



GREENWAY PRIMARY AND NURSERY SCHOOL

HEALTH AND SAFETY POLICY

Date agreed: 26th April 2018

Date of review: Spring Term 2019

PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the school office.

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

This policy statement supplements:

- Hertfordshire County Council's (HCC) Health and Safety Policy.
- Offsite visits and LOfC policy, Pupil Behaviour policy, Supporting Pupils' Medical Conditions policy

Signed

Signed

Date

Date

Elizabeth O'Reilly, **Chair of Governors**

Katharine Ellwood, **Headteacher**

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

The Governing Body is 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 the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

A Health & Safety Governor 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 school's Health and Safety Governor is Nick Brown.

The Governing body will receive regular reports from the Headteacher 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. HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Head teacher

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

The Headteacher has responsibility for:

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

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

Responsibilities of other staff holding posts of special responsibility

- Apply the school's Health and Safety Policy to their own department or area of work – **Senior Leadership Team and Site Manager.**
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.) – **Deputy Head.**
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented – **Senior Leadership Team.**
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control – **Senior Leadership Team.**
- 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 – **Site Manager and Senior Leadership Team.**
- Carry out regular inspections of their areas of responsibility and report / record these inspections – **Site Manager.**
- 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 – **Senior Leadership Team.**
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated – **Office Manager.**

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 LA's expectations are provided in the [Education Health and Safety Manual](#).

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
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RISK ASSESSMENTS

General Risk Assessments

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

Risk assessments are available for all staff to view and are held centrally in the Headteacher's office. 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 relevant line manager.

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 relevant 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.

All LA 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:

- 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

APPENDIX 2

OFFSITE VISITS

The LA 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/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

The school uses HCC's online notifications and approvals system - Evolve – for risk assessments of offsite visits activities.

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 (EVC), Amy Orr, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly. Inspections will be conducted by the Headteacher with the Site Manager.

The person(s) undertaking the inspection will complete a report in writing which will be submitted to the PFP committee.

Responsibility for following up items detailed in the inspections reports will rest with the PFP committee.

The Chair of the PFP committee or governor designated with responsibility for health and safety within the establishment will be involved / 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.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#). Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located on the school's shared area (RMStaff/Risk Assessments/FRAs) and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular 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 the Office Manager and updated to the LA via Solero.

Fire Drills

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

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** The isolation switch for gas is located in the kitchen next to the gas meter. The stopcock for water is located in the boiler house. The isolation switch for electricity is located in the Science cupboard.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation and a record kept in the Fire log book. Normal regular testing of fire alarms will occur on Fridays at 0730.

Any defects on the system will be reported immediately to the maintenance surveyor, Fire Safety Services (01234 854100).

A fire alarm maintenance contract is in place with Fire Safety Services (01234 854100) and the system tested bi-annually by them.

Smoke detectors are tested bi-annually by Fire Safety Services.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks ensure that all fire-fighting equipment is available for use and operational and for any evidence of tampering.

Chubb 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 (0884 879 1666)

EMERGENCY LIGHTING SYSTEM - LIBRARY

This system will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Fire Safety Services.

MEANS OF ESCAPE

Daily, the Site Manager checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

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

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

Beverley Murphy, Carol Hadley, Lorraine Tritton, Catherine Fidler, Angela Stringer, Anna Kly, Jenny Swinson.

TRAINED IN BASIC LIFE SUPPORT FIRST AID TRAINING PLUS DEFIBRILATOR AWARENESS (1/2 day / 4 hrs):

All other teachers and TAs

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

FIRST AID BOXES are located in every class room.

Class teachers are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.

First Aid Bags will always be carried by those staff on playground duty.

The school's designated first aider Carol Hadley is responsible for checking at least termly that the first aid boxes and first aid bags are complete and replenished as necessary. A record kept of checks will be maintained by the designated first aider.

A first aid bag will always be taken upon a school visit.

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.

The School Nurse Team Leader for Dacorum and Watford is Sally Dussek Telephone No: 01442 454697 Mobile No: 07827232859 Email: sally.dussek@hct.nhs.uk

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements and full procedures for the administration of all medicines are provided in a separate school policy – the Supporting Pupils with Medical Conditions Policy.

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

The Office Manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept on a central file in the school office

All non emergency medication kept in school is securely stored in the first aid cupboard with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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

Allergies

Parents are asked to inform the school of any severe allergies that children have. Photographs of the children and details of their allergies are displayed prominently within the staff room and the school kitchen.

Intimate Care

Greenway Primary & Nursery School is committed to an inclusive approach to care and education. Children in nappies or who have a delay with toileting skills will not be discriminated against.

All staff at the school have access to and will have read the following guidelines from Hertfordshire County Council:

- Continence Guidance for Early Years Settings
- Supporting Children who are in nappies – advice for EY settings.

Procedures for cleaning and changing children are set out in the Staff Handbook.

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.

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 etc.

The IHCP is developed with the pupil (where appropriate), parent/carer,

designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Dani Roe, INCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available on the shared area (RMStaff/SEND).

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

A local accident book (kept in the first aid cupboard) is used to record all minor incidents to non-employees, 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 Headteacher and the Governing Body. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

If a child receives a knock to the head/head injury a “head bump” letter will be sent home with the child. The letter will include a tear off slip and a request to parents/carers to sign and return the slip as acknowledgement of the injury.

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.

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 Education Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Personnel Finance and Premises (PFP) Committee (which has responsibility for health and safety issues) meets each half term and the full Governing Body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

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 Community, Community Special and VC schools.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

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

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

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

PERSONAL SAFETY / LONE WORKING

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

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

Lone working

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

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

Staff working outside of normal school hours must obtain permission of the Headteacher or another member of the SLT and notify him/her of each occasion when the lone working will occur.

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.

- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

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.

PREMISES AND WORK EQUIPMENT**Statutory inspections**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office by the Office Manager.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is kept in a secure cupboard.

All staff are required to report to the Site Manager 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 / by the office manager. (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 the Site Manager.

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 the most cost-effective contractor.

The Office Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. A fixed electrical installation test (fixed wire test) will be conducted by the most cost-effective contractor every five years.

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.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft

sand. The Site Manager will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by **John Harrison**.

The office manager will identify all work equipment in excess of £100 per item in an inventory and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

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

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders & step ladders	Site Manager	Site staff	Site Manager	Ladders termly
Caretaking/cleaning equipment including hand tools	Site Manager	Site Manager/ Cleaner	Cleaning contractor (floor polishers & vacuum cleaners)	At least annually.
Grounds maintenance equipment	Site Manager	Site staff	Site Manager	
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Site manager	Site Manager	Approved Contractor	Annually
PE and play equipment	Site Manager/Site staff	Site staff	Approved contractor	Annually
Technology Equipment	Site staff	Site staff	Approved contractor	As required
Art/Design Equipment	Hilary Newing	Site staff	Approved contractor	<i>Kilns- as required.</i>
Portable electrical equipment	Site Manager	Site staff	Approved contractor	Annually

<h2 style="text-align: center;">FLAMMABLE AND HAZARDOUS SUBSTANCES</h2>

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

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

The Headteacher shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (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 Headteacher 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

<h2 style="text-align: center;">LIFTING AND HANDLING</h2>

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 Site Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

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.

APPENDIX 13

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on 3rd August 2012.

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

The Headteacher 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.

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

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

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

The school's asbestos authorising officers are John Rapson, Lesley Popescu, Katharine Ellwood, and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

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

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

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)² 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.

Such projects are managed by the Headteacher who will ensure that 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.

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.

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 site manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, 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.

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 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

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

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

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

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.

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

VEHICLES ON SITE

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

No access to or exit from the school grounds will be allowed to any vehicle between 8.45-9.00am and 3.10-3.30pm with the exception of the day care nursery minibuses who will be allowed to park in a designated area adjacent to the main school gates. If that space is occupied then alternative parking will have to be located upon the public road.

Vehicular access and parking will be allowed to the school grounds outside of the period 8am-5pm without permission for the purposes of collecting children from after school clubs.

Visitors will be allowed access to the school grounds during the periods referred to above but will be asked to leave their registration number when they sign in the book left for this purpose in the foyer.

The vehicle access gate must not normally be used for pedestrian access. No other vehicular access will be allowed within the school grounds during the periods referred to above except by prior arrangement.

The main school gates to be kept closed (but not locked) at all times.

The main school gates will be manned by the Site Manager on an ad hoc basis between the times of 8.45am-9.00am and 3.10-3.30pm with such arrangements being subject to review.

Regular reminders be sent to all users of the school grounds reminding them of the school's policy with regard vehicular access to the school and reminding parents to be vigilant when dropping off and collecting their children.

Families are encouraged to walk to school. Pupils complete pedestrian skills training in year 4, and with a parental consent, can walk to school by themselves from the end of year 4. Pupils in Year 6 will also complete a cycling proficiency skills course

The school has installed scooter racks to facilitate the use of scooters to and from school. Scooters are not to be used in the playgrounds at drop off or collection times.

If an event is being held outside of normal school activities for which the main school gates are the sole access, then 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 Headteacher following HCC guidance and in accordance with the school's 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.

Where the Headteacher or member of the SLT has a concern about a member of staff the issue will be addressed in an appropriate, sensitive and timely manner.

Where an individual has concerns, he/she is able to speak to the Headteacher or member of the SLT - The school operates an open door policy. The school has in place performance management procedures whereby personal objectives are identified and discussed at appraisal.

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 by Jordan Environmental Limited on 20.5.15. and the Site Manager 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 calorifier(s))
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water
- Stored cold water tanks are inspected for compliance and safety on an annual basis

SCHOOL SWIMMING

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 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;

The Headteacher will ensure that teachers expected to undertake swimming teaching activities have completed swimming teaching as part of their Initial Teacher Education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction [TOPS swimming] / [for pools deeper than 1.2M staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming]

Berkhamsted Sportspace will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

DRIVING TO WORK

It is not only law, but also the policy of HCC and of the school to ensure so far as reasonably practical, the health and safety of all employees while at work. It is also HCC's and the school's responsibility to ensure that others are not put at risk by its work-related activities, this includes driving.

To assist all employees (who on occasion drive for work) comply with the law and school policy, a specific *Driving at Work policy* has been created which provides detailed information on:

- Employee obligations
 - Driving licence
 - Insurance
 - MoT and vehicle condition
 - Vehicle Excise Duty (Road Fund Licence)
 - Medical conditions
 - Eyesight
 - Alcohol & Drugs
 - Mobile phone use

- Safe driving guidance
 - Defensive driving
 - Adverse weather conditions
 - Fatigue
 - Personal security
 - Breakdown and collisions
 - Fuel efficient driving techniques

Employees must complete an annual Driving at Work declaration to confirm that they have read the Driving at Work policy and will comply with all the requirements.

An overall risk assessment relating to driving at work has been carried out and if required the school will carry out specific driver / journey risk assessments and implement the necessary controls to ensure, so far as is reasonably practical, the health and safety of all employees who carry out work-related driving.

The school will carry out regular inspections of licenses and the Driving at Work declaration to ensure legality to drive and policy compliance

Risk Assessment – Driving at Work

The Hazard

1. Vehicle maintenance e.g. fuel level, lights, oil and fluid levels, brakes and tyre conditions etc.
2. Driving too fast e.g. not observing the local speed limits, inappropriate speed for the road / weather conditions
3. Tiredness and Fatigue
4. Alcohol and drugs (illegal, prescription and over the counter)
5. Mobile phone use whilst driving (with or without hands-free equipment)

The Risk

1. Vehicle breaking down, lights not working, engine failure, impaired visibility, brakes and tyres not working effectively etc. Could lead to a crash / collision involving personal injury to the driver and others or becoming stuck in an unsafe condition or location.
2. Speeding or driving too fast for the road / weather conditions could lead to a crash / collision involving personal injury to the driver or others.
3. Tiredness and fatigue can lead to a lack of concentration whilst driving which could lead to a crash / collision involving personal injury to the driver or others.
4. Alcohol and illegal drugs will lead to impaired vision, concentration, slower reactions etc. which will reduce the ability of the driver to control the vehicle. This will increase the likelihood of a crash / collision involving personal injury to the driver or others.
 - 4.1 Some prescription drugs and over the counter medicines can result in increased drowsiness which could lead to a crash / collision involving personal injury to the driver or others.
5. The use of a mobile phone whilst driving (including both hand-held and hands-free) will reduce the level of concentration, slow reaction times, reduce road awareness and vehicle control which could lead to a crash / collision involving personal injury to the driver or others.

Employees at risk

All employees using their own vehicle or potentially a hire vehicle to drive on behalf of the school

Action Taken

- All drivers must hold a valid driving licence for the type of vehicle being driven
- All drivers must be familiar with the vehicle they are driving
- All drivers must take into consideration the type of roads being driven on, traffic density, high risk pedestrian areas, vulnerable road users, weather conditions, lighting conditions at different times of the day and other distractions
- All managers and employees are expected to take a responsible attitude to driving at all times

1. Vehicle Maintenance

It is the driver's responsibility to ensure that the vehicle is serviced in line with the manufacturer's recommendations.

Drivers should ensure that they have carried out regular basic maintenance checks as detailed in the Driving at Work policy

It is important that drivers check the vehicle more regularly where the driver is driving high mileage or during prolonged periods of bad weather.

2. Driving too Fast

All drivers are expected to comply with the Highway Code and all Public Highway road information displayed for the roads they are using, especially with regards to speed limits.

It is the driver's responsibility to ensure that they drive safely and within the speed limits indicated.

Drivers should plan their journey to ensure that there is enough time allowed to travel without the need for driving too fast or speeding

3. Tiredness and Fatigue

In general, 2 hours is considered a reasonable journey time by car.
 If this is exceeded then drivers should plan to take a break of at least 15 minutes every 2 hours.
 Try and share the driving where possible
 Drivers should limit themselves to a maximum 6 hours behind the wheel in any one day.
 If at any time a driver feels tired they should stop at the next available safe location and take a rest period.
 The Driving at Work policy provides further information in respect of tiredness

4. Alcohol and Drugs

Drivers are forbidden to drive a vehicle whilst under the influence of either alcohol or illegal drugs or other substances.
 Drivers being prescribed drugs by a G.P, Dentist or other medical practitioner or using over the counter medicines must check that they will not impair their driving ability.

5. Mobile phone use whilst driving

Drivers are forbidden to use a hand-held mobile whilst driving – this includes making or receiving calls, reading or sending of texts / SMS messages or emails, using social media, taking pictures or any other use.

It is recommended that drivers do not make or received calls whilst driving even when a hands-free facility is used.

Drivers must use their own judgement, even with a hand-free kit, as to whether it is safe to make or receive calls whilst driving

The Driving at Work policy provides more detailed information and guidance on the use of mobile phones whilst driving.

Action Required

- All drivers should be issued with the Driving at Work policy and have read and understood its contents
- All drivers must have read and signed the Driving at Work declaration
- All drivers must abide with the safe procedures and guidelines detailed in the Driving at Work policy
- Any breaches of these safe procedures and guidelines could result in disciplinary action
- All drivers must comply with the Highway Code and associated Road Traffic Regulations

APPENDIX 23

ACCESS AND SIGNING IN PROCEDURES

Purpose

We consider the safety of our pupils and staff of paramount importance. We also wish to ensure the safety of all visitors to our school. This procedure sets out guidelines to ensure that the school buildings are secure and those within it are kept safe and that a record is kept of visitors in school and their movements monitored appropriately.

The Building

- The school building is alarmed every night and at weekends
- Alarm key holders are
 - The Site Manager
 - The Headteacher
 - The Deputy Headteacher

- The main school entrance is locked by code at all times during the school day
- All classroom doors and other entrances are locked when pupils are in school.

Staff

- All staff members have access to the code which opens the main school entrance door
- Pupils are NEVER allowed to use this code

School Volunteers

All school volunteers are required to wear a badge at all times and to sign in and out of school via the visitors book in the foyer

Parents

- Parents wishing to see a teacher may enter the classroom through the classroom door
- Parents wishing to go to/deliver items to the school office must approach through the main school door and not through the school via the classroom
- The main school door will be kept locked at all times and access can only be gained through a member of staff
- Parents collecting or returning pupils must do so via the main school door. The office staff will collect and deliver pupils to classes

Contractors & Visitors

- Contractors on site must report to the office and sign the visitors' book
- Visitors must only enter the school buildings via the main school door and MUST NOT enter the site by other entrances e.g. the kitchen/ WACCY
- All visitors MUST wear an identification badge

Special Occasions

Child Shows Parent

- Parents should enter and leave by the classroom door

Welcome to Class

- On Welcome to Class evenings parents may enter and leave by the main school door which will be kept open
- A signing in sheet will be provided for each classroom. Parents must sign in and out at the classroom

Open Evening

- Parents may enter and leave by the main school door which will be kept open

Parent Consultations

- On parent consultation evening parents may enter and leave by the main school door which will be kept open
- A signing in sheet will be provided for each classroom. Parents must sign in and out at the classroom

Performances/Concerts/Sharing Assemblies

- Parents may enter and leave by the main school door which will be kept open