

Greenway Primary
& Nursery School



GREENWAY PRIMARY AND NURSERY SCHOOL

HEALTH AND SAFETY POLICY

Date agreed: 10 December 2024

Date of review: Autumn Term 2025

PART 1. STATEMENT OF INTENT

The Governing Body of Greenway Primary and Nursery School ('the 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.

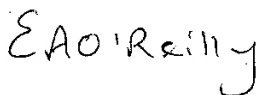
This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

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 LOtC Policy, Pupil Behaviour Policy, Supporting Pupils with Medical Conditions Policy

Signed 

Signed 

Date 10 December 2024

Date 10 December 2024

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

Katharine Ellwood, **Headteacher**

PART 2. ORGANISATION

As the employer the Local Authority (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 on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) (hse.gov.uk), namely:

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

- **Act** - undertake a formal review of health and safety performance.

A Health & Safety Governor 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 Headteacher.

The Headteacher has responsibility for:

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

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

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 (Consortium of Local Education Authorities for the Provision of Science Services) and AfPE (The Association for Physical Education) etc.) – **Headteacher.**

- 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 the 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

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

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite Visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication including Intimate Care
- 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 - Lifting and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - School Swimming
- Appendix 22 - Driving to Work
- Appendix 23 - Access and Signing in Procedures
- Appendix 24 - Infection Control

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 [Hertfordshire Grid](#) 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 are reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are 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 18th Birthday).

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and are undertaken by the relevant line manager. Such risk assessments are 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 are 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.

See

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

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

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- 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'

¹ CLEAPSS www.cleapss.org.uk

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 are planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

The school has a separate Offsite Visits and Learning Outside the Classroom Policy.

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 submits all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (EVC), **Mark Loczy**, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site is conducted termly. Inspections are conducted by the Headteacher with the Site Manager.

The person(s) undertaking the inspection completes a report in writing which is submitted to the Governing Body.

Responsibility for following up items detailed in the inspection reports rests with the Governing Body.

The 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 the full Governing Body meeting.

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

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

See Appendix 10 for details of monitoring premises compliance issues.

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 on the school's computer system shared area (RMStaff/Risk Assessments/FRAs) and is 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 are 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/hirers.

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 are 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 firefighting 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 is kept by the Site Manager.

| |
|---|
| 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 logbook.

FIRE ALARM SYSTEM

Fire alarm call points are tested weekly in rotation and a record kept in the fire logbook. Normal regular testing of fire alarms occurs on Tuesday at 7am.

Any defects on the system are 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 are taken out of service and reported direct to Chubb (0884 879 1666)

EMERGENCY LIGHTING SYSTEM - LIBRARY

This system is checked for operation monthly in house and annually a full discharge test and certification of the system is 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.

| |
|-----------------------------------|
| FIRST AID & 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 extracurricular activities)

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

Carol Hadley, Lorraine Tritton, Mandy Clutson, Kai Lewis, Jo Coleman, Annaliesa Taylor

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

All other teachers and Teaching Assistants

First aid qualifications remain valid for 3 years. The Headteacher ensures 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 classroom.

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

First Aid Bags are always 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 is maintained by the designated first aider.

A first aid bag is always taken on a school visit.

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

No casualty is allowed to travel to hospital unaccompanied and an accompanying adult is 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 a pupil will consult with the parents/carers.

The School Nurse Team Leader for Dacorum and Watford is Sally Dussek Telephone No: 01442 454697 Mobile No: 07827 232859 Email: sally.dussek@hct.nhs.uk

Administration of medicines

All medication is 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 administers **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 any medication. Records of administration of medication are kept in 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 is medication 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 who require them and are not locked away. These are kept in a designated cupboard, and clearly labelled.

Allergies

The school follows the procedures set out within the school's Supporting Pupils with Medical Conditions Policy. 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

The school is committed to an inclusive approach to care and education. Children in nappies or who have a delay with toileting skills are not discriminated against.

All staff at the school have access to and 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 Healthcare Plans (IHP)

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

IHPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy or specifically in the case of anaphylaxis or other allergies the relevant British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plan – see the school's Supporting Pupils with Medical Conditions Policy.

The IHP (or alternative) 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 are completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and are reviewed annually by Dani Roe, INCO and/or the Head.

All staff are made aware of any relevant health care needs and copies of IHPs (or alternative) are kept within the school office. Staff receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

| |
|--------------------------------------|
| ACCIDENT REPORTING PROCEDURES |
|--------------------------------------|

Accidents to employees

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

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.

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

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

A local accident book (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 are reported to the Headteacher and the Governing Body. Parents/carers are notified immediately of all major injuries. Accidents are monitored for trends and a report made to the Governing Body as necessary. Pupil accident forms are retained for a minimum of 3 years after their 18th Birthday.

Procedures from First Aid training are followed. Where an injury to the head has taken place, ice is applied. The accident form is completed and the yellow copy is given to the school office so that a text message can be sent to the child's parent/carer. In some instances where deemed appropriate a phone call is made. The white copy of the accident form is sent home with the child. The yellow form is filed at school.

The Headteacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. are reported and attended to as soon as possible.

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 are 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 are reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/>.

- 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) within 15 days of the

incident occurring

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

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

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

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.

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

Health and Safety Training

All employees are provided with:

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

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

Training records are 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 is responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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

| |
|---------------------------------------|
| 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 Senior Leadership Team and notify him/her of each occasion when the lone working will occur.

- Where lone working cannot be avoided staff must 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), staff must 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

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

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

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

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors.

Oversight of premises compliance issues is the responsibility of the site manager and this is achieved by the use of [HCC compliance tracker](#)

Curriculum Areas

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment is reported to the Site Manager.

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

This inspection and testing is 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) is 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.

An electrical installation condition report (fixed wire test) will be conducted by Plowright Hinton Ltd on a five year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment is only used when appropriately supervised. This equipment is 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 conducts and records a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by John Harrison.

The office manager identifies all work equipment in excess of £100 per item in an inventory and ensures 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. TERMPLY, 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 | Approved Contractor | Approved contractor | Approved contractor | |
| 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 | Subject Leader for Art and Design/technology | Site staff | Subject Leader for Art and Design/Technology | <i>Kilns- as required.</i> |
| Portable electrical equipment | Site Manager | Site staff | Approved contractor | Annually |

COSHH FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt is 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 school's 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.
- 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.
- records of exposure to hazardous substances in the workplace are kept for up to 40 years

PPE

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

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*).

LIFTING AND HANDLING

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the 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 3 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 ensures 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. . (The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>)

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 Katharine Ellwood and Jo D'arcy, 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). as part of the school's asbestos management plan.
- 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 reviewed at least annually and any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

APPENDIX 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 are asked to sign in using the electronic system and wear an identification badge. Contractors are 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.

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.

Such projects are managed by the Headteacher who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works.

These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://www.thegrid.org.uk)

When considering the appointment of contractors outside of Hertfordshire frameworks the site manager undertakes 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 are 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 exchange relevant information regarding the work activities and agree the risk assessments.

APPENDIX 15

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 lightweight and rarely-used items are stored there.

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

<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. Reference is made to [LA455 - The Ladder Association](#).

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.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors (**including hirees**) 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 is allowed to any vehicle between 8.45-9.00am and 3.10-3.30pm. Alternative parking has to be located upon the public road. Parking on playground areas and pavements is not permitted as this may block emergency vehicles and sight lines from the Headteacher's office.

Vehicular access and parking is allowed to and on the school grounds after 5pm for the purposes of collecting children from after school clubs and the school's extended provision – Waccy. Vehicular access by parents/carers at any other time is only in exceptional circumstances and with the express permission of the Headteacher.

Visitors (including any Hirees) are allowed access to the school grounds as agreed with the Head and/or at the time of hiring including during the periods referred to above but are asked to leave their registration number when they sign in the electronic system in the school office when the school is open.

The vehicle access gate must not normally be used for pedestrian access.

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

Regular reminders are 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. Parents/carers with children in KS2 are encouraged to support them with pedestrian skills before they give consent for their child to walk to school independently in Years 5 and 6. Parents/carers with pupils in Year 6 are signposted to cycling proficiency skills courses.

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.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Headteacher following HCC guidance and in accordance with the school's Lettings Policy.

APPENDIX 19

STRESS / WELLBEING

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the [HSE 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 |
|-------------------|

A water risk assessment of the school was completed by Herts Enviro Services Ltd on 17.2.23 and the Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook. This risk assessment will be reviewed on a regular cycle and specifically whenever there is reason to suspect it is no longer valid, or 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

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

| |
|------------------------|
| SCHOOL SWIMMING |
|------------------------|

Primary school swimming

These lessons will be planned as an offsite visit in line with the school's Offsite Visits and Learning Outside the Classroom Policy where they take place on the school premises with a host pool.

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.

Swimming lessons will be delivered by a qualified swimming teacher (Swim England level 2 Teaching Swimming. (formerly ASA level 2)

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 undertaken [TOPS swimming]

For pools deeper than 1.2M staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming.

APPENDIX 22

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

| |
|--|
| <p>The Hazard</p> <ol style="list-style-type: none"> 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) |
| <p>The Risk</p> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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. |
| <p>Employees at risk</p> <p>All employees using their own vehicle or potentially a hire vehicle to drive on behalf of the school</p> |
| <p>Action Taken</p> <ul style="list-style-type: none"> • 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 <p>1. Vehicle Maintenance</p> <p>It is the driver's responsibility to ensure that the vehicle is serviced in line with the manufacturer's recommendations.</p> <p>Drivers should ensure that they have carried out regular basic maintenance checks as detailed in the Driving at Work policy</p> <p>It is important that drivers check the vehicle more regularly where the driver is driving high mileage or during prolonged periods of bad weather.</p> <p>2. Driving too Fast</p> |

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

| |
|---|
| 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
 - Mark Loczy
 - Kai Lewis
- The main school entrance is locked by code at all times during the school day

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 electronic system in the school office.

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 (including Hirees)

- Contractors on site must report to the office and sign in and out of school via the electronic system in the school office. 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 Top Tips evenings at the start of the academic year 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

APPENDIX 24

INFECTION CONTROL

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

