



WESTFIELD PRIMARY SCHOOL AND NURSERY

HEALTH AND SAFETY POLICY

Holly Green, **Chair of Governors**

Suzanne Stace, **Headteacher**

Date ratified : 13.10.21

Ratified by: FGB

Date to be reviewed: October 2022

PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the Site Manager's Office, Displayed in the staff room, electronically on store box and the school's one drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis or when any significant changes or incidents occur.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

Westfield Primary School (WPS) offsite visit policy.

WPS Supporting Pupils with medical needs policy.

WPS Behaviour Policy.

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

The Governing Body 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 in the Education Health and Safety Manual.

A Health & Safety Governor (see Appendix 24) 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, Site Manager and other nominated members of staff as deemed appropriate. This feedback will enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478
healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

The task of overseeing health and safety on the site has been delegated by the head to the Site Manager (see Appendix 24)

Responsibilities of other staff holding posts of special responsibility

All staff will

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

The following third parties who use the school site have alternative procedures in place for the day to day management of their health and safety requirements (e.g. risk assessments, first aid provision, accident reporting etc) and their management teams will / have develop(ed) their own local health and safety arrangements to supplement those of the school.

- 1) Home from Home (out of hours wrap around childcare provider)**
- 2) W1SPA. (School PTA)**

PART 3. LOCAL ARRANGEMENTS

Detailed information on the LA's expectations are provided in the Education Health and Safety Manual.

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

Addendum - COVID-19 risks

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 Head Teacher following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in The Head teachers Office, school one drive and storebox, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by relevant line manager or class teacher. 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 used lesson plans.

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:

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>

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

HCC's policy for the management of Learning outside the classroom and offsite visits is available here <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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.

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

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) (see Appendix 24) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the headteacher for approval.

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

<p>HEALTH AND SAFETY MONITORING AND INSPECTION</p>

A formal inspection of the site will be conducted on a termly basis and be undertaken / coordinated by the Site Manager (see Appendix 24)

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 (see Appendix 24). Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager (see Appendix 24)

A named governor (see Appendix 24) 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 in the Education Health and Safety Manual. Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

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 'Fire safety risk assessment: Educational premises' and the Education Health and Safety Manual.

The fire risk assessment is located in the Site Managers 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, on the staff room notice board 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 school Secretary and the Site Manager and updated to the LA via Solero.

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

Gas. In cupboard off corridor behind kitchen

Water. In cupboard off corridor behind kitchen

Electric. In corridor behind kitchen

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the site manager (see Appendix 24) as appropriate.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site manager (see Appendix 24) 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 Site Managers office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday mornings between 06.30 and 07.00

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Active Security group 01279 420016.

A fire alarm maintenance contract is in place with Active Security Group and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

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

Chubb UK 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 UK

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 Active Security Group 01279 420016

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.

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):

Minimum of 2 members of foundation stage staff (see Appendix 24)

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

Majority of staff updated every 3 years (logged on SIMMS)

Trained in use of AED (6 hrs)

Minimum of 2 staff members. (see Appendix 24)

First aid qualifications remain valid for 3 years. The headteacher (See Appendix 24) **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:

1. PPA/ first aid room
2. First aid bumbags in all classrooms
3. First aid kits carried by MSAs
4. Kitchen (by ovens)

The senior first aider (see Appendix 24) is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits/ those in vehicles) are complete and replenished as necessary.

[An AED(automated external defibrillator) IS LOCATED IN THE MEDICAL /PPA ROOM

The Site Manager (see Appendix 24) checks the AED on a daily basis.

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

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

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

The school nurse is available for health and advice (Tel: 01442 454697)

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 administration staff (see Appendix 24) 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 the office administration staff and the senior first aider.(see Appendix 24)

All non-emergency medication kept in school is securely stored in the PPA/first aid room, refrigerated meds kept in clearly labelled container within fridge in the staff room, 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 PPA/first aid room in clearly labelled containers including the pupil's photo and name.

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.

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

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

Individual Health Care Plans (IHCP)

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

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

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENco (see Appendix 24)

All staff are made aware of any relevant health care needs and copies of health care plans are available in SEN files.

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

Sun protection

When planning such events/activities, staff are to consider the dangers of over exposure to sun. This factor should be considered when preparing the activity risk assessment so that adequate precautions can be made. The following precautionary measures should be taken in to account.

- Minimise the risks by limiting the amount of time that pupils are required to spend exposed to the sun.
- Consider the timing of events; the sun's harmful rays are most intense between midday and early afternoon.
- When it is very hot, keep children out of the sun altogether.
- Make use of all available shade provided by buildings, trees, etc.

Westfield aim to educate pupils about the dangers of over exposure to the sun and All pupils will receive at least one PSHE lesson/assembly in the summer term and outlining the dangers of not protecting our skin in the sun. Newsletters will advise parents of correctly preparing their child for coming to school on a hot day, this checklist will include:

- ensuring their child has a **high factor 6 hour** sun protection cream applied before coming to school (water resistant for those who have swimming lessons)
- ensuring their child has a hat with them in school
- ensuring their child has a fresh bottle of drinking water every day in school

In addition, pupils will be encourage to protect themselves from the sun by making use of natural shade. Staff will remind all children to wear hats when outdoors,

Sunscreen

- Parents will be encouraged to put a high factor 6 hour protection sun cream on their children before they come to school.
- If children bring sun cream into school they must only apply this to themselves and in the presence of an adult.
- A member of Staff **will not** apply sun cream to children.

It is not the intention to discourage or to exclude any child from participating in any planned outdoor activity. However, the school has a duty of care to look after the welfare of pupils, and it may, in certain circumstances, be necessary for pupils who are inappropriately dressed or prepared, to avoid or minimise exposure by “sitting out” of the sun as much as possible.

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 PPA/First aid room is used to record all minor incidents to non-employees, 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 Governing Body/ 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 will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.

- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

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.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Health and Safety is discussed at every Finance & Premises (F&P) Governor committee meeting, and issues reported at full Governing body meetings.

The Finance & premises sub committee meets 4-5 times a year to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff is/are (see Appendix 24)

Morning briefing notes and weekly staff meetings will include Health and safety reminders as and when required.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the Grid.

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

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

Health and Safety Training

All employees will be provided with:

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

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

Training records are logged on SIMMS.

The head teacher 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.

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.

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

When 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 call outs

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

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager, any member of SLT or the Head Teacher 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 Head Teacher/ Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the equipment log in the site managers office.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by the site managers office by the site manager (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid and the DfE's Good Estate Management for schools)

Curriculum Areas

Key stage leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

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

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

All earthed equipment (class 1), cables attached to such equipment and class 2 equipment will be tested annually. By a qualified member of staff or outside contractor.

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 by Home power ltd, on a maximum of a 5-year cycle Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when appropriately supervised.
This equipment will be checked daily before use for any apparent defects, and
The 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 T&B workshops.
ROSPA will conduct an annual inspection of the wild wood area.

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) Heads of Department 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 (see Appendix 24)

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.

Where persons may be affected by their use on site, the Site Manager (see Appendix 24) 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*).

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 3rd and 4th January 2019 by Armstrong and York.

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 (see Appendix 24)

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

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

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

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

The school's asbestos authorising officers are see Appendix 24 and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be

commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

CONTRACTORS

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

All contractors must report to school office / reception where they will be asked to sign the visitor's book, wear an identification badge and supply contact details for the purpose of Covid 19 track and trace systems while this measure is in place by HM Government. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager (see Appendix 24) 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 2015¹ 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 Site Manager (see Appendix 24) 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 <http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire frameworks the Site Manager (see Appendix 24) will undertake appropriate competency checks prior to engaging a contractor i.e. do they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

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

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

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 school's behalf.

The school operates a hot works permit system and work that involve open flame or hot iron tooling will require a permit to be issued on a daily basis by the site manager. The site manager will conduct the necessary check during and at the end of the day.

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 light-weight and rarely used items are stored there.

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders, see <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 individuals

The establishments nominated person(s) responsible for work at height is the Site Manager (see Appendix 24)

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.

No pupil shall be permitted to use any step ladder, ladder or scaffold.

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 head teacher (see Appendix 24) 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.

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

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.

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 administration in consultation with the site manager and head teacher following the school's lettings policy and HCC guidance.

APPENDIX 19

MINIBUSES

The Head Teacher maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA.²

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to the Head teacher in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) Issued by the HCC Road Safety Unit.

The Site Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows County Guidance.

APPENDIX 20

STRESS / WELLBEING

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

The school monitors staff welfare through Westfield's Emotional Health and Well Being Statement.

² All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

LEGIONELLA

A water risk assessment of the school was completed on 6th January 2019 by Nemco on behalf of HCC. The Site Manager (see Appendix 24) is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's waterlog book.

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

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on a termly basis by the Site Manager (see Appendix 24) and tank water temperature recorded.

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

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);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

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

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

WORK RELATED LEARNING

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school will assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)³
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

³ In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

Staff Duties

Head teacher	Suzanne Stace
Chair of governors	Holly Green
Health and Safety Governor	Andrew Walker
Site Manager	Paul Bray
Health and safety officer	Paul Bray
Staff union rep	Cat Mc govern
Offsite visit coordinators	Gemma Walker/ Suzanne Stace
Paediatric Trained first Aiders	Samantha Wortley-Taylor Laura Williams Jo Turner Emily Slade
Senior first aiders	Samantha Wortley-Taylor Jo Turner
AED trained staff	Sam Wortley-Taylor Paul Bray Suzanne Stace
School Nurse	School nurse team contact at Apsley House
Administration staff	Denise Arnold Gemma Walker Debbie Cole
Asbestos authorising officers	Suzanne Stace Paul Bray Gemma Walker
SENCo	Emily Slade

Addendum to H&S policy

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

The Headteacher will:

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

All staff will:

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- wear face coverings where recommended, in communal areas of the school where social distancing is hard to maintain;⁴
- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- keep occupied spaces well ventilated.
- promote and engage asymptomatic testing, where available.

In the event of any infection the school will:

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community;

contain any outbreak by following local health protection team advice. Confirmed cases in a child or staff member will be notified to Public Health England Health protection team 0300 303 8537 Option 1, HCC and COVID-19IMTRota@hertfordshire.gov.uk

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.

⁴ In primary schools headteachers have the discretion to decide whether to ask staff or visitors to wear face coverings in these circumstances. Primary school children will not need to wear a face covering.

Based on current evidence the DfE guidance is that face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided