St Philip Howard Catholic Primary School

Health & Safety Policy

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.

2. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer (Community and Voluntary Controlled schools), it's for the Governing Body / Board of Trustees of Foundation, VA and Academy[1] schools to determine whether to adopt such arrangements.

3. Schools should ensure the policy is customised to fit their individual circumstances. Some examples for further consideration / customisation are provided in red font, in order to help to meet the requirements of different schools some alternative wording is suggested, and such alternatives are separated by / within square brackets [ ]. **Significant customisation will be required for those schools where the Local Authority (LA) is not the employer (VA, Foundation, Academy etc.).**

Writing a Policy Statement

4. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up-to-date written statement of health and safety, this general policy must be complemented by a school policy statement.

5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.

6. The safety policy should be signed and dated by the head teacher / chair of governors.[2]

7. The main points required in a Health and Safety Policy Statement are:

Part 1 Statement of Intent
Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

Part 2 Organisation (roles and responsibilities)
The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Headteacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g., Heads of Department, Deputy Heads, School Business Managers, Site Managers, Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

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[1] References to academies should be taken to include free and studio schools.
[2] References to governors should be taken to mean whoever is responsible for fulfilling governance functions.

It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

Part 3 Arrangements
The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

DfE Health and Safety: advice for schools provides further information on areas for inclusion in a school health and safety policy.

Arrangements for policy review

8. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.

9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate subcommittee of governors (e.g., Premises, Resources etc).

10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years).

11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

Further Information

12. For further information and guidance contact: the Health and Safety Team
Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

13. A summary of changes from the previous version of the model policy (and from August 2022) is provided in the table below for reference.

UPDATES

Page number	Section	Details of change
January 2025 updates highlighted in yellow		
P6	Statement of intent	Annual H&S policy review recommended in line with DfE Governance guide
P12	Risk Assessment	Link to 2024 version of AfPE guide now available electronically.
P15	Fire evacuation	Paragraph added on PEEPs
P17	First Aid	added EYFS reference to paediatric 1st aider requirements
P20	Accident reporting	HSE link to specified reportable injuries for employees added
P23	Personal Safety /lone workig	Reiterated need to report violent incidents to the employer
P24	Premises and work equipment	Added reference to Electricity at work regs 1989 and customisable paragraph for personal items of equipment being brought into school
P25	Premises and work equipment	Header changed to PE and external play equipment
P26	COSHH	CLEAPPS doc L93 date of issue updated to Feb 2024 version
P27	Asbestos	Added 'asbestos register' (historically part of HCC's management plan) to documents that must be in place.
P30	DSE	Customisable paragraph for schools on eye tests for DSE users
P32	Minibuses	HCC minibus permit now valid for 3 years
P38	Infection Control	Paragraph on risks for new and expectant mothers added.
October 2023 updates		
P12	Risk Assessment	Updated reference to BS 4163 minor amendment in 2022
P13	Offsite Visits	Made clearer that use of Evolve is recommended for all visits, should be ensured school are clear on how its used locally.
P14	Monitoring	Cross reference to App 10 included for premises compliance issues
P16	First aid – AEDs	Minor update to reflect DfE guidance and recommendation schools register AEDs nationally
P21	Premises compliance	Minor change to wording and links to GEMS and HCC trackers updated
P23	Radioactive Sources	Updated reference to L93 to reflect Sept 2022 minor revision
P24	Asbestos	Link to incident procedure added, made clearer that an annual review of asbestos management plan required as a minimum
P29	Stress	Minor change to risk assessment wording
P30	Legionella	Minor change to risk assessment wording, assessments to be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid.
P31	Swimming	Hyperlink to Swim England training updated
August 2022 update		
P 9	Responsibilities	Outline of considerations if there are 3rd party providers on site, ensure H&S responsibilities are clear

P11	Risk assessment	Added retention of risk assessments for minimum of 5 years, any relevant risk assessments linked to pupil incidents to be retained for a minimum of 3 years after their 18th birthday
P13	Fire	Added that Fire risk assessments are to be undertaken by a competent person
P15	First aid	Footnote updated to reflect DfE defibrillator scheme
P17	Accidents	Schools should aim to report pupil / non-employee RIDDOR reportable incidents to the HSE within 10 days of the incident occurring.
P21	COSHH	Added that Records of exposure to hazardous substances in the workplace should be kept for up to 40 years
P25	Work at height	Updated link to LA455 Safe Use of Ladders and Stepladders – new guidance jointly produced by the Ladder Association and the Health and Safety Executive (HSE).
P27	Lettings	Hyperlink updated removed reference to COVID-19 supplementary conditions of hire
P28	Stress / wellbeing	Updated text and reference to DfE wellbeing Charter
P31	Infection Control	New section added, DfE H&S responsibilities and duties for schools suggests inclusion of 'proportionate control measures for health infections' within policy

HEALTH AND SAFETY POLICY

St Philip Howard Catholic Primary School

PART 1. STATEMENT OF INTENT

The Governing Body of St Philip Howard Catholic Primary 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 and a reference copy is kept on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

This policy statement supplements Hertfordshire County Council's (HCC) Health and Safety Policy

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the Hertfordshire Grid and follow the HSE's 'Managing for health and safety' (HSG65) (hse.gov.uk), 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, Linda Graham has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or School Business Manager 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

In Voluntary Aided Schools, the Governing body as the employer provides access to competent H&S advice via HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the Governing Body's Health and Safety Policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring 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.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the School Business Manager.

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.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. LOCAL ARRANGEMENTS

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances (COSHH)
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	School Swimming and pools
Appendix 23	-	Work Experience
Appendix 24	-	Infectious diseases

RISK ASSESSMENTS

APPENDIX 1

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager and SLT following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally ON THE Shared Drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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 will be undertaken by Headteacher.
Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the Class teacher 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 publications are used as sources of model risk assessment within Science, Art and DT.
See

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

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

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN ISBN 978-0-86357-426-9]
- Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' http://www.afpe.org.uk/

APPENDIX 2

OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:
Visit leader
EVC
Headteacher

See HCC's policy for the management of Learning outside the classroom and offsite visits

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The use of Evolve is recommended for all visits. Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine/low risk activities taking place near the school).

The member of staff planning the trip (visit leader) will work with their office link person to submit all relevant paperwork and risk assessments relating to the trip. They will check all documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher.

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

APPENDIX 3 HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken by the Health & Safety Governor and SBM

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher Responsibility for following up items detailed in the safety inspection report will rest with Site Manager

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

Advice and pro forma inspection checklists to assist the monitoring process can be found on the Grid.

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

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Grid.

The fire risk assessment is located in the SBM office, in the school's fire logbook 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 termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the SBM and updated to the LA via Solero.

The school has arrangements in place for the evacuation of people with specific needs and where required Anna Smalley completes the Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes. Mairead Waugh has overall responsibility.

Fire Drills

- Fire drills will be undertaken termly, and results recorded in the fire logbook.

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 firefighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points (i.e. gas, water, electricity)
Gas: At the back of the staff room

Electricity: In the cupboard in the staff room corridor
Water: In the woods near the Edward suite

Details of chemicals and flammable substances on site.
An inventory of these will be kept by Site Manager as appropriate, for consultation. (See COSHH Appendix 11)

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The SBM 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 located in the SBM's office

FIRE ALARM SYSTEM
Fire alarm call points will be tested weekly in rotation. This test will occur every Sunday at 8.00am.

Any defects on the system will be reported immediately to the alarm contractor. First Response on 01707 388124

A fire alarm maintenance contract is in place with (First Response) and the system tested annually by them

FIRE FIGHTING EQUIPMENT
Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

First Response undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to First Response

EMERGENCY LIGHTING SYSTEMS
Emergency lighting will be checked for operation monthly in house and these tests recorded.
Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by First Response

MEANS OF ESCAPE
Daily checks are undertaken 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):

Kerrie Hallows – 26/02/27
Poppy Evans – 26/02/27
Malgorzata Speyer-Dawidzinska – 26/02/27
Christy Augustus – 26/02/27
Toby Syme – 10/02/29
Lucy Kirwan – 10/02/29
Mairead Waugh – 07/02/29
Sue Gajjar – 07/02/29
Sherrie Hale – 07/02/29
Lisa Hulley – 07/02/29
Dani-Louise Young – 26/02/27
Fionnuala Sheldrake – 26/02/27
Minoli Yapa Abeywardane – 26/02/27
Akosua Appiah – 26/02/27
Sue Harvey-Smith – 10/02/29
Amanda Winter – 07/02/29
Louise Field – 07/02/29
Viviene Claridge – 07/02/29
Jeanne Asamoah – 07/02/29
Ana Badita – 07/02/29

For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. In line with the Sept 25 EYFS update when EY children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):
6 hour Paediatric First Aid

Bernie Currell – 01/03/23
Lorelie Ee – 01/03/23

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS: Every Classroom and Medical Room.

Lucy Kirwan is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits) are complete and replenished as necessary.

AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS[3]:** St Philip Howard School Office. Outside Oakview School opposite St Philip Howard School. Lucy Kirwan checks the AED when The Curcuit UK notify us (modern AEDs self-test and will indicate a problem via a warning light / audible alarm)

Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

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.

[3] See DfE guidance on AEDs defibrillator provided to all schools without one by end of 22/23 academic year.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

Administration of medicines
All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate school policy.

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

The Office Staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Lucy Kirwan

All non-emergency medication kept in school is securely stored in the 'Our Lady room. Refrigerated medication is kept in clearly labelled wallets, in the 'Our Lady room fridge 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 the Classroom, and clearly labelled.

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

Individual Health Care Plans (IHCP)
Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

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

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

All staff are made aware of any relevant health care needs and copies of health care plans are available in the Medical Room, Arbor, Shared Drive and Headteacher's Office

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

BSACI allergy action plans

All children at risk of anaphylaxis should have an allergy action plan completed by the child's health professional. These support the care plan / risk assessment process and staff training by summarising emergency procedures.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees
Employees must report all accidents, violent incidents and near misses.
Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

Accidents to pupils and other non-employees (members of public / visitors to site etc.)
A local accident book, kept in the Office is used to record all minor incidents to nonemployees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

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

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

All Accidents
All major incidents will be reported to the Headteacher and the Health and Safety Governor.
Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

Reporting to the Health and Safety Executive (HSE)
The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury (to employees, see specified reportable injuries from HSE) 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/

- 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 workrelated 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

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 8 HEALTH AND SAFETY INFORMATION & TRAINING

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

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

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

Communication of Information
Information and guidance on how to comply with the LA's health and safety policy is given via the H&S pages of the Grid .

The Health and Safety Law poster is displayed in the entrance lobby and Staff Room

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools. In Voluntary Aided Schools, then the Governing body as the employer provides access to competent H&S advice via [HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974]

Health and Safety Training
All employees will be provided with:

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

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

Training records will be kept [in the Health & Safety file in the SBM's office.

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

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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

APPENDIX 9 PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the Headteacher.

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

Lone working

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

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

Staff working outside of normal school hours must obtain permission of the Headteacher and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc.

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

School staff responding to alarm call outs

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

APPENDIX 10 PREMISES AND WORK EQUIPMENT

All staff are required to report to the Office staff any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The SBM 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 detailed in the register.

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 School Business Manager and Site Manager] this is achieved by the use of Statlog

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

Electrical Safety
The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired). All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged /defective equipment must not be used and will be reported to the SBM.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).
All earthed equipment (class 1) and cables attached to such equipment will be tested annually.
This inspection and testing will be conducted by Colin Hendon, Site Manager frequency of inspection and testing.

Anna Smalley and Dawn Turley are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items should not be brought into school without prior agreement. Basic visual checks on condition of equipment prior to use must be undertaken. Higher risk items of equipment will also be checked by the site team and where relevant included in the schools PAT testing cycle.

An electrical installation condition report (fixed wire test) will be conducted by on a maximum of a 5-year cycle an annual inspection. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

PE and 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 Colin Hendon, Site Manager will conduct and record a formal termly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by a competent person, John Harrison.

Any equipment with serious defects must not be used and is to be taken out of use / made inaccessible until removed or repaired.

APPENDIX 11 COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager They shall ensure:

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

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

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

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

ASBESTOS

APPENDIX 12

An asbestos survey, register and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted in September 2014 by Redhills.
The school's asbestos log (including school plans, asbestos survey data and a sitespecific register and management plan) is held in the SBM's Office

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

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

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. (The school has a 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 the SBM and Headteacher 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, reviewed at least annually and that 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 13 CONTRACTORS

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

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

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

School managed projects
The Construction (Design and Management) Regulations 2015[4] applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Westminster Diocese recommended consultants, Synergy Property Consultants on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at **Property contractors and consultants - Hertfordshire Grid for Learning (thegrid.org.uk)**

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.

[4] 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 school's behalf.

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

APPENDIX 14 WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only 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.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. See also LA455 - The Ladder Association

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

The nominated person(s) shall ensure:

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

APPENDIX 15 LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.
Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

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

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

APPENDIX 18 LETTINGS / SHARED USE OF PREMISES

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

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

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

APPENDIX 20

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors in line with the HSE management standards

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is Louise Field

APPENDIX 21 LEGIONELLA

A legionella risk assessment of the school has been completed on 19/10/2023 by Nemco Utilities Ltd
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 where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/ or building footprint.

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers.
- Quarterly disinfection / descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by NWG and tank water temperature recorded.

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

APPENDIX 22 SCHOOL SWIMMING

Primary school swimming in public / secondary schools
These will be planned as an offsite visit in line with the school's policy.
The school will obtain a copy of the pool's 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

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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.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

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.