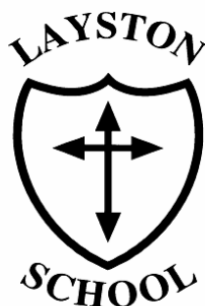




Layston C of E First School



Loving to learn, Learning to love. For every child a chance to shine

Health and Safety Policy

Reviewed

July 2022

Next review due

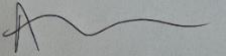
July 2023

Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body in July 2022

It is due for review in Summer Term 2023 (up to 12 months from the above date) by the Governing Body.

Signature: ...

Date: ..11/10/2022..

Head Teacher

Signature:*Colin Wilson*.....Date: ..12/10/2022

Chair of Governors



HEALTH AND SAFETY POLICY

Layston First School

PART 1. STATEMENT OF INTENT

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

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff. A reference copy is kept in the *policy* folder in the staffroom and on the office drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

Colin Wilson **Chair of Governors**

Adele McMurrough **Headteacher**

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 Body

The Governing Body 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 management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor Colin Wilson has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher / School Business Officer in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478
healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.

- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the head to the School Business Officer.

Responsibilities of other staff holding posts of special responsibility

The School Business Officer will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.

- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

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

The school is also the lead agency of the **Layston Pre-School and Nursery** and **Buntings Out of School Club** and thus retains overall responsibility for H&S. The local arrangements of this policy will therefore apply equally to the centre.

The day to day management of health and safety within the **Layston Pre-School and Nursery** is the responsibility of Melanie Taylor, and within **Buntings** is Emma Edwards.

Where the centres have alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the Centre managers will develop their own local health and safety arrangements to supplement those of the school.

PART 3. LOCAL ARRANGEMENTS

Further detailed information and guidance on the LA's expectations are provided via [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 7/7A - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / Lone Working / One to one working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles on site
- Appendix 18 - Lettings
- Appendix 19 - Stress / Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - School Swimming and pools
- Appendix 22 - Child missing from class or school grounds
- Appendix 23 - Procedure for child not in school
- Appendix 24 - Procedure for child not collected at end of day

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 Officer following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally on the 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 undertaken by the Headteacher.

Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by teachers using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use eg. Weekly / medium term planning.

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

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

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

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE. ISBN ISBN 978-0-86357-426-9]
- Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

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

The LA's Offsite Visits Advisor must be notified of all level 3 trips, 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 is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator [Ben Strahan] who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the headteacher for approval.

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

HEALTH AND SAFETY MONITORING AND INSPECTION

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

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

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

A named governor [Colin Wilson] will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

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

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

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

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

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff orange safeguarding folders 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 termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the School Business Officer and updated to the LA via Solero.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire logbook.

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 firefighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points

Water: Stopcock in pavement outside pedestrian gate.

Electricity: Main isolator switch cupboard in corridor to Y2, 3 and 4 by hall doors.

Gas: Isolator in metal cupboard in lower playground next to gate to bin area.

Demountable classroom: Isolator in kitchen wall cupboards on RH side.

Details of chemicals and flammable substances on site.

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

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The School Business Officer 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 logbook located in the school office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Wednesday mornings at 7.30am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer at Clymac 01509 232651 or 0870 850 6255 (out of hours).

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

FIRE FIGHTING EQUIPMENT

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

Blackaby Firex undertakes an annual maintenance service of all firefighting equipment.

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

EMERGENCY LIGHTING SYSTEMS

Emergency lighting 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 the caretaker.

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

Helen Kelly / March 2020
 Sam Woolford / March 2021
 Alison Price / March 2021
 Yvonne Burton / March 2021

Gemma Saunders/ October 2022

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

All staff

First aid qualifications remain valid for 3 years. The School Business Officer will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

In all classrooms, and in the school office corridor (where 3 large portable first aid bags and 2 smaller kits are kept).

The Admin Assistant (AP) is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

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

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

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

Relevant contact numbers of Hospital A&E departments, school nurse etc.

Lister Hospital A & E	01438 314333
Addenbrookes A & E	01223 217118
Medical Centre, Buntingford	01763 271362
School Nurse	01763 257969

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 school policy.

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

The Admin. Assistant is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the Admin. Assistant.

The school does not administer medication unless by prior agreement with the headteacher. In such cases clear instructions as specified on the child's health care plan will be adhered to. In all other cases, parents can come into school to administer medicines themselves or nominate another adult to do so.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in first aid boxes in classrooms and in office, and clearly labelled.

Individual Health Care Plans (IHCP)

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

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

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Admin. Assistant.

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

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses. Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident 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 located 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.

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

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

All Accidents

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor.

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

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

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 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/> within 15 days of the incident occurring.

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

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

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 7A

Layston Church of England School Health and Safety Policy Overview

We ensure that all staff have a clear understanding of Health and Safety Requirements by:

- Including detailed information during Induction
- Discussing issues at regular staff meetings
- Incorporating the responsibilities into Job Descriptions
- Providing training

We endeavour to raise parent's awareness of Health and Safety issues by:

- Making our Policies and Procedures available for them
- Including information on any issues within our Newsletters

Risk Assessments

We carry out detailed checks on areas in the building and also the outside area including the wild wood, prior to each use, to ensure that they are safe and adhere to the displayed Risk Assessment.

Checks are carried out on arrival each day to ensure that emergency exits are accessible and clear from obstruction. Observation of these areas continues throughout the day.

Risk Assessments carried out include a 'Child's Eye' view of the premises and will be carried out considering any specific needs of the children in our care.

Risk Assessments are also carried out to consider the individual needs of staff, such as during pregnancy or specific areas for prayer etc.

Activities, outings etc, are assessed for risks as necessary and any action taken. Risk Assessments for activities involving water will also be carried out.

Staff ratios ensure that children receive the appropriate supervision to minimize the possibility of accidents.

Persons with allergies are considered in our risk assessments.

Risk Assessments are carried out on any plants or bulbs on the premises. Any plants considered to be hazardous will be removed.

Accidents/Incidents

In the event of an accident, incident or injury involving a child within the school the following procedures will be followed:

All staff are first aid trained and deal with any injuries as necessary, seeking emergency treatment if needed.

The risk to any other persons is minimized/removed as necessary.

An Accident Form (and carbon copy) is completed by the member of staff who witnessed and dealt with the injury, and the top copy sent home to the parents.

In the event of a Head Injury, observations are carried out and recorded by staff and any necessary action taken and a text sent home. Parents may be asked to come in to collect the child depending on the severity of the accident.

The school keeps the carbon copies of all accident forms.

All accidents are reviewed on a half termly basis by a senior member of school staff and any necessary action taken.

Security

To ensure the safety of our staff, children and visitors:

The school building is a safe and secure environment.

Visitors to the school sign in at the main entrance and are provided with visitor passes which must be visible at all times, their identity will be carefully checked.

All staff are encouraged to challenge any persons who they do not recognize.

Parents and visitors are made aware of security procedures through displayed reminders and information provided to them.

FIRST AID IN SCHOOL

All staff first aid training took place in September 2019.

Medical Stations/ First Aid Boxes

All classes have their own first aid box, complete with an accident report book and first aid stickers

There are always two grab and go first aid bags accessible in the corridor cupboard for break time and off site visits.

First aid equipment is taken on trips and outings.

Depending on the seriousness, all accidents will be reported to parents.

Accident Forms are to be filled in when there is any accident.

On admission to school, parents provide written consent for their child to receive emergency medical treatment.

Records

The following records are kept:

All records relating to staff and children's medical and emergency contact information.

The allergies, dietary requirements and illnesses of individual children are located in children's personal information/ medical stations and in classrooms.

Accidents and medicine administration records.

Consent for outings, administration of medication, emergency treatment and incident forms.

If you are faced with any sort of requirements for first aid involving pupils during the school day please follow procedures below					
Type of accident/injury	When	Where	Who	Reporting	Forms to be completed
Minor to moderate injuries, including bumps to the head	Break time and lunch time	First aid kit is collected from corridor cupboard. Accident book is collected from office. Ice packs taken from fridge in staffroom.	Minor bumps, cuts, grazes, bruises to be dealt with on playground by MSAs (lunchtime) / TAs (break time) using first aid kit	MSA / TA to record details in lunchtime / playtime accident report book	Accident report form. Top copy home to parents. Text to parents if head injury or other moderate injury.
	Lesson time	First Aid kit in classroom. Accident book in classroom	Teacher / TA will treat. Child sent to office to collect ice pack if required.	Record details in class accident book	Accident report form. Top copy home to parents. Text to parents if head injury or other moderate injury.
Serious bumps and injuries – office staff will phone parents/carers. In the case of a severe accident, loss of consciousness or suspected concussion an					

ambulance will be called.					
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APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Finance and Resources, HR committee and full governing body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff is Susie Betley

Staff meetings are held weekly and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#).

The Health and Safety Law poster is displayed in the school office.

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

Health and Safety Training

All employees will be provided with:

- a copy of and 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.) and
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing / via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the office.

The Headteacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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

PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

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

Staff working outside of normal school hours must obtain permission of the Headteacher / senior member of staff and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

Upon leaving the building the lone worker must text an agreed code word to the Headteacher or Deputy to alert them that they have left the building safely.

School staff responding to alarm 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. Arena attend out of hours call outs.

APPENDIX 9A

ONE TO ONE WORKING GUIDELINES

Situations of one-to-one working between members of staff and children/young people are sometimes appropriate, depending on the role within the education setting.

However they should only take place with the explicit agreement of the headteacher.

In this situation, adults should be given guidance in the use of any areas of the workplace which may place themselves or children in vulnerable situations.

All reasonable and sensible precautions must be taken to ensure the safety and security of both pupils and adults.

If one-to-one contact is appropriate and/or necessary then it is important to assess any risk the situation presents and judge how best to avoid or minimize it. This should be reviewed regularly.

If the risk is viewed as unacceptable then staff and children should not be put in that position.

If you are involved in one to one working, you should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended.

- Be visible e.g. window, door kept ajar: there are many places where 1:1 work can take place outside of a single room.
- Is there an opportunity for a witness to be present or close by?
- Think carefully about seating arrangements (e.g. avoid placing yourself between pupil and door).
- Be mindful of proximity considerations, body language, tone of voice, attitude.
- Avoid working in isolated parts of the building, and leave the door open if possible. If this is not possible (when carrying out special educational needs work, for instance) then alternative safeguards should be put in place. This might include a location in which the staff member and child are visible through a window or door panel.

It is especially important to ensure that the child feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the child is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g. sitting too close.
- Any incident of distress, anger or other concern which arises during a one to one activity should be reported to the safeguarding lead or a member of the management team immediately, followed up with a detailed written report including names dates and times etc.

If you have any concerns regarding one to one working please discuss them with the headteacher.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Headteacher, School Business Officer or Caretaker 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.

Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Headteacher 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.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office by the School Business Officer. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid and the DfE's Good Estate Management for schools)

Curriculum Areas

The Headteacher is responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a qualified contractor annually.

The School Business Officer 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.

An electrical installation condition report (fixed wire test) will be conducted by a qualified contractor every 5 years.

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the caretaker will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment are also subject to an annual inspection by T & B Contractors.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in-particular science and DT) subject co-ordinators are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the caretaker.

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 substances are appropriately and securely stored out of the reach of children.
- all substances 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 caretaker is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

ASBESTOS

APPENDIX 12

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on 10.09.2012.

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

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) 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 and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Derek Brand & Christine Rose and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

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

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

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

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

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Headteacher and School Business Officer on the school's behalf who will ensure landlords 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](#)

¹ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

[contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

When considering the appointment of contractors outside of Hertfordshire frameworks the School Business Officer will undertake appropriate competency checks prior to engaging a contractor.

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

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

APPENDIX 14

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific 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 lightweight 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, see

<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.

The establishments nominated person(s) responsible for work at height is Derek Brand (site manager).

The nominated person(s) shall ensure:

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

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.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Headteacher or School Business Officer and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

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

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

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](#)

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Business Officer.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. ([COVID-19 supplementary conditions of hire](#) available for school to adapt on the Grid)

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.

If deemed necessary, 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

STRESS / WELLBEING

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

Detail systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, and the lead is Susie Betley.

APPENDIX 20

LEGIONELLA

A water risk assessment of the school has been completed by Nemco. The caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.

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

SCHOOL SWIMMING

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) 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) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

CHILD MISSING FROM CLASS OR SCHOOL GROUNDS

General Principles

- Classrooms for the youngest children and classrooms containing any children at risk of leaving the grounds are alarmed.
- Ensure the alarm is activated to go off if the door is opened.
- Teacher to be aware of all children in the classroom, especially a child at risk of running. NB these children should already have an action plan in place as to what to do... usually TA to follow at safe distance and inform police, parent, head.

A child missing from register time after lunch:

- Class teacher to inform head or next teacher in charge
- Ask children in the class where they last saw the child.
- All spare adults and TAs to check toilets, other areas and grounds.
- If child is still missing, head to call police and parent.
- TAs to recheck school site and then to begin a search of roads around school building.

PROCEDURE FOR A CHILD NOT IN SCHOOL AT MORNING REGISTRATION WHEN NO NOTE OR MESSAGE HAS BEEN RECEIVED FROM THE PARENT

- The school office will ring home to check the reason for absence within the first half hour.
- A message will be left in the event of the call being unanswered.

APPENDIX 24

PROCEDURE FOR A CHILD NOT COLLECTED AT THE END OF THE DAY

- All children are dismissed directly to parent/cares at end of the day. Uncollected children stay with their member of staff until 3.30pm
- By 3.30pm ring the office and ask for them to contact parents.
- The child to come to the office area and wait with head or secretary.
- If by 3.40 if there is no message and parent is not contactable, the emergency contact for that child is contacted and it is requested that they collect the child.
- If the emergency contact is not contactable then keep trying all numbers at 10 min intervals.