteachers/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) as part of the school's asbestos management plan.

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



## APPENDIX 13

### 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 the School Business Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. Safe lifting posters are displayed in the staff room, BSL office, school cook's office and Heath House office.

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.

## APPENDIX 14

### 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 Reception where they will be asked to sign in and wear an identification badge at all times while on site. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The School Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

#### **School managed projects**

The [Construction \(Design and Management\) Regulations 2015](#) applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct, the Governing Board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the School Business Manager on the school's behalf who will ensure 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. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://Propertycontractorsandconsultants-HertfordshireGridforLearning.thegrid.org.uk) When considering the appointment of contractors outside of Hertfordshire frameworks the School Business Manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

## APPENDIX 15

### 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.

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

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

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

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

The establishment's nominated person responsible for work at height is the Site Manager - John West.

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; with any defective equipment taken out of use until repaired / replaced.
- 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 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 via the [Grid](#)

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, residents 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.

Separate pedestrian and vehicle gates are provided and the vehicle access gate should not be used for pedestrian access.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings will be managed by the School Business Manager following HCC guidance. The SBM 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 \(thegrid.org.uk\)](http://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.

## APPENDIX 19

### SCHOOL VEHICLES

The School Business Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the [DVLA](#). 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.

All minibus drivers should hold a valid HCC minibus permit (valid for 3 years) issued by the HCC Road Safety Unit.

The Site Team is responsible for undertaking regular checks on the vehicles and the schools operation of minibuses follows in [Minibuses in Hertfordshire | Hertfordshire County Council](#)

## APPENDIX 20

### STRESS / WELLBEING

The school and Governing Board 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 [HSE management standards](#).

The school's wellbeing/mental health lead is Naomi Jarrett.

Staff have access to free helplines available as part of the staff absence insurance policy <https://my.educationmutual.co.uk/>

## APPENDIX 21

### LEGIONELLA

A water risk assessment of the school was carried out in Feb 2023 by GES Water and the School Business Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g. 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 by GES water

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

## APPENDIX 22

### SCHOOL SWIMMING

Swimming lessons will be planned as an offsite visit in line with the school's policy (see Appendix 2).

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

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s); (but where possible will use our own qualified swimming instructor who is able to use BSL.)
- Pupil/swimming teacher ratios
- Rescue / lifeguard provision provided;

The Co-Headteachers will ensure that staff expected to undertake swimming teaching activities have completed swimming teaching as part of their Initial Teacher Education (ITE) or they have undertaken additional training e.g. [Teacher of school swimming](#) and have experience and confidence which is appropriate for the level of swimming instruction. For pools deeper than 1.2M staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming.

The Co-Headteachers will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

### WORK RELATED LEARNING

#### Secondary level only

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, 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.

The Careers Lead is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

The Careers Lead and Deputy Head have both undertaken ISOH (The Institute of Occupational Safety and Health) Managing Safety qualification. (2019)

#### Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by the Careers Lead or Deputy Head.
- 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.



## APPENDIX 24

### INFECTION CONTROL

The school follows UKHSA guidance [‘Health protection in education and childcare settings’](#) and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of [‘Health protection in education and childcare settings’](#) for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting.
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital.
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.