



Approved by Premises Committee: 20 Nov 2018
(following HCC Children's Services Model Policy updated in May 2017)
NB insertions in red (20 Nov 2018)

Approved by governing body: 28 November 2018

2 year review

Review date: Autumn 2020 (or earlier as appropriate)

St Andrew's CE Primary School
Much Hadham

HEALTH AND SAFETY POLICY

St Andrew's C of E Primary School and Nursery, Much Hadham

PART 1. STATEMENT OF INTENT

The Governing Body of St Andrew's C of E Primary School and Nursery 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 Premises Committee Governors. A reference copy is kept in the School Office/Staff Room and in Admin/Policies/Premises. A copy can also be found on the school website.

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.
- Other relevant school policies e.g. educational visits, behaviour, physical intervention policy etc]

Lindsay Steel, **Chair of Governors**

Judy King, **Head teacher**

PART 2. ORGANISATION

In Voluntary Aided schools, the responsibility for health and safety rests with the Governing Body as the employer.

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 systems should adhere to HCC's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#) (on the grid).

A Health & Safety Governor, Catriona Dodsworth, 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 Head teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. As we are a Voluntary Aided School, the Governing body as the employer provides access to competent H&S advice via HCC's Health and Safety Team Tel: 01992 556478 (James Ottery), healthandsafety@hertfordshire.gov.uk as required by the Health and Safety at Work etc Act 1974]

Responsibilities of the Head teacher

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

The Head teacher has responsibility for:

- Co-operating with HCC 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 HCC 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.

Colin Camp (caretaker) and Katharine Reynolds (office administrator) have daily management of Premises repairs and maintenance.

Responsibilities of other staff holding posts of special responsibility

The SLT 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.

PART 3. ARRANGEMENTS

Detailed information on the HCC 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 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles on site
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Work Experience
- Appendix 22 - Swimming

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 relevant staff following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Head teacher.

Risk assessments are available for all staff to view and are held centrally in the office/staff room 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 Head teacher.

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 staff 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 schemes of work / lesson plan / syllabus etc.

(All HCC schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science and DT.)

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

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9
- National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
<http://www.afpe.org.uk/>

¹ CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>

APPENDIX 2

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

HCC's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator - Alison Broomfield who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring the Head teacher, Judy King.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Head teacher, Lindsay Steel and Katharine Reynolds. Report and recommendations following the inspection to be kept with the Health and Safety file in the Office.

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

Inspections will be conducted jointly with a member of SLT.

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

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire folder and risk assessment file (located in the school office) and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the Emergency Response Plan and a summary posted in each room. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills.

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

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

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

Fire Drills

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

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff 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 (i.e. gas, water, electricity)

- **Gas** - Adjacent to boiler house.
- **Water** - On pavement outside gate. In KS2 boys toilets.
- **Electricity** - Small courtyard outside the front of Y6.
- **Heating** - Boiler House.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Caretaker as appropriate, for consultation.

APPENDIX 5

INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

Judy King, Headteacher is responsible for ensuring that the school's fire folder is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire folder located in the school office.

FIRE ALARM SYSTEM

Fire alarm call points (MCP – manual call point) will be tested through the term in rotation. Any defects on the system will be reported immediately to the alarm contractor - Tindalls.

A fire alarm maintenance contract is in place with Tindalls and the system tested twice annually by them.

FIRE FIGHTING EQUIPMENT

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

Chubb (08702 401666) undertakes an annual maintenance service of all fire fighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb 08702 401666.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation termly in house and a full discharge test and certification of the system will be undertaken by an electrical contractor.

MEANS OF ESCAPE

The caretaker and staff check daily for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

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

TRAINED TO EMERGENCY AID LEVEL (6 hr) – INSET Day Sept 2017:

A Aranha, A Broomfield, C Camp, H Cole, J Cowley, M Dean, C Dimond, R Godfrey, J Handley, C Hunter, J King, J Lane, M Ray, K Reynolds, H Roach, G Sallows, S Savage, S Cook, J Small, V Todd, T Walton, A Whenman, J White.

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

S Christmas (July 2018), V Todd (Jan 2016), A Whenman (Jan 2016) J White (Oct 2018)

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

FIRST AID BAGS ARE LOCATED AT THE FOLLOWING POINTS:

Green first aid bags are kept in the First Aid room.

V Todd and A Whenman are responsible for regularly checking (termly) that the contents of first aid bags are complete and replenished as necessary.

AEDs (automated external defibrillators) are located at the following points: Fire station and Doctors' surgery.

Transport to hospital:

- Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
- No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.
- Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Much Hadham Health Centre – 01279 842242

Princess Alexandra Hospital – 01279 444455

Administration of medicines

- All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#) (Dec 2015). Detailed arrangements are provided in a separate policy.
- No member of staff will administer any medication unless a request form has been completed by the parent / carer. Prescription and non-prescription medication is given at the discretion of the school, usually a maximum of one dose per day.

- Front Office Staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
- Records of administration will be kept by Front Office Staff.
- All non emergency medication kept in school are securely stored in the First Aid room and refrigerated meds kept in clearly labelled container within First Aid fridge with access strictly controlled. Under no circumstances will non-emergency medication be stored in first aid boxes, except paracetamol, which is kept in the large first aid bag for school trips including, residential trips and sporting events.
- Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in their classroom, the dining room and/or the office (First Aid room) as applicable and clearly labelled. All pupils know how to access their medication.

Health Care Plans

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis, incontinence etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually or as required by Head teacher, Parents and Carers, specialist medical professional (if required), class teacher.

All staff are made aware of any relevant health care needs and copies of health care plans are available, in the classroom, child's file or Head teacher's office and school kitchen. A summary, with photographs is on display in the school office and classrooms.

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

Intimate Care in EYFS

The School follows the Hertfordshire Family Information Service advice and guidance for intimate care.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

As a VA school all violent/significant incidents (as detailed below) must be reported to the HCC via Solero and all minor injuries must be recorded in the Adult Accident Book kept in the school office.

Accident Reporting

A Pupil Accident Book or Adult Accident Book, in the school office, is used to record all minor incidents. Copies of accident and incident forms are available from the school office.

More significant incidents as detailed below must also 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.

All major incidents will be reported to the Head teacher and Chair of Governors, the Governing Body and Health and Safety Governor.

Parents / carers will be given timely notification of all injuries entered in the Pupil Accident Book. If the accident is a head injury (bumped head) an additional bumped head letter will go home in the book bag and a phone call home to report the incident.

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

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

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 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).

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

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Premises committee of the governing body meets regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

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

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

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for schools. The Governing body as the employer provides access to competent H&S advice via The Education, Health and Safety Team, as required by the Health and Safety at Work etc Act 1974.

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 as appropriate.
- refresher training where required.

Training records will be kept in personal files and on SIMs.

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

Head teacher and Admin staff are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Head teacher'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 and 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 Head teacher. The school will work in partnership with the Governing Body, LA and police where inappropriate behaviour/individual conduct compromise 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 notify from the Head teacher.

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. Staff do not undertake home visits on their own, always with another member of staff.

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. Nominated key holders for call out are the Head teacher, Chair of Governors, local admin staff.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Head teacher any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

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. (Key areas for compliance are outlined on the Grid)

Curriculum Areas

Subject Co-ordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing is conducted by an approved contractor annually (November 2016 completed)

The Head teacher is responsible for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor (Andell electrics – 2014) on a 5 year cycle.

External play equipment

During school hours external play equipment will be appropriately supervised.

This equipment will be checked daily by staff on duty for any apparent defects, and the Caretaker will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by an approved contractor (T and B Contractors Ltd – February 2018).

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 establishment's nominated person(s) responsible for substances hazardous to health is the Head teacher.

They shall ensure:

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

Where persons may be affected by their use on site, the Head teacher 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 2014. All asbestos with a risk assessment of 10 and above has now been dealt with appropriately. All asbestos material identified in the Sept 2014 survey is clearly identified on the management plan along with agreed procedures for management going forward.

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

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

The school's Asbestos Authorising Officers are Judy King and Katharine Reynolds. Refresher training is required 3 yearly.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment e.g. affixing anything to the 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.

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. If the area to be worked on is not covered by the asbestos log (or survey) a separate assessment may be necessary.

The Head teacher / 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

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head teacher 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.

APPENDIX 14

CONTRACTORS

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

All contractors must report to 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 Head teacher, Caretaker and Office Staff are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)² applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Head teacher and Office Staff 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 may use 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 Head Teacher/ Office Staff will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely, (the degree of competence required will depend on the work to be done).

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

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

² 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.

WORK AT HEIGHT

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

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

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

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

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

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role e.g. site staff, drama, ICT technician etc.

The establishment's nominated person responsible for work at height is the Head teacher.

The nominated person shall ensure:

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

<http://compass.hertscc.gov.uk/compdocs/compadobe/d/dseassessform.pdf>

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

Advice on the use of DSE is available in the Education Health and Safety Manual

APPENDIX 17

VEHICLES ON SITE

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

The vehicle access gate, at the rear of school, must not be used for pedestrian access.

Deliveries to the kitchen, rubbish collection or use for a special event may use the rear vehicle access gate and all due care must be taken to ensure the safety of those passing through this entrance.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the school office following HCC guidance and the School Lettings Policy.

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.
Measures include: Performance management, staff meetings, peer to peer support, induction for new staff, school ethos and Head teacher's open door policy.

APPENDIX 20

LEGIONELLA

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

A water risk assessment of the school has been completed in 2011 by Nemco and 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 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;
- Six monthly temperature checks of stored water;

APPENDIX 21

WORK EXPERIENCE

Induction Policy Agreement and Procedures for Work Experience Students

Welcome to St Andrew's Church of England Primary School and Nursery. When we offer you a placement here you will be welcomed to our team and treated as if you are a member of staff.

We would like to ensure that you are in a safe and healthy environment and that you adhere to the Health and Safety procedures we have in place.

After you have applied, either in writing or by telephone, for work experience with St Andrew's we will endeavour to find a placement for you within school. If a placement is available, we will confirm with you and invite you into school to meet Mrs King (Headteacher) and your placement teacher/mentor. At this meeting there will be chance to start the school induction process, which may include discussing school routines, guidelines, code of conduct and very importantly, confidentiality and safeguarding children. There will be opportunities for you to ask questions.

On your first morning your induction will be completed and your placement will begin. Your induction will cover, amongst other things, Health and Safety, Safeguarding and E-safety.

Your working day will begin at 08.30am ready for the children arriving from 8.45am and although school finishes at 3.15pm your day will end at 4.30pm.

Our dress code is smart but casual, no jeans, or short skirts, and a high standard of hygiene is expected.

You will sign in and out every day in the visitor's book, which is situated in the reception area. You will be expected to wear a visitors badge at all times whilst on the school premises.

Lunch can be provided in school, which needs to be paid in advance and ordered before 9.30am. Lunch from home can be stored in the fridge in the staff room. There is also access to a microwave if required. Tea, coffee, and water are available in the staff room.

You need to familiarise yourself with the fire procedures in each area that you work, ensuring a speedy evacuation in the event of an incident. You will receive a copy of the staff handbook which explains the procedures in detail.

Please telephone the office, 01279 842626, as soon as possible to notify us of absence on the first day of absence.

If you have any other questions please do not hesitate to ask either myself or another member of staff.

You will need to keep a copy of this Policy agreement for yourself and also a copy will be kept on file here at school.

Please sign this Induction Policy agreement and I would like to once again welcome you to St Andrew's Church of England Primary School and Nursery

Mrs Judy King

Placement Name _____ Signature _____

School/University _____ Year Group if applicable _____

<p>SCHOOL SWIMMING</p>

Primary school swimming in public swimming pool – Grange Paddocks

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 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);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;