



Approved by Premises Committee: 21 September 2023  
(following HCC Children's Services Model Policy updated in Oct 2022)

Approved by Governing Body: 4 October 2023

Annual review                      Next Review date: Autumn 2024

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 CE 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. A reference copy is kept in the *School Office and in Admin/Policies/Premises*.

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, Safeguarding Policies....

[Insert signature]

[Insert signature]

Lindsay Steel, **Chair of Governors**

Caroline Dimond], **Headteacher**

[Insert date]

[Insert date]

## **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 as signed to staff and governors as detailed below.**

### **Responsibilities of the Governing Body**

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

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

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

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

The Governing body will receive regular reports from the Headteacher or other nominated member of staff, Katharine Reynolds, 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) or [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) as required by the Health and Safety at Work etc. Act 1974.

### **Responsibilities of the Headteacher**

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 Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- 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.
- Reporting to HCC and Governing Body 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.**

Ed 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. LOCAL ARRANGEMENTS**

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.thegrid.org.uk)

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - School Swimming and pools
- Appendix 22 - Infection Control**
- Appendix 23 - Work Experience

<b>RISK ASSESSMENTS</b>
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**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 on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher

Risk assessments are available for all staff to view and are held centrally 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.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday).

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Headteacher.

Such risk assessments will be reviewed on a regular basis.

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

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by 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 e.g. schemes of work / lesson plans / syllabus etc.

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

See

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

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

**Primary schools**

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

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

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

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 is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required / The school also have 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(s) Alison Broomfield who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the headteacher, Caroline Dimond for approval.

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

## 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 Headteacher, Mary Byrne and Katharine Reynolds. Report and recommendations following the inspection will be kept with the Health and safety file in the Office.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher and Katharine Reynolds.

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

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

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in ['Fire safety risk assessment: Educational premises'](#) and the [Grid](#)

The fire risk assessment is located in the school's fire folder, Health and safety folder, Admin/policies/premises/fire risk assessment and the risk assessment file and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the school's 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 termly drills.

Evacuation procedures are also made available to all other users of the building e.g. contractors and 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 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.

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

- **Gas** - In green box adjacent to boiler house.
- **Water** – Main - 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 in the Office see COSHH register in Health and Safety File.

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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Caroline Dimond, Headteacher, 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 office.

**FIRE ALARM SYSTEM**

Fire alarm call points (MCP – manual call points) will be tested weekly in rotation. Any defects on the system will be reported immediately to the alarm contractor – HZ Electricals

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

**FIRE FIGHTING EQUIPMENT**

Visual regular in-house checks are undertaken to ensure 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 directly to Chubb.

**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 an electrical contractor.

**MEANS OF ESCAPE**

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

## FIRST AID AND MEDICATION

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

### **TRAINED TO EMERGENCY AID LEVEL (6 hr) – June 2021:**

M Dean, S Christmas, C Dimond, R Godfrey, J Lane, S Miller, H Roach, T Walton, C Zenonos

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

K Jupp (June 2021), O Sharp (Jan 2020), J Small (April 2023), S Christmas (May 2022), S Healey (June 2021), H Holmes (October 2021), J Raffill (March 2021), J White (March 2023)

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:**

Class green first aid bags are kept in the classrooms

Class TAs, Mrs Dimond and Mrs Small 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<sup>1</sup>:** Pavilion on Recreation Ground, Fire station and Doctors' surgery.

<sup>1</sup> DfE intending to provide a defibrillator to all schools without one [by end of 22/23 academic year](#). Currently no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

### **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.

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 parent's written consent has been gained except in exceptional circumstances (occasionally permission given verbally).

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 ~~class teachers in the Classroom~~. Office staff in the Office.

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/calpol, 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.

The school have chosen to hold an emergency salbutamol inhaler in a box on top of the large cupboard in the Office for use by pupils and adults 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.

The school have chosen to hold an emergency Adrenaline auto injector held in the Office in a box on top of the large cupboard (AAI) e.g. EpiPen for emergency use on pupils and adults who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

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

### **Individual Health Care Plans (IHCP)**

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

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

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

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 Headteacher's office and school kitchen. A summary with photographs is on display in the back office.

Staff will 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. [coping-with-incontinence September 2023 \(Health and Safety Policy 2023\).pdf/](#)

## ACCIDENT REPORTING PROCEDURES

### Accidents to employees

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

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

A Pupil Accident Book, in all classrooms, 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 reported to HCC using the online accident reporting system hosted on Solero.

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

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

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

### All Accidents

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

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

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

### Reporting to the Health and Safety Executive (HSE)

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

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

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

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

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.

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

### Communication of Information

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

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

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools. The Governing body as the employer provides access to competent H&S advice via HCC'S Education Health and Safety Committee 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 etc.) and
- refresher training where required.

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

Training records will be kept in personal files and on SIMs. Headteacher 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 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 attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

<b>PERSONAL SAFETY / LONE WORKING</b>
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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 Governing Body, HCC 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.

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.

**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 Headteacher, Chair of Governors and geographically local admin staff.

## PREMISES AND WORK EQUIPMENT

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

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

### **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 in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#) )

### **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 basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Headteacher.

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

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

This inspection and testing will be conducted by an approved contractor annually (November 2023).

The Headteacher 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 electrical contractor (DP Electrics November 2019), on a 5 year cycle.

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

### **External play equipment**

During the school day the external play equipment will be appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the Caretaker will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is also subject to an annual inspection by an approved contractor – John Harrison (September 2023).

## COSHH (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).

Katharine Reynolds, caretaker and the Headteacher 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.)

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.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

### **PPE**

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

Where persons may be affected by their use on site, Katharine Reynolds, caretaker and the Headteacher are 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*).

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.

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

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

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

The school's asbestos authorising officers are Caroline Dimond, Katharine Reynolds and Ed Camp. 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 HCC 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.

## CONTRACTORS

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

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

The Headteacher, 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<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Headteacher and 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 uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.thegrid.org.uk)

When considering the appointment of contractors outside of Hertfordshire frameworks the Headteacher /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.

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<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.

<b>WORK AT HEIGHT</b>
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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 also [LA455 - The Ladder Association](#)

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

The establishments nominated person(s) responsible for work at height is the Headteacher.

The nominated person(s) shall ensure:

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

## LIFTING AND HANDLING

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

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

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

### **Paediatric Moving and Handling**

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

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

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

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

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

Advice on the use of DSE is available via the [Grid](#)

**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / 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.

A risk assessment is in place for pedestrian / vehicle segregation.

**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the Office staff following HCC guidance and the School Lettings Policy

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. ( See *Hiring agreements and third party access - Hertfordshire Grid for Learning (thegrid.org.uk)*)  
Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

<b>STRESS / WELLBEING</b>
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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 in line with the [HSE management standards](#)

Measures in place within the school for responding to individual concerns and monitoring staff workloads include Performance Management, staff meetings, peer to peer support, induction for new staff, school ethos and Headteacher's open door policy etc.

*When responding to individual concerns the school will:*

- *demonstrate good practice through a step-by-step risk assessment approach*
- *allow assessment of the current situation using pre-existing data, staff surveys etc.*
- *promote active discussion with staff (and their UNION representatives if requested), to help decide on practical improvements that can be made*

*The school's wellbeing / mental health lead<sup>2</sup> is the Headteacher.*

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](#)

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<sup>2</sup> **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#). This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health

<b>LEGIONELLA</b>
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A water risk assessment of the school has been completed October 2022 by Nemco Utilities Ltd. The caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

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

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

<b>SCHOOL SWIMMING</b>
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### **Primary school swimming in public / secondary schools**

These will be planned as an offsite visit in line with the schools policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP)) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

<b>INFECTION CONTROL</b>
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The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

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

This will include:

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

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

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

<b>WORK RELATED LEARNING</b>
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**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 Dimond (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 Caroline Dimond*

**Placement Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**School/University** \_\_\_\_\_ **Year Group if applicable** \_\_\_\_\_