



## HEALTH AND SAFETY POLICY

<b>APPROVED BY GOVERNORS</b>	<b>November 2023</b>
<b>TO BE REVIEWED BY</b>	<b>November 2024</b>

## **Part 1 Statement of Intent**

The Governing Board of Longmeadow 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 - a reference copy is kept on the shared drive accessible by all.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

This policy statement supplements the following policies:

- Child Protection Policy
- Code of Conduct
- Behaviour Management Policy
- e-Safety Policy
- Supporting Children with Medical Needs Policy
- Off-site Visits Policy
- Health & Attendance Policy
- Physical Intervention Policy
- Stress Management & Wellbeing Guidance

This policy has been drafted in line with the Hertfordshire County Council Model Policy. This policy frequently makes reference to the HCC Education Health and Safety Manual. This can be found at:

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

Health and Safety Policy Signed:

**Chair of Governors**

**Headteacher**

Date:

Date:

## Part 2 Organisation (roles and responsibilities)

As the employer, the Governing Board of Longmeadow Primary School has overall responsibility for Health and Safety.

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

### **Responsibilities of the governing board**

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

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

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

A Health & Safety Governor, Mr Darren Lovelock, 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 board will receive regular reports from the headteacher or other nominated members of staff, such as the site manager or the school office manager, to enable them to provide and prioritise resources for health and safety issues.

Where required, the governing board will seek specialist advice on health and safety which the establishment may not feel competent to deal with. Support and advice is sought from:

### **HCC's Health and Safety Team**

**01992 556478**

[healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

who provide access to competent H&S advice via 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 health and safety policy and procedures rests with the headteacher.

#### ***The headteacher has responsibility for:***

- co-operating with the governing board 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 board 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 governing board 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.

### **Responsibilities of other staff holding posts of special responsibility**

- Key staff are responsible for delegated areas of responsibility within the school, as set out in Annex A – Roles & Responsibilities for Health & Safety:
- school office manager
- nominated governor for health & safety
- the site manager / assistant site manager
- the medical officer
- the phase leaders
- Members of the school's senior leadership team
- subject leaders

### ***They will:***

- apply the school's health and safety policy to their own department or area of work.
- ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- take appropriate action on health, safety and welfare issues referred to them, informing the 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 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.
- 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.

There is a privately managed pre-school on site. The day-to-day management of health and safety within these providers is the responsibility of the managers of these providers.

Where these providers have alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the managers will develop their own local health and safety arrangement in alignment with those of the school.

## **Part 3 Arrangements**

### **Arrangements for policy review**

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.

The Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g., Premises, Resources etc).

Longmeadow review and amend where necessary their Health and Safety policy from time to time. A review be carried out annually. (The legislation requires this is done no longer than every 2 years).

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

### **Further information**

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)

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

## **PART 3. LOCAL ARRANGEMENTS**

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

## APPENDIX 1

### RISK ASSESSMENTS

#### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the headteacher or a relevant nominated staff member, following guidance contained in the Education Health and Safety Manual and are approved by the nominated governor for health & safety.

Risk assessments are available for all staff to view and are held centrally in the site manager's office - these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

#### Individual Risk Assessments

Specific assessments relating to staff members are held in that individual's personnel file and will be undertaken by the school office manager or the staff member's Phase Leader. Such risk assessments will be reviewed on a regular basis.

Specific assessments relating to pupil(s) are held on that individual's file on the shared drive and will be undertaken by the school SENCo. 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 phase leaders & curriculum leaders in science, art, design technology, computing, physical education using the relevant codes of practice and model risk assessments detailed below.

The school operates alongside HCC's advisory services who provide model risk assessments within science art & design technology, which are based on models issued by CLEAPSS.

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

#### Primary schools

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



## APPENDIX 2

### OFFSITE VISITS

The school has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned to follow this guidance available via <http://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

EVOLVE will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants' names etc. will be attached electronically as required.

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

Please refer to the school Offsite Visits Policy.

## **APPENDIX 3**

### **HEALTH AND SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted on a termly basis as part of a termly health & safety audit.

This will be undertaken by:

- the headteacher,
- the office manager,
- site manager,

The persons undertaking inspections will complete a report in writing and submit this to the health & safety governor, Darren Lovelock, who may also attend the audit in person.

Responsibility for following up items detailed in the safety inspection report will rest with the school office manager.

The health & safety governor reports back to the governing board.

Issues of serious concern are reported back to the governing board as part of the headteacher's report.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment in the Health & Safety File, located in the school office manager's office, 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.

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

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

Emergency contact and key holder details are maintained by the site manager.

#### **Fire Drills**

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

#### **Fire Fighting**

Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Staff should be 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) on plans held in site managers' office.

#### **Details of chemicals and flammable substances on site.**

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

## **APPENDIX 5**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The site manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection & maintenance is undertaken and recorded in the fire log book located in the site managers' office.

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur at variable times throughout the week.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Scan Alarms 01582 733271.

A fire alarm maintenance contract is in place with Scan Alarms 01582 733271 and the system tested six monthly by them.

#### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks ensure that all firefighting equipment remains available for use and operational.

Chubb 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 Chubb 01582 747279

#### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by MSL 02476 373210

#### **MEANS OF ESCAPE**

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

## APPENDIX 6

### FIRST AID AND MEDICATION

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

#### **TRAINING:**

A training log is maintained by the Office Manager. First aid qualifications remain valid for three years.

The Office Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

#### **TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):**

Georgina Blott (Training booked for Jan 2024)

Charlotte Wills (Training booked for Jan 2024)

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

Sarah Banna

Lorna Robertson

Gill Young

Louise Hughes

Lanre Jimo

Kayleigh Ryder

Lily Nelson

Lily Nelson

Gemma Tuck

Andrea Graves

Drita Jashanica

Maxine Chase

Kate Barratt

Tanya Goddard

First aid qualifications remain valid for 3 years. The school 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:**

- Medical room by the school office
- Classrooms
- Dining hall/with MSAs
- with nominated staff on offsite visits.

The medical officer is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

#### **AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS<sup>1</sup>:**

- In the medical room by the school office

#### **Transport to hospital:**

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

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Lister Hospital: 01438 314333

---

<sup>1</sup> There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

### **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 policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer and the medication is prescribed to the child with a prescribed amount.

The school office is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering under the guidance of the medical officer.

Records of administration will be kept by the member of staff administering the medication and monitored by the school office under guidance from the medical officer. Non-emergency medication kept in school are securely stored in the lockable cupboard in the medical room, refrigerated meds kept in clearly labelled container within fridge in the medical area with access strictly controlled. All pupils should know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the classrooms and clearly labelled.

### **Health Care Plans**

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by phase leaders in liaison with the medical officer.

All staff are made aware of any relevant health care needs and copies of health care plans are available on the shared drive.

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

# APPENDIX 7

## ACCIDENT REPORTING PROCEDURES

### Accidents to employees

All employee accidents, no matter how minor, must be reported to the headteacher using accident reporting form. These will then be reported to the governing board as part of the termly headteacher's report.

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

A school accident book is used to record all minor incidents to non-employees. More significant incidents as detailed below must also be reported to the headteacher using accident reporting form:

- 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.

These will then be reported to the board as part of the termly headteacher's report, who will monitor for trends.

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

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

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

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

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

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

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION AND TRAINING

#### Consultation

The health and safety working party comprises of:

- the Headteacher,
- the Office Manager,
- the Health & Safety Governor,
- the Site Manager,

The medical officer is involved as appropriate.

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

#### Communication of Information

Detailed information on how to comply with the health and safety policy is given in the Education Health and Safety Manual.

The Health and Safety Law poster is displayed in all staffrooms.

The school works in accordance with advisory support from:

**HCC's Education Health and Safety Team,**

**Tel: 01992 556478**

who provide competent health and safety advice.

#### Health and Safety Training

All employees will be provided with:

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

Any new instructions or restrictions will be communicated to all staff via the weekly briefing/weekly email of SLT meeting notes and highlighted as part of the standard cycle of policy review.

Individual training records will be kept on SIMS.

The Office Manager 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.



## APPENDIX 9

### PERSONAL SAFETY AND LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Staff will report any such incidents to the headteacher. The school will work in partnership with the governing body 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 their line manager. Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

#### **School staff responding to call outs**

A key-holder service, Arena Security, is used and will attend where there has been an alarm activation. Staff 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 site manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

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.

#### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the site managers' office (Key areas for compliance are outlined in the Education Health and Safety Manual).

#### **Curriculum Areas**

The Senior Leadership Team & curriculum leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

#### **Electrical Safety**

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (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 SCL annually.

The site 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

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

A fixed electrical installation test (fixed wire test) will be conducted on a 5-year cycle.

#### **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, the site manager will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection.

# APPENDIX 11

## 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, art and design technology) curriculum 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 are 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 chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the 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*).

## APPENDIX 12

### ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with the guidance given in the Education Health and Safety Manual. The school's most recent asbestos management survey was conducted on 3rd February 2016.

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

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. This will be through combined work with the school office manager and the site manager.

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

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

Professional advice will be sought and details of the incident reported to HCC's asbestos team

**asbestos@hertfordshire.gov.uk.**

The school's asbestos authorising officers are the site manager and the headteacher, and refresher training is required three yearly.

- Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.
- The headteacher / asbestos authorising officers shall ensure:
- that the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- a visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- the limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- all records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- the school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

## 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 school office where they will be asked to sign into the Inventory Visitor system 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<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the headteacher 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 has opted to continue to use the HCC property framework contractor as a method of procuring works. These contractors have satisfied Hertfordshire County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire frameworks the school office manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

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

*1 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.*

# APPENDIX 14

## 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.

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 e.g. site managers.

The establishment's 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 and all equipment is regularly inspected and maintained;
- 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 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 headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

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

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

Equipment for moving and handling people is subject to inspection on a six-monthly basis by a competent contractor.

## **APPENDIX 16**

### **DAILY SCREEN EQUIPMENT**

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 two years by a qualified optician (and corrective glasses if required specifically for DSE use).

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

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>



## **APPENDIX 17**

### **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

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

Deliveries that access the site must not do so during the times of 08.30am-9am and 3pm-3.30pm. The site manager will chain off access points to prevent access.

Access to the Children's Centre parking is also prevented during 08.30am-9am and 3pm-3.30pm.

## **APPENDIX 18**

### **LETTINGS / SHARED USE OF THE PREMISES**

Lettings are managed by the Office Manager following HCC guidance.

Specific restrictions and requirements are detailed in the school Letting Policy.

## **APPENDIX 19**

### **STRESS AND WELL BEING**

The school and governing board are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

Please see well-being policy for further guidance.

## APPENDIX 20

### LEGIONELLA

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

A water risk assessment of the school has been completed. The site manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

- Water is heated and stored to 60 deg C (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
- 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 and tank water temperature recorded.

## **APPENDIX 21**

### **SCHOOL SWIMMING**

#### **Primary school swimming in public**

These will be planned as an offsite visit in line with the school's policy.

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

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;

## **APPENDIX 22**

### **WORK EXPERIENCE**

Not applicable to primary phase.