



St. Andrew's Church of England (VC) Primary School Health and Safety Policy

Rationale:

At St. Andrew's Primary School it is our vision for every child in our school to have

- * positive self-esteem through inner confidence and strength
 - * creativity of thought within a life-long passion for learning
 - * excellence, high personal achievement and the experience of success
 - * a set of values by which to live
 - * an enjoyment of childhood
- developed within a caring Christian environment.

We work to enable every child to fulfil their potential, whether academic, social, physical, moral or spiritual. We are committed to providing high quality, inclusive, learning opportunities for all.

The health and safety of our children and indeed of everyone within the school community, are of paramount importance to us. Children will not learn unless they are healthy and feel/are safe. This is a fundamental expectation and right. Furthermore, to 'Stay Safe' and to 'Be Healthy' are two of the five pivotal aims of the government's Every Child Matters Agenda.

Statement of intent

The Governing Body of St Andrews VC Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its 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 school office.

This policy statement and the accompanying organisation and arrangements will be reviewed on a bi-annual basis.

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the Education Health and Safety Manual, as well as DFE Health & Safety advice for schools.

Signed

Signed

Sheila Knowles Chair of Governors

Rosemary Woodall Headteacher

Date

Date

Organisation

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

At school level duties and responsibilities have been assigned to staff and Governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards, as detailed in the Education Health & Safety Manual;
- Ensuring health & safety management systems are in place and effective;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- A Health & Safety Governor, Mrs Lynn Taylor, has been appointed.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (CSF, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health & Safety Team (01992 556478) provide competent health & safety advice for VC schools.
- Promoting a positive H&S culture and high standards of health and safety within the establishment [via the Resources Committee].
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of HCC policy and procedures.

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. In the absence of the Headteacher, the Deputy Head has responsibility.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

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;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- 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.
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with HCC policy.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

Headteacher and Health & Safety Coordinator; (Please note:- as at March 2016 – H&S Co-ordinator is Catherine Moorcroft)

- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the head of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;

- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they 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.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

The pre-school, Bobtails, has full use of the building that it leases from HCC, which is also sited on our shared Diocesan land. The day to day management of Health & Safety for Bobtails is within their own responsibility and that of their manager, Keeley Smith. Bobtails have their own procedures in place for their own risk assessment, first aid etc and their safety arrangements are in addition and separate to those of the school.

PART 3. ARRANGEMENTS

Detailed information on HCC expectations is given in the Education Health and Safety Manual.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Lone Working
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- Appendix 12 - Moving and Handling
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- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Work Experience

Appendix 1

Risk Assessments

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the school's Health and Safety Co-ordinator, following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the School Office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by subject leaders using the relevant codes of practice and model risk assessments developed by national bodies, including CLEAPSS and their publications. (www.cleapps.org.uk)

[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

All offsite visits will be planned following guidance contained in the Hertfordshire County Council Children, Schools and Families Offsite Visits Manual. Please refer to Offsite and Visits and Learning Outside the Classroom Policy.

The LA's Offsite Visits Advisor will 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.

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 who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

Appendix 3

Health and Safety Monitoring and Inspections

A general inspection of the site will be conducted by the Caretaker on a daily basis, in addition to regular reviews undertaken under the supervision of the Health and Safety Co-ordinator and School Secretary. Any issues will be reported immediately to the Caretaker for resolution or reported to the School Office to be addressed.

Governor representatives, along with the school's health and safety co-ordinator, will be involved / undertake an inspection on an annual basis and report back to both the Resources committee and the next Full Governing Body meeting. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

Appendix 4

Fire Evacuation and Other Emergency Arrangements

The Headteacher is responsible for ensuring the 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* health and safety folder 'Fire Log' and is reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishments' induction process and Staff Handbook (currently being up-dated) and a summary is posted in each classroom.

An outline of evacuation procedures is made available to all contractors / visitors and is posted throughout the site.

Emergency Exits, Fire alarm call points; assembly Points etc. are clearly identified by safety signs and notices.

Emergency contact and key holders details are maintained by the School Office and updated to the LA via Solero.

Emergency Procedures

Fire and Evacuation

Fire and emergency evacuation procedures are as follows:

- Fire alarms are situated in all main areas of the school, in both buildings.
 - On discovering a fire, nearest alarm will be activated. The Secretary or a senior member of staff will phone the emergency services.
 - Children and staff leave via the nearest fire exit and walk quickly and in silence to assembly points. (Children doing group work away from the main class, who may have used an alternative fire exit, rejoin their classes once assembled.)
 - Assembly point for the main school is on the large playground, away from the building.
 - Assembly point for the Foundation Stage, is on the path at the Cowbarns exit, at the furthest point away from the buildings, adjacent to the large playground.
 - Assembly point for Busybees is at the front of their building on Roydon Road.
 - The last adult to leave a room must ensure that all children are out of the room. If safe to do so, they should shut windows and close doors.
 - A member of the Office staff will conduct a 'sweep' of the lower part of the building, including the hall and office areas. The Head, Deputy Head or designated adult will conduct a 'sweep' of the upper part of the building, including the dining room and kitchen. The Foundation Stage Co-ordinator or a designated adult will 'sweep' the Foundation Stage building. 'Sweeps' will include toilets.
 - The Secretary will take class registers, the Staff and the Visitors Signing In Logs, school mobile phone, the Critical Incident file (for contact details) and First Aid Kit to the assembly area.
 - Once assembled class teachers call the register.
 - Class teachers report presence or otherwise of children to the Headteacher.
- These procedures will be reviewed at least annually, but generally following each half-termly fire practice.

Emergency procedures for incidents outside normal working hours are held by the Head, the Deputy Head, the Secretary and the health and safety co-ordinator.

Emergency contact and key holder details are maintained by the Secretary and are in the Critical Incident File and Financial Procedures Manual. These are provided to HCC upon review.

Fire Drills

- Fire drills will be undertaken half-termly, and a record kept in the Fire log book;

Fire Fighting

- 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.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff are made aware of the type and location of portable fire fighting equipment. Instruction in its correct use can be found on each of the appliances.

- **Details of service isolation points :**

Electricity: Main Building: electricity supplies cupboard outside Head's room
Foundation Stage: cupboard at rear of Reception class

Gas: Main Building: gas cupboard outside the kitchen
Foundation Stage: cupboard at rear of Reception class

Water: Main Building: shut off valve inside door of Boiler Room
Foundation Stage: shut off valve in the wall by the sink in Nursery class, by red door.

Material Safety Data Sheets ('Hazard sheets') for Chemicals and flammable substances. These will be kept in the School Office as appropriate, for consultation.

Appendix 5

Fire Prevention, Testing of Equipment

Testing of the fire alarm system

New Fire Alarm system installed January, 2009.

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on a weekly basis.

Any defects on the system must be reported immediately to the maintenance surveyor or electrical engineer Lexicon Fire Systems 01438759255. The system is tested twice annually by them.

Inspection of Fire Fighting Equipment

Stephen Blackaby Fire Extinguisher Sales and Services (01763848417) undertakes an annual maintenance service of all fire fighting equipment. The Secretary and the health and safety co-ordinator will check that this has been done.

Weekly: the Caretaker checks all fire fighting equipment are available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Stephen Blackaby Fire Extinguisher Sales and Services 01763848417

Emergency lighting located outside the Year 6 classroom and at the rear of Year 2, are routinely checked and a full discharge test and certification of the system is undertaken by Lexicon Fire Services as part of their maintenance procedures.

Means of Escape

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

Appendix 6

First Aid

First Aid Boxes are Located in the Following Points:

Dining Room, Staff Room, all classrooms

2 First Aid "bumbags" for outside use are kept in the First Aid cupboard in the Staff Room, along with the travel First Aid bag.

The mobile emergency First Aid bag hangs on the wall in the staffroom.

TA responsible for First Aid regularly checks that the contents of all first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aid Record Folders are Located at the Following Points:

Staffroom, Dining Room and FS (for EY).

The following staff are available to provide first aid-

Trained to Emergency First Aid at Work Level:

All teaching staff.

Gill Lester, Wendy Randall [Play supervisors]

All TA's are first aid trained with the exception of MM (allergic to blood)

All MSAs are to be trained

Trained to St Johns Ambulance Emergency Aid in Schools:

All staff – in Sept 2013. First Aid training for all staff booked for September 2016.

Paediatric First Aid training – undertaken June/July 2016:

Angie Lewis

Julia Addy

Rose Fobbester

Sam Felstead

Gill Lester

The Headteacher should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Staff taking children on vehicles will always take the travel First Aid kit.

Transport to hospital

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted in time. In the case of a Critical incident, a member of staff should always accompany the child/children to hospital.

The school will follow the procedure for completion of incident/accident records in accordance with the HCC guidance.

Blood Spillages

HCC guidance on Protection from blood borne viruses and basic infection control will be followed.

Equipment for cleaning up bodily fluids is part of each class's First Aid equipment. Further supplies are kept in staff room. Disposal of used equipment to be put in the yellow bins (kept in the Disabled toilet/ FS) – emptied under contract by PHS.

Administration of medicines

All medication will be administered to pupils in accordance with the DfES document 'Supporting pupils at school with medical conditions' and school policy.

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

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Headteacher. A record of administration is kept with First Aid documents.

All medications kept in school are securely stored with access strictly controlled.
Locked First Aid wall cupboard in staffroom
Fridge in staffroom when medication requires low temperature

Medicines will be checked each term to ensure that they have not reached their expiry date by TA responsible for First Aid.

Where children need to have access to medication i.e. asthma sufferers, it will be kept in staffroom First Aid Cupboard in individual clearly labelled bags, or in the Reception class First Aid cupboard for FS children.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

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 the appropriate medication.

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc). These plans are reviewed by the Inclusion Coordinator / TA responsible for First Aid and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate. 2 x defibrillators held on site (staff room) and staff given appropriate training on their use on a regular basis.

Appendix 7

Accident Reporting Procedures

Accidents to Employees

In accordance with the County Accident/Incident Reporting Procedure, the Health & Safety Co-ordinator reports:-

- All accidents, dangerous occurrences, and near misses, via the HCC Grid and Solero, using the Herts County Council Incident and Dangerous Occurrence Report form. (IDOR)
- Violent incidents and verbal abuse are also reported via the HCC Grid and Solero, using the Herts County Council Violent Incident Report (VIR) Form.

The Headteacher will be sent the HCC report form via County to verify. A copy is held on file in the Accident File, kept in the School Office.

Accidents to pupils and other non-employees

- Local accident folders are located in the Foundation Stage Building [one in Reception and one in Nursery]; in the Staffroom; in the Dining Room.
- Lesson time/out of school time incidents should be reported to the Office for recording in the Staffroom folder. These are used to record all minor incidents to pupils.
- More significant incidents, including major injuries, accidents which result in the injured person being taken from the scene of the accident directly to hospital or accidents arising from premises / equipment defects are also reported to the Headteacher and HCC using the on-line procedure described above. Parents / carers will be notified immediately of all major injuries.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher and/or Health & Safety Co-ordinator will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on **0845 300 9923**.

The Education Health and Safety team should also be informed on 01992 556478, in the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 7 days or more

These must be reported to the HSE within 15 days of the incident occurring.

In every case where an incident is reported to the HSE a copy of the F2508 form should also be sent to the Education Health and Safety Team.

Full guidance and copies of the form are located in the County Health and Safety Policies and Guidance Manual.

Appendix 8

Health and Safety Information and Training

Consultation

The Resources Governing Body sub committee meets half 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.

There is no current teaching Trade Unions appointed Safety Representative on the staff at the current time.

Communication of Information

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

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

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

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Health & Safety Co-ordinator.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

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 are held by Catherine Moorcroft / Headteacher, who are responsible for coordinating health and safety training needs and for including details in the Training Plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

Appendix 9

Personal Safety / Lone Working

Personal Safety

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

Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

For example;

- work outside normal hours or at weekends,
- work away from your usual workplace or at a remote location within the workplace.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

All staff should:

- Obtain the Headteacher's /senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.(Refer to Guidance on Personal Safety in the Health and Safety Manual).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Alarm activation will link to Oak Park Security Systems Ltd - out of hours key holder service provider who will attend site prior to notifying staff. (01206 793673)
- Report any incidents or situations where they may have felt "uncomfortable".
- Good communication between colleagues, in terms of personal safety is essential.

Appendix 10

Premises Work Equipment

All staff are required to report to Health & Safety Co-ordinator any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

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 held in the School Office.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually. (Plowright Hinton Ltd)

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

Major fixed wiring circuits will be checked at least once every five years

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by *staff using equipment* for any apparent defects, checking particularly for contamination by animals in areas covered by bark chippings or soft sand. PE and Play equipment is subject to an annual inspection by T & B Contractors Ltd.

The following equipment has been identified as potentially involving a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Caretaking /cleaning equipment including DIY equipment	Caretaker	Caretaker	Caretaker	School to determine following manufacturers advice /PAT Testing
Hand held grounds maintenance equipment, kept on site	Caretaker	Caretaker	Caretaker	
Gas appliances:- <ul style="list-style-type: none"> • school catering equipment • PTA Gas Cylinders • boiler 	School Cook / Authorised HCL staff PTA purchase / stored offsite when not in use Caretaker	HCL staff PTA members responsible for cooking Caretaker	HCL approved gas contractor <i>school to determine following any manufacturers advice</i> Corgi registered gas contractor	Annually On every occasion it is used Annually
PE and play equipment	Caretaker	Staff	T & B Contractors Ltd	Annually
Portable electrical equipment	Staff	Staff	Plowright Hinton Ltd	Annually

Appendix 11

Flammable and Hazardous Substances

Within curriculum areas (in particular Science, DT and Art), Subject Leaders are responsible for the control of substances hazardous to health 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 Caretaker and Health & Safety Co-ordinator are responsible for substances hazardous to health, as detailed in the COSHH file.

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**" (the "COSHH" Regulations).

The Health & Safety Co-ordinator 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
- where necessary, full COSHH risk assessments are conducted for the use of hazardous substances (generic risk assessments are used for products purchased from Hertfordshire Supplies, and are adapted to suit specific use of material on site) 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 has been identified and available for use. PPE to be provided free of charge where risk assessment determines to be necessary.

Where persons may be affected by their use on site, COSHH assessments are to be obtained from contractors eg. cleaners, caterers, builders, decorators, flooring specialists etc.

Appendix 12

Asbestos

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 20.12.2013.

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

The Headteacher will ensure that all school staff (including those such as catering 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 the Headteacher or School's Asbestos Authoring Officer who will contact HCC's asbestos team on asbestos@hertfordshire.gov.uk.

The school's Asbestos Authorising Officers are the Headteacher, Health & Safety Co-ordinator (Catherine Moorcroft) and the Caretaker. 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 annually, in conjunction with the Annual Health & Safety Walk.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

Appendix 13

Moving and Handling

Generic Risk Assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to or identified by the Health & Safety Co-ordinator who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

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.

Appendix 14

Contractors

All contractors must report to the School Office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

To ensure contractor competency the school uses a property framework contractor, where possible. Details can be found at:
<http://www.thegrid.org.uk/info/premises/property.shtml>.
These contractors have satisfied the County Council that they understand and abide by health and safety regulations.

Office staff are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct, the Governing body are considered the 'client' and therefore have additional statutory obligations. The school will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought with the assistance of the contractor and guidance from HCC Property Dept.

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

Appendix 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.

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.

For staff trained in use of ladders safely may use them. Basic instruction 'Top Tips for Ladder/Stepladder Safety) available to all staff and also via www.hse.gov.uk/pubns/indg405.pdf

Appendix 16

Display Screen Equipment

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be 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 / carers when bringing children to school or collecting them. The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gates are of necessity also children's pedestrian access. All due care must be taken to ensure the safety of those passing through this entrance. There are a number of practices to maximise safety e.g. marked pedestrian route across car-park and road safety awareness training for the children.

The school has a Travel Plan, which was approved in 2012 and is updated every year.

Appendix 18

Lettings

Where any lettings of the premises occur, all parties involved will be made aware of any relevant risk assessments. Lettings are managed by the school and overseen by the Governors Resources Committee following County council guidance.

Appendix 19 – Minibuses – not applicable

Appendix 20

Stress

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.

Senior management support the school's response to individual concerns through careful mentoring of new staff and well monitored and supported formal and informal communication systems for all. Refer to School's policy on Health & Wellbeing. Membership of Carewell (Employee Assistance Programme) planned for 2016/17. Staff also members of HCC Herts Rewards Scheme.

Appendix 21

Legionella

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

The school has a 6 monthly monitoring agreement with Nemco. A water risk assessment of the school is also carried out annually by Nemco, and the Health & Safety Co-ordinator is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

The Caretaker is responsible for undertaking basic operational controls in line with recommendations by Nemco, on a regular basis.

This will include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly) – to ensure water is heated and stored at 60 deg C at calorifiers
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers)
- Termly disinfecting / descaling areas where water droplets are formed
- Annual inspection of water tanks undertaken by Nemco and any remedial action undertaken to ensure compliance.

Appendix 22

Work Experience / Volunteer Helpers

Only applicable to Secondary School placing students.

Updated: Summer 2016 Version 5

To be ratified by Governors at Autumn 2016 Full Governing Body meeting

Next full review: Summer 2017

Reviewed: Spring 2018 - awaiting Herts County Council model policy update

