



# THE VALLEY SCHOOL

## Policy – Health and Safety

JULY 2020 (FULL GOVERNING BOARD)

### KEY PRINCIPLES

**“Learn to Believe – Learn to Achieve”**

**“Different for Different”**

We aim to provide a safe, healthy and comfortable environment for our pupils and our staff. This includes ensuring that everyone is aware of the responsibilities they have to behave in a way which remains mindful of risk.

The Board of Governors for The Valley 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.

### KEY STATUTORY REGULATIONS AND SIGNIFICANT LINKS

- <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- <http://www.hse.gov.uk/>
- <http://www.hse.gov.uk/legislation/hswa.htm>
- <http://www.thegrid.org.uk/info/healthandsafety/index.shtml>

### KEY RESPONSIBILITIES

- The Headteacher will ensure that the Site Team holds responsibility for monitoring and assessing safety aspects of the school and for creating a safe and healthy environment for the school.
- The Board of Governors will appoint a H&S Governor to work closely with the Site Manager and Business Manager
- Staff are responsible for monitoring and reporting any H&S issues
- Business Manager and the Site Team work together to make appropriate, and sometimes emergency, decisions when issues are brought to their attention
- Site staff are responsible for ensuring that there is an accurate record of all harmful substances (especially asbestos) and that all contractors gain approval for work on the site.
- If asbestos has, or may have been, disturbed, the area will be immediately isolated and no-one may enter until expert approval has been given.
- If any area of the school becomes unsafe for any other reason, the area must be isolated and made safe.

## STATEMENT OF INTENT

The Governing Board of The Valley 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 and is available on the shared drive.

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Manual

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

The Valley School – Medical needs

<I:\Staff\TVS policies\Medical needs 2017-11.pdf>

The Valley School – Off-site visits

<I:\Staff\TVS policies\Off-site visits 2019-06.pdf>

The Valley School – Restrictive Physical Intervention

<I:\Staff\TVS policies\RPI 2020-01.pdf>

## ORGANISATION

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

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

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

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

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

A Health & Safety Governor, Martin Denmark, 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 Board.

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

Where required the Governing board 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](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice.

### **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 the following:

- Co-operating with the LA and Governing Board to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

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

**Whilst overall responsibility for health and safety cannot be delegated the 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 Headteacher to Paula Frost, School Business Manager.

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

The Deputy Head Teachers, Learning Leaders, Subject Leaders and Caretakers will

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their line management responsibilities 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 line management.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher, or member of staff with delegated authority, 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 leadership 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.

## LOCAL ARRANGEMENTS

Detailed information on the LA's expectations are provided 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	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Minibuses
Appendix 19	-	Stress
Appendix 20	-	Legionella
Appendix 21	-	Work Experience

# APPENDIX 1

## RISK ASSESSMENTS

### **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Senior Leadership Team, Learning Leaders and Subject Leaders, following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally on the staff 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 the staff shared drive, and will be undertaken by the Headteacher, School Business Manager or Transition and Family Well-Being Leader. 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 the relevant Learning Leader and Subject Leaders 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 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/>

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

- [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory,2006 (11<sup>th</sup> Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]



## APPENDIX 2

### 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](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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 relevant offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The Valley School also has their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school).

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 Graham Hawkins, Deputy Headteacher, who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher, Corian Foster.

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

[I:\Staff\ TVS policies \Off-site visits 2019-06.pdf](#)

## APPENDIX 3

### 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 Paula Frost, School Business Manager.

Inspections of individual departments will be carried out by Subject Leaders.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Corina Foster, Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Senior Leadership Team.

A named governor, Martin Denmark, 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 resources committee and full governing board meetings.

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

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

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Education Health and Safety Manual](#).

The fire risk assessment is located in the School Business Managers office and will be reviewed on an annual basis.

#### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook, the school's emergency response plan, available on the staff shared area, 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 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 Paula Frost, School Business Manager and updated to the LA via Solero.

<I:\Staff\TVS policies\Fire procedures 2019.pdf>

#### **Fire Drills**

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

#### **Fire Fighting**

- Staff must ensure the alarm is raised before attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe and they are trained to do so without putting themselves at risk, using portable firefighting equipment.
- Staff are made aware of the type and location of portable firefighting equipment.

**Details of service isolation points** (i.e. gas, water, electricity)

Water – Outside of pedestrian gate

Gas – Outside gas cupboard (corner of car park)

Electric – Electric cupboard in the dining room and electric cupboard in room 11A

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

An inventory of these will be kept by Caretaker and Subject Leaders as appropriate, for consultation.

## APPENDIX 5

### INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

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

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation.

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

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

#### **FIREFIGHTING EQUIPMENT**

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

Chubb 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 Paula Frost, School Business Manager, who will arrange replacement.

#### **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 Elecspec.

#### **MEANS OF ESCAPE**

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

## APPENDIX 6

### FIRST AID AND MEDICATION

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

#### **TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):**

Caroline Mahoney

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

Katie-Rose Baker

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

24 members of staff are trained to this level

All first aiders wear a green lanyard to aid identification.

The list of first aiders is available on staff shared, and is displayed in the Medical Station, Staff Room and reception.

<I:\Staff\ TVS Medical Support Plans\First Aid Staff 2020-03-05.docx>

First aid qualifications remain valid for 3 years. Caroline Mahoney, Transition and Family Well-Being Leader, 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:**

All year areas

Food Room

Design Technology Room

Medical Station

Caroline Mahoney, Transition and Family Well-Being Leader, is responsible for the termly checking that the contents of first aid boxes, including travel kits and those in the school vehicles, are complete and replenished as necessary.

### **There are no AEDs located in school**

**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.

### **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 pupils without a parent's written consent except in exceptional circumstances which have been authorised by the Headteacher, Corina Foster, and on the advice of a medical professional.

Caroline Mahoney, Transition and Family Well-Being Leader 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 Caroline Mahoney, Transition and Family Well-Being Leader.

All non-emergency medication kept in school is securely kept in lockable cupboard in the Medical Station, refrigerated meds are kept in clearly labelled container within the fridge in the Medical Station, with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to pupils as they carry their own emergency medication. Where backup medication has been provided, this is kept in the Medical Station, and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.

<I:\Staff\TVS policies\Medical needs 2017-11.pdf>

### **Medical Support Plans (MSP)**

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

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

The MSP 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 pupil enrolls / on diagnosis being communicated to the school and will be reviewed termly, or more frequently if there is a change in medication and/or diagnosis, by Caroline Mahoney, Transition and Family Well-Being Leader

All staff are made aware of any relevant health care needs and copies of MSPs are available on the staff shared drive.

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



## 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.)**

First Aid forms are used to record accidents and to ensure referral. These are kept in the school reception. Significant incidents, as detailed below, must be referred to the school Business Manager to be reported to HCC using the online accident reporting system hosted on Solero.

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

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

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

#### **All Accidents**

All major incidents will be reported to the Headteacher who will report to the Chair of Governors / Health and Safety Governor.

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

## **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

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

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### **Consultation**

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

The teaching Trade Unions appointed Safety Representative on the staff is Marie Nelson. Staff briefings are held daily, and line management meetings are held fortnightly.

#### **Communication of Information**

Information and guidance on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the staff room.

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.)
- refresher training where required.

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

Training records will be kept in the School Business Managers office.

Paula Frost, School Business Manager, 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 manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## APPENDIX 9

### PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the 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 from the Headteacher or School Business Manager, sign in and out of the school premises, and make either the Headteacher or School Business Manager aware when they arrive and leave the 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.

For staff conducting home visits, expected control measures include: mobile phone contact, notifying a member of the Senior Leadership Team of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety, staff should not visit alone.

#### **School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

## APPENDIX 10

### PREMISES AND WORK EQUIPMENT

All staff are required to report to Paula Frost, School Business Manager, any problems found with the premises or 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 School Business Manager and Subject Leaders are responsible for identifying all equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

#### **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 recorded on Every and relevant logs in the School Business Managers office (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**

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified. The School Business Manager will coordinate any external maintenance contractors required.

#### **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 Site Team or School Business Manager via Every.

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 Mark Quarterman, Caretaker, annually.

Mark Quarterman, Caretaker, is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted on a maximum of a 5 year cycle.

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

### **External play equipment**

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the site team will conduct and record a formal [termly inspection](#) of the equipment.

PE and play equipment is also subject to an annual inspection by John Harrison, PE.

## APPENDIX 11

### FLAMMABLE AND HAZARDOUS SUBSTANCES

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

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

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health are the School Business Managers and Caretakers.

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.

Where persons may be affected by their use on site, Paula Frost, School Business Manager, is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).



## APPENDIX 12

### ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in September 2017.

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

The Headteacher will ensure that all school staff (and others such as catering staff who are not 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](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Corina Foster, Paula Frost, Mark Quarterman and Ray Deamer, and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work

process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).
- 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 Reception where they will be asked to sign in via InVentry and wear an identification badge. Contractors will be instructed on emergency procedures, relevant risks, and local management arrangements.

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

#### **School managed projects**

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

Where the school undertakes projects directly, the governing board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Headteacher and School Business Manager on the school's behalf who will ensure landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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

When considering the appointment of contractors outside of Hertfordshire frameworks the Headteacher and School Business Manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely.

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.

---

<sup>1</sup> 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.

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 light-weight and rarely-used items are stored there.

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

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

Basic instruction is provided to all staff who use ladders / stepladders, 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.

The establishments nominated persons responsible for work at height are the school caretakers, Ray Deamer and Mark Quarterman.

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.

## APPENDIX 15

### LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Information on the correct procedure is also displayed in the staff room.

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 Paula Frost, School Business Manager, 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.

## APPENDIX 16

### DISPLAY SCREEN EQUIPMENT (DSE)

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, visitors and pupil transport, and operated on a one-way system.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided and there is a risk assessment in place for pedestrian / vehicle segregation.

## APPENDIX 18

### MINIBUSES

Paula Frost, School Business Manager, maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the [DVLA](#).<sup>2</sup>

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) Issued by the HCC Road Safety Unit. All people carrier drivers must complete a driving assessment.

Ray Deamer, Caretaker, is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows [County Guidance](#).

## APPENDIX 19

### STRESS / WELL-BEING

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

The school responds to individual concerns and monitors staff workloads through fortnightly line management.

Taney Howarth, Deputy Headteacher, is the school's Mental Health Lead.

---

<sup>2</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

## APPENDIX 20

### LEGIONELLA

A water risk assessment of the school has been completed on 6<sup>th</sup> February 2019 by Nemco Utilities Ltd.

Paula Frost is responsible for ensuring that the identified operational controls are being conducted by the Site Team 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 all 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;
- The stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.

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



## APPENDIX 21

### WORK RELATED LEARNING

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

Graham Hawkins, Deputy Headteacher, is responsible for managing and co-ordinating such activities.

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

#### **Work experience**

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)<sup>3</sup>
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every pupil will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the Parent / Carer.
- Arrangements will be in place to visit / monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

---

<sup>3</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.