

PART 2.ORGANISATION

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 Lead Governor Fr Peter Harris 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 reports at the Resources Committee Meetings from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. This may include, but is not limited to, HCC's Health and Safety Team².

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 visitors and contractors.
- 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.

Delegated Tasks

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 Assistant Head with Responsibility for H&S. Within departments this task is further delegated to the Relevant Subject Leader, and is monitored by the Assistant Headteacher.

The Assistant Head with Responsibility for H&S is responsible for:

- Ensuring effective arrangements are in place to pro-actively manage health and safety. The details of these arrangements are set out in Part 3 "Arrangements" below.
- 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.

² Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

- Reporting to the Local Authority 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. 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

Subject Leaders and Premises Manager will:

- Apply the school's health and safety policy within the areas for which they are responsible.
- 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 activities which present a significant risk 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 Assistant Headteacher with Responsibility for H&S 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 (See Appendix 7).
- 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.
- **For the duration of Covid-19 action, the following additional obligations are placed on all employees:**
 - a) **Over-riding the timescales listed in the email policy: Immediately and safely read all leadership and management emails regarding Coronavirus.**
 - b) **If you have any concerns about health and safety, follow and exhaust this 3-step process before any other action.**

1. Immediately alert the H&S Assistant Head (Andy McMillan) and Headteacher in person with any H&S concern. Follow this up by emailing the Assistant Head and Headteacher and Head's PA without delay marking your email as 'emergency H&S issue'. Without delay & immediately would include arranging emergency cover if you are engaged in duties.
2. If you believe safety is still in jeopardy despite the initial response from Mr McMillan, please return to the Headteacher in person without delay (or use his work mobile number 07714 742808, or see his PA or Deputies failing that). Immediately follow up your concern by email as described above.
3. After receiving a response or if you still believe safety is in jeopardy, please immediately contact the Chair of Governors via the Clerk, and alert the Headteacher as described above (in person or by 'phone, following up by email).

PART 3. ARRANGEMENTS

The School Operates a Three-Tiered approach to the management of Health and Safety. In conjunction with this policy, this approach ensures that the school meets its intentions and responsibilities as set out in part 1 and part 2 of this policy.

Tier 1 – Policy and Master Overview.

This tier comprises of an Excel Spreadsheet which lists all of the required actions that the school must undertake (e.g. Service Fire Alarm, Check First Aid Training, etc.). It details how often the action should occur and when the action was last completed. This allows the Assistant Headteacher with Responsibility for H&S and the Premises Manager to effectively document completed actions and identify upcoming actions to be completed within the required time-frame.

Tier 2 – Inspection/Monitoring Checklists

This tier comprises a suite of checklists that ensure all aspects of Health and Safety are suitably inspected and monitored.

- Weekly and Monthly Checklists completed by the Premises Manager, which focus on a different block/area each week/month.
- A termly checklist completed by the Assistant Headteacher, which covers the whole of the school site within a 12 month period. This termly checklist is sampled by the Headteacher.
- A set of Departmental Checklists for the Art, Science, D&T and PE departments completed once a term.
- A termly checklist is jointly completed by the Headteacher and the Assistant Headteacher with Responsibility for H&S.
- A twice-yearly Governor's Checklist inspects the effective management of H&S by the school.

Tier 3 – Evidence Folders

This tier comprises of a series of hard-copy folders (as well as digital copies where appropriate) which document the completion of actions identified in Tier 1 and Tier 2. These folders are stored in the Finance Office, with digital copies (where available) stored in the Premises Folder.

Appendices

In addition to the Three-Tier System the following list of Appendices covers the key elements of the Health and Safety policy.

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	-	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	-	Lettings
Appendix 18	-	Minibuses
Appendix 19	-	Stress
Appendix 20	-	Legionella
Appendix 21	-	Work Experience
Appendix 22	-	Food Allergies and the Canteen
Appendix 23	-	Slips and Trips
Appendix 24	-	Safety of pedestrians in or close to school site
Appendix 25	-	Location of COSHH and Equipment Registers
Appendix 26	-	Positions and Names
Appendix 27	-	Notes on Model HCC Policy

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 Assistant Head with Responsibility for H&S and Premises Manager following guidance contained in the [Education Health and Safety Manual](#).

Risk assessments are made available on request for all staff to view and are stored digitally³. 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 student(s) are held on that individual's file and will be undertaken by the Assistant Headteacher with Responsibility for H&S or an appropriately delegated member of staff. Such risk assessments will be reviewed by the Assistant Headteacher with Responsibility for H&S on a termly 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 which present a significant risk will be carried out by Subject Leaders using the relevant codes of practice and model risk assessments detailed below. Significant findings are incorporated into relevant texts (such as Schemes of Work, Lessons Plans)

All Local Authority schools have a subscription to CLEAPSS and their publications⁴ are used as sources of model risk assessment within Science, Art and DT.

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

- **D&T:** BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- **Science:**⁵ ASE, Safeguards in the school laboratory, 2006 (11th Edition), <http://www.ase.org.uk/> ISBN 978-0-86357-408-5
- **Art:**⁶ National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
- **PE:**⁷ Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>

³ T:\Staff Resources\Premises\Risk Assessments

⁴ CLEAPSS www.cleapss.org.uk, secondary science should be using <http://science.cleapss.org.uk/>

⁵ T:\Staff Resources\Science\CLEAPSS\CLEAPSS

⁶ <http://www.nsead.org/hsg/index.asp>

⁷ T:\Staff Resources\Physical Education\Health and Safety

Students with Additional Needs

The Model Risk Assessments provided by national bodies (e.g. Cleapss, AfPE, etc.) are a very useful tool for Subject Leaders and teachers to determine how to control risks presented by different activities. However, they cannot take into account the needs of individual students and therefore it is important that staff follow the protocols below for assessing the possible risk presented by students in each individual subject area.

There are three main types of additional need that staff may need to be aware of, and take into account when planning and delivering lessons. The table below sets out how staff would identify students with each type of need, where they would get additional information and how they might use this information within their own classroom/work environment. Some information may be of a safeguarding concern and is confidential and only shared on a 'need-to-know' basis as risk assessed by the DSP/DDSP according to individual circumstance and presenting need.

Type of Additional Need	Examples of specific needs	Where would a teacher find out who this applies to?	Where is additional information on these students kept?	What should a teacher do with this information?
Special Educational Need (including some disabilities)	Dyslexia Visual Impairment	SEN Register – Saved in Learning Support Folder. Maintained by LS Department	Pupil Passports EHCP/Statement	Teachers should record the information in an appropriate place (e.g. class register, seating plan), while ensuring confidentiality is maintained. Teachers should use advice to assess any possible risk in their classroom and differentiate where necessary.
Medical Condition or Physical Disability	Nut allergy Cerebral Palsy	Medical Needs register. Maintained by First Aid Coordinator	Individual health Care Plan (IHCP)	
Pastoral Need or Safeguarding Concern	Grief Suicidal Tendency Self-harm	Shared directly by pastoral team to relevant staff based upon assessment of risk	Safety & Support Plan (SSP) maintained by DSP/DDSP	

APPENDIX 2 – OFF SITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's 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(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Assistant Headteacher with Responsibility for H&S..

For more specific guidance refer to St Mary's Policy F1 (School Trips)

APPENDIX 3 - HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken by the Assistant Headteacher with Responsibility for H&S. As a large site, the school will inspect different areas each term, ensuring that the whole site has been inspected over the course of a 12 month cycle. The Premises Manager will conduct a series of weekly and monthly checks which will ensure the whole site is inspected regularly.

Inspections of individual departments will be carried out on a termly basis by Subject Leaders or nominated staff, using the HCC Department Checklists template.

The results of the weekly, monthly, and department inspections will be collated by the Assistant Headteacher with Responsibility for H&S and will be stored in hard-copy in the relevant Tier 3 Folders. Responsibility for following up items detailed in these inspection reports will rest with the Assistant Headteacher with Responsibility for H&S.

The Termly review, completed by the Assistant Headteacher with Responsibility for H&S will be reviewed with the Headteacher once a term. This review will include examination of the monitoring and inspection folders and the results of this review will be recorded in the termly checklist.

The Lead governor will be involved in monitoring the school's health and safety management systems on a twice yearly basis (using the HCC Governor's Checklist Template). The Lead Governor will report back to the Resources Committee.

APPENDIX 4 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Assistant Headteacher with Responsibility for H&S is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is stored digitally⁸, and will be reviewed on an annual basis.

Emergency Procedures

The school has a Fire Evacuation Policy (Policy F3 in School Handbook), which all staff are required to be aware of. In addition a 'Fire Notice', which summarises the Fire Evacuation Policy, is on display in every classroom. These procedures will be reviewed 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. These are checked as part of the weekly and monthly monitoring inspections conducted by the Premises Manager.

Emergency contact and key holder details are maintained by the Assistant Headteacher with Responsibility for H&S and updated to the LA via Solero.

Fire Drills

Fire drills are undertaken termly and results recorded and stored digitally⁹. Where an un-planned fire alarm and evacuation takes place this can constitute the 'drill' for that term.

Fire Fighting

- The safe evacuation of persons is an absolute priority.
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- Staff should only attempt to deal with a fire if there is an immediate risk to life (e.g. a person is trapped with no other way of exiting the building).
- In addition, staff working in high risk areas (e.g. Kitchen, Science, etc.) may, **if it is safe to do so without putting themselves at risk**, use portable firefighting equipment to tackle a small fire, if and only if, the alarm has been raised and the evacuation of people in the immediate vicinity has taken place..
- Portable Fire-fighting equipment is serviced annually and appropriate signage correctly identifying the designation/location of equipment is reviewed at the same time.

Details of service isolation points (i.e. gas, water, electricity) are found on the map in the Fire Log File.

Details of chemicals and flammable substances on site.

All highly flammable substances are stored securely in locked areas (e.g. Site Storage, Chemicals Cupboard). An inventory of these will be kept by the relevant person (e.g. Subject Leader of Science, Premises Manager).

⁸ T:\Staff Resources\Premises\Fire\School Fire Risk Assessment (Reviewed 2017).doc

⁹ T:\Staff Resources\Premises\Fire\Fire Drill-Alarm Log Book (Started 2017-18).xlsx

APPENDIX 5 - INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

The Assistant Headteacher with Responsibility for H&S is responsible for ensuring that the school's fire log book is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Site Office. A 'Master Overview' document records all inspections and identifies which inspections are due next. This is stored digitally¹⁰ in the Premises Folder.

Fire Alarm System

Fire alarm call points will be tested weekly in rotation. These are recorded in the Weekly Inspection Checklist completed by the Premises Manager

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer
Chubb 0344 879 1666

A fire alarm maintenance contract is in place with Chubb and the system tested annually and serviced bi-annually.

Fire-Fighting Equipment

Weekly in-house checks 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 the Premises Manager.

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 Chubb

Means of escape

The Site team are trained to look for and remove any obstructions on exit routes and ensures all final exit doors are operational and available for use. This is done on a daily basis as they open up and lock down the school.

¹⁰ MASTER Overview of Health and Safety.xlsx

APPENDIX 6 - FIRST AID AND MEDICATION

First Aid Training

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 FIRST AID AT WORK LEVEL (3 days /18 hrs.):**
 - Julie Hood (Reception) 11th Jun 2019 St Johns Expires: 11th June 2022
 - Hilary Nevin (Finance) 29th Nov 2017 St Johns Expires: 29th Nov 2020

- **TRAINED TO EMERGENCY FIRST AID AT WORK (2 day / 12 hrs.):**
 - Daren Jones (Site Team) 9th July 2019 Medrock Expires: 9th July 2022
 - Nicola Jimson (Canteen) 9th July 2019 Medrock Expires: 9th July 2022
 - Claire Wright (Science) 9th July 2019 Medrock Expires: 9th July 2022
 - Claire Schofield (6th Form) 9th July 2019 Medrock Expires: 9th July 2022
 - Paul Dolman (D of E) 8th April 2019 CK Training Expires 8th April 2022
 - Charlie Cage (Site Team) 8th April 2019 CK Training Expires 8th April 2022
 - Bridget Tappin (Finance) 8th April 2019 CK Training Expires 8th April 2022
 - Laura Nubel (Science) 8th April 2019 CK Training Expires 8th April 2022
 - Gerard Nocher (D of E) 8th April 2019 CK Training Expires 8th April 2022
 - Angela Crowhurst (D&T) 17th July 2017 St Johns Expires 17th July 2020
 - Glen Asamoah (Cover) 5th Feb 2017 AoFA Expires 5th Feb 2020
 - Suzi Sumsion (Repro) 15th June 2018 St Johns Expires 15th June 2021

- **TRAINED TO FIRST AID IN PHYSICAL EDUCATION (2 day / 12 hrs)**
 - Leanne Clark 9th July 2019 Medrock Expires: 9th July 2022
 - Nicola Conquest 9th July 2019 Medrock Expires: 9th July 2022
 - Steve Eddleston 9th July 2019 Medrock Expires: 9th July 2022
 - Gemma Wilkinson 9th July 2019 Medrock Expires: 9th July 2022
 - Stewart Wright 9th July 2019 Medrock Expires: 9th July 2022
 - Anne Newman (Cover) 26th July 2019 St Johns Expires: 26th July 2022

- **TRAINED FOR "MENTAL HEALTH FIRST AIDER (2 day / 12 hrs)**
 - Sue Hutchin 21st Dec 2018 HCC Expires: 21st Dec 2021

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

First Aid Equipment

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- First Aid room in A block
- Science Prep Room
- PE Office in D Block
- A Number of travel First Aid Kits are kept in the First Aid Room for the use on External Visits

AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS¹¹:

- First Aid room in A block
- PE Office in D Block

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 normally 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. In the event of air-ambulance transport, a member of staff will be designated to travel to the relevant Hospital by motor vehicle.

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 a pupil being injured, with the parents/carers.

Nearest A&E

Princess Alexander

Hamstel Road

Harlow

Essex

CM20 1QX Tel: 01279 444455

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 (Policy H9 – Supporting Pupils with Medical Conditions)

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 First Aid Coordinator is responsible for accepting medication and checking all relevant information has been provided by parents /carers prior to administering. Records of administration will be kept by the First Aid Coordinator.

All non-emergency medication kept in school is safely labelled and stored in the First Aid Room, which is monitored by reception staff.. Refrigerated medicines are kept in clearly labelled container within the fridge, with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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

The school have chosen to hold an emergency salbutamol inhaler and an emergency EpiPen for use by pupils in the event of:

¹¹ There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

- EITHER their own prescribed inhaler/Epipen is unavailable or out of date
- OR following instruction from a medical profession in the event of an incident involving a student with no previous record of reaction

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 First Aid Coordinator.

All staff are made aware of any relevant health care needs and copies of health care plans are available in reception, on SIMS within individual child details under medical. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Students on Crutches

When the school is informed that student will be on crutches an individual Risk Assessment will be carried out using the 'Student on Crutches' Risk assessment. This will be filled in by a member of staff in consultation with the student in order to ensure they understand the particular arrangements made to keep students on crutches safe. A copy of the completed risk assessment will be kept by the Assistant Headteacher with responsibility for H&S.

APPENDIX 7 - ACCIDENT REPORTING PROCEDURES

Level of Accidents

There are two levels of injury that may result from an accident. These can be classified as follows:

- **Major** – this is where the injured person requires immediate hospitalization
- **Minor** – this is where the injured person does not require immediate hospitalization, but can be treated by the school’s own first aid trained staff.

Reporting of Accidents

There are several ways in which an accident may be reported. These are:

1. Local Accident Logbook (School) – this is stored digitally and maintained by the First Aid Coordinator.
2. Online Child Protection Database (CPOMS) – this is stored online and maintained by members of SLT and the First Aid Coordinator
3. Report to Governors (GOV) – Governors will receive a report on all major injuries as part of the standing item on H&S at the resources committee.
4. Report to Health and Safety Executive (HSE) – this is an online report, also known as a RIDDOR. Accidents that are reportable to the HSE must be reported within 15 days of the incident. Reports to the HSE should be completed by the Assistant Headteacher with Responsibility for H&S and reviewed by the Headteacher before submission.

The Table below outlines what level of report is required for different levels of accident:

Person	Injury Level	Notes	Reported to...			
			School	CPOMS	GOV	HSE
Student or member of the public	Minor		✓			
	Major	If NOT as a result of lack of supervision or faulty equipment	✓	✓	✓	
	Major	If as a result of lack of supervision or faulty equipment	✓	✓	✓	✓
	Death	Except suicide	✓		✓	✓
Students with complex ¹² medical conditions	ANY		✓	✓		
Staff	Minor		✓		✓	✓
	Major	If on list of specific injuries from HSE OR leading to 7 days of consecutive absence (not including day of accident)	✓		✓	✓
	Death	Except Suicide	✓		✓	✓

Monitoring of Accidents

Accidents are monitored for trends by the First Aid Coordinator who produces a termly report identifying recurring issues. This report is reviewed by the Assistant Headteacher with responsibility for H&S as part of the Termly Inspection Checklist. The Headteacher or Assistant Headteacher with Responsibility for H&S, will investigate accidents and take remedial steps to avoid similar instances recurring. Where the findings of the review of accidents trends are significant these should form part of the report to Governors on the Resources Committee.

¹² The Register of Medical Needs includes an indicator of which students are considered to have ‘Complex’ Medical Needs. This is maintained by the First Aid Coordinator in consultation with the Deputy Head (Pastoral).

APPENDIX 8 - HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

A meeting of the Health & Safety Committee is scheduled every term. The Health & Safety Committee consists of key staff (such as Science Technicians, Catering Manager, and Site team). This meeting is chaired by the Assistant Headteacher with Responsibility for H&S, with minutes kept and stored in the Premises Folder.

Health & Safety is a standing item on the Resources Committee, which meets termly. The Assistant Headteacher with Responsibility for H&S reports to the committee on items relating to the health, safety and welfare which may affect staff, pupils or visitors.

Communication of Information

The Health and Safety Policy is the key source of information for all employees. This Policy is available for all staff to view in the Staff Handbook and is one of the Key Policies that all staff (existing and new) must acknowledge they have read.

Any new instructions or restrictions in relation to Health & Safety will be communicated to all staff via the school's normal communication methods (Weekly Bulletins and Staff Briefings) and highlighted as part of the standard cycle of policy review.

The Health and Safety Law poster is displayed in Reception.

As a Voluntary Aided School, the Governing body as the employer provides access to competent H&S advice via HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974. The HCC Education Health and Safety Team (Tel: 01992 556478) provide competent health and safety advice.

Health and Safety Training

All employees will be provided with:

- Access to the Health and Safety Policy;
- Updated training/instruction in response to any significant change;
- Training in specific skills needed for certain activities
- Refresher training where required.

Training records will be kept in the Heads PA's Office. The Assistant Headteacher with Responsibility for H&S 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. This administration of this system is completed by the Training Coordinator. External training on H&S will only be provided by appropriate accredited organisations.

Each member of staff is also responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. Line Managers should consult with the Assistant Headteacher with Responsibility for H&S regarding the training needs of staff whom they line manage.

APPENDIX 9 - PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

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

Staff working during School Holidays must sign in and out at reception, so that Premises staff have an accurate record of people on site in the event of an emergency.

Staff wishing to work outside of normal school hours (e.g. staying after school has closed, or working at weekends) must consult with the Premises Manager to arrange access.

Lone working

Staff are encouraged not to work alone in school. Requests to carry out work unaccompanied or without immediate access to assistance should be risk assessed by the Premises Manager and the Assistant Headteacher with Responsibility for H&S to determine if the activity is necessary.

Where lone working cannot be avoided staff (E.g. site staff locking up, cleaners working before school opens) should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

Staff conducting home visits, should ensure the following control measures are adhered to: 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.

APPENDIX 10 - EQUIPMENT

Premises Equipment

Some Premises Equipment (e.g. Boilers, Leaf blower, etc.) present a significant risk to the Health & Safety of Staff. In relation to such equipment the Premises Manager is responsible for:

- Ensuring all relevant equipment is stored in a secure location
- Ensuring a visual inspection of equipment is conducted before use
- Personal Protective Equipment (PPE) is used as appropriate
- Keeping instruction manuals and following instructions contained therein
- Ensure only competent staff use the equipment
- Identifying all plant and equipment in an equipment register (See Appendix 25)
- Where significant risk is present ensure a Risk Assessment is carried.

Curriculum Equipment

Within some Curriculum Areas (Art, Science, D&T and PE) some equipment may present a significant risk to Health and Safety. Subject Leaders are responsible for:

- Ensuring all relevant equipment is stored in a secure location
- Ensuring a visual inspection of equipment is conducted before use
- Personal Protective Equipment (PPE) is used as appropriate
- Keeping instruction manuals and following instructions contained therein
- Ensure staff/students are trained/instructed as appropriate before use
- Identifying all plant and equipment in an equipment register
- Where significant risk is present ensure a Risk Assessment is carried

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

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors as set out in the Tier 1 Master Spreadsheet. Records of such monitoring will be kept in the relevant folder in the Finance Office and electronic copies (where available) will be stored in the Premises folder on RMStaff (Key areas for compliance are outlined on the [Grid](#))

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 Premises 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 Plowright Hinton. The Premises Manager is responsible 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. The HSE advises that "New equipment should be supplied in a safe condition and not require a formal portable appliance

inspection or test. However, a simple visual check is recommended to verify the item is not damaged". This means a brand new item (e.g. a Kettle for your office) does not require a formal PAT test, but should still have a visual inspection by a member of site team. Items that are not brand new should not be used until they have been PAT tested.

It is now common for staff and students to bring personal mobile phone chargers in to school to keep their phone charged up during the day. These devices present a fire risk (particularly if they are unlicensed products which may not conform to British Standards) and therefore should only be used when the room is occupied (the high value of most phones means that it should be rare that they are left unattended). This is so that if the device were to develop a fault and start a fire the person in the room would be able to evacuate the room and raise the alarm immediately. If staff come across a phone charger that is switched on but there is no one present in the room they should turn off the charger.

Toasters are not allowed on school site due to the high risk of fire or smoke causing a fire alarm.

A fixed electrical installation test (fixed wire test) will be conducted by CES on a 5 year cycle and an annual inspection with 20% physical test of wiring will be undertaken in order to provide a full set of results over a 5 year period.

Laptop Trolleys

These devices present a slightly higher level of risk than some electrical items due to the high number of connected devices, in particular when plugging or unplugging the trolley as a whole. New laptop trolleys should display a certificate of conformity (or 'CE' Mark) to show they meet legislative requirements. For existing trolleys, where a certificate of conformity is not verifiable the school follows the advice from HSE¹³ in order to minimise the possibility of an electric shock. The school chooses to apply this advice to all laptop trolleys, including those with an existing certificate of conformity.

- i. Only Staff can plug or unplug mobile trolleys
- ii. 3-pin plugs associated with mobile charging trolleys should be inserted and removed from a socket only when the socket is switched OFF.
- iii. Portable RCD (residual current device) devices will be used for laptop trolleys. These should remain with the trolley so that it is in use when the trolley is moved to another location.
- iv. Staff must take care to protect the integrity of power cables by preventing them from being damaged by the trolley wheels (particularly when moving the trolley)
- v. A daily visual check of the condition of cables and plugs should be carried out.
- vi. A warning notice should be posted adjacent to sockets and elsewhere, as necessary, to remind users of the points above

¹³ <http://www.hse.gov.uk/services/education/safety121009.htm>

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 and DT) Subject Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Premises Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed. (See Appendix 25)
- 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.

The following advice should be followed by staff dealing with COSHH

- Do not mix chemicals
- Don't decant into unmarked containers
- Store chemicals appropriately (locked cupboard and keep acids away from alkalis and bleach (chlorine) away from both)
- Only use the product for its intended use
- If PPE is required, wear it
- Add chemicals to water rather than water to chemicals to avoid splashes

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

Secondary level only

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in 'Managing Ionising radiations and radioactive sources in schools' 2018 Edition

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Subject Leader of Science. They are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually

APPENDIX 12 - ASBESTOS

The school has an 'Asbestos Management Policy' (also known as the Asbestos Management Plan or AMP). This sets out the methodology for the school's management of Asbestos Containing Materials (ACMs) and should be read in conjunction with the School's Asbestos register which lists all known (or presumed) instances of ACMs around the site. The School's AMP is in line with the Control of Asbestos Regulations (CAR 2012) as well as guidance from the Department for Education and Hertfordshire County Council.

The Assistant Headteacher with Responsibility for H&S is responsible for maintaining the school's asbestos records (including school plans, asbestos survey data and site specific management plan). The majority of these records are held in hard-copy.

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.)

Any staff member or contractor who wishes to conduct work that may affect the fabric of any building must complete the 'Permission to Work' Log. This is completed in consultation with one of the sites Asbestos Authorising Officers (see list below) who are responsible for ensuring that staff/contractors are made aware of the location of ACMs within the area in which they intend to work.

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.

The school's asbestos authorising officers are:

- Charlie Cage Training Expires: 8th Nov 2019
- Andy McMillan Training Expires: 9th Nov 2021
- Daren Jones Training Expires: 7th Jan 2021

The Assistant Headteacher with Responsibility for H&S and Asbestos Authorising Officers shall ensure:

- That the asbestos register 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

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 reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Premises 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](#)¹⁴ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed at present by Barkers Associates 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 Hertfords hire frameworks the Assistant Headteacher with Responsibility for H&S will undertake appropriate competency checks (such as seeking confirmation of suitable Accreditations) prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely, the degree of competence required will depend on the work to be done.

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

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

The School employs Barkers Building Associates for the completion of large-scale building projects. The responsibilities listed above are delegated to Barkers in relation to such projects (e.g. HSE Notifications, Risk Assessments, competency checks, etc.)

¹⁴ 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 the task specific risk assessment¹⁵ should be consulted to ensure such risks are adequately controlled.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored above head 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. The following advice from HSE should be followed by all staff that 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 staff, drama, ICT technician etc.

The establishment's nominated person responsible for work at height is the Premises 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/competent 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 ("Ladder Register") is available and all equipment is regularly inspected and maintained
- Any risks from fragile surfaces are properly controlled.

¹⁵ <T:\Staff Resources\Premises\Risk Assessments\2018.06.18 - Working at Height\2017.10.11 - Working at Heights Risk Assessment.doc>

APPENDIX 15 - LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are available and staff provided with information on safe moving and handling techniques. These are included in the Risk Assessment for Caretaking Duties¹⁶

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

Paediatric Moving and Handling

For any student requiring assistance with mobility the school would provide 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).

¹⁶ [T:\Staff Resources\Premises\Risk Assessments\2018.08.13 - Caretaking Duties\2018.08.13 - Caretaking Duties.docx](#)

APPENDIX 16 - DISPLAY SCREEN EQUIPMENT (DSE)

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

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 - LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Premises Manager following HCC guidance. The Premises team will oversee all lettings, normal fire procedures will be followed, booking forms completed showing all terms and conditions. Clubs must have their own insurance and a copy given to the school at time of booking. Where the booking group are not part of a formal organisation and do not have public liability insurance, they will be requested to sign a declaration to acknowledge this.

Any electrical equipment brought onto site must be PAT tested if it is not brand new.

Depending on the activity a separate risk assessment may be needed

APPENDIX 18 - MINIBUSES

The school currently owns three mini-buses which are used predominantly for school trips and travel to and from sports fixtures.

School Use

Any member of staff wishing to drive a minibus for a school use must ensure their details are stored in the schools [List of Nominated Drivers](#). This list will be maintained by the Assistant Headteacher with Responsibility for H&S and Site Manager (Charlie Cage).

First Time Driver

Before driving a minibus for the first time staff must present a copy of their driving licence which will be stored digitally¹⁷. At this time a check of the driver's Driving Licence will be completed (this will require the Driver to generate a 'Check Code' from the [DVLA](#) website, which they will need to share with the school who will then conduct the [DVLA](#) check. The result of this check will determine whether the person is suitable to drive. All drivers must be over 21 and hold a full Category B (car) licence which they have held for at least two years.

Annual Check

On an annual basis individual staff will be required to obtain a check code from the [DVLA](#) and provide this to the Premises Manager in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence. Decisions about whether penalty points on a person's licence should disqualify them from driving a school mini-bus will be taken on a case by case basis, and where necessary a risk assessment may be completed.

Mini-buses and D1 Entitlement

Two of the three mini-buses (licence plates: VX53 TDZ¹⁸ and HX67 DKE) are under 3.5 tonnes in weight and so as a result can be driven by any person with a valid UK driving licence as long as they are not being paid to drive the vehicle specifically.

One of the three mini-buses (licence plate: AJ55 MJF) is over 3.5 tonnes in weight and so can only be driven by those people who have category D1 entitlement. Those drivers who obtained a UK licence before 1st January 1997 will automatically have D1 entitlement. However, those drivers who obtained a UK licence after 1st January would need to hold a valid HCC minibus permit (valid for 5 years). These are issued by the HCC Road Safety Unit.

Vehicle Maintenance

The Premises Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows [County Guidance](#).

Private Hire

At the discretion of the Headteacher members of staff can book the school minibuses for private hire outside of normal school operating hours. Requests from staff for Private hire should be made to the Assistant Headteacher with Responsibility for H&S. Staff wishing to book the mini-bus would still need to be on the list of Nominated Drivers. Staff wishing to do book the minibus should refer to the School Policy (F4) which states that "Activities that are undertaken by staff solely on a social basis are to be charged at a discounted commercial rate, to be set by the School Finance Manager and reviewed annually by the Leadership Group. This charge is to cover wear and tear."

¹⁷ [T:\Staff Resources\Premises\Mini-bus\2017-18 - Copies of Licences](#)

¹⁸ Due to the age of this vehicle it is liable to be charged under the 'T-Charge' (Emissions Surcharge) if travelling into London. For this reason trips to London should avoid using this vehicle if possible

APPENDIX 19 - STRESS / WELLBEING

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

For full details see School "Policy E39 – Staff Wellbeing"

The School takes a proactive approach to promote good well-being and management of stress among staff. This is inclusive of (but not limited to) some of the following examples of practice:

- Provide personal and professional development programmes that meet the specific needs of the staff and at the same time fulfil school priorities.
- Provide a range of strategies for involving staff in school decision making processes.
- Social opportunities for staff to relax and bond together, e.g. summer BBQ and Christmas party.
- Staff Masses to join together as part of a staff community in a Catholic setting.
- Celebrating staff achievements and personal milestones through the Staff Association.
- Having a clear line-management structure that encourages non-judgemental and confidential care procedures through, for instance, providing additional support, mentoring and coaching support programmes for staff.
- Constantly review the demands on teachers and support staff, e.g. the time spent on paperwork, and strive towards seeking out alternative solutions wherever possible through having open communication channels with staff.
- The provision of School Chaplaincy to provide pastoral care and support for staff as well as students.
- Prioritising of allocated staff time for spiritual reflection - briefing prayer and reflection weekly.
- Respond sensitively and flexibly to external pressures that impact on staff lives and offer support whilst at the same time ensuring the efficient running of the school.
- Staff voice through questionnaires and feedback through staff survey.
- Line Management structure always addresses departmental concerns to ensure staff wellbeing is an integral part of their management responsibility.

In the event of staff becoming unwell due to stress the following principles are applied:

- The member of staff communicates with their Line-manager to identify concerns, and work on an approach to best support the member of staff.
- If a member of staff is uncomfortable sharing with their immediate line-manager they are also able to speak to the line-manager of their immediate line-manager.
- In the event of long-term absence due to stress the school has an insurance policy in place to mitigate the financial costs of covering absence staff. This is held with the Schools Advisory Service.
- Furthermore, during a long-term absence the school can instigate a referral to Occupational Health in order to support colleagues in their return to work.

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 in March 2014 by Nemco.

The Premises 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°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;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by the site team and tank water temperature recorded.

APPENDIX 21 - WORK RELATED LEARNING

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work experience

The School Careers Advisor is responsible for:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise Youth Connexions to 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)¹⁹
- 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/Education H&S Team at the earliest possible opportunity.

¹⁹ 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.

APPENDIX 22 – FOOD ALLERGIES

All known food allergies should be brought to the school's attention by the parents, and where necessary an Individual Health Care Plan should be put in place (as per the school's medicine and first aid policy).

While the majority of secondary school aged children are able to self-manage their own allergies or intolerances, the following protocols are in place to minimise the possibility of a student having an allergic reaction.

In the Canteen

All food that is bought into the canteen is purchased from approved suppliers, who are legally bound to identify any allergens in their food products. In addition, our Canteen Advisory Service (Relish) provide Recipe Cards for all meals and products that identify which meals will have known allergens in (based on the ingredients). The canteen staff usually receive products from the specified suppliers which link exactly to the recipe cards. Where a different product is used (e.g. an item is out of stock), the Canteen Manager compares this with the recipe card to identify if any allergens are in the replacement product. The canteen staff do not usually purchase products outside of those identified by our Canteen Advisory Service, which minimises the risks of possible allergens being unidentified. Where purchases are made outside of the usual suppliers (e.g. Christmas Dinner) every item is checked by the canteen manager for known allergens and appropriate steps taken (see below).

When a meal or product has an identified allergen, if this is a packaged item (e.g. a sandwich or wrap) a member of the canteen staff writes a note on the label alerting canteen users to the presence of an allergen. Where the meal or product is not packaged (e.g. hot meal on a plate, or pasta-king in a pot), a sign is located on the counter immediately next to where the product is being served from.

All staff are qualified to Food Hygiene Level 2, and this is renewed every 3 years. This includes training of good practice in relation to minimising the possibility of cross-contamination. New staff complete an online Food Hygiene course as soon as reasonably possible after starting and are supervised closely, and trained to follow the same protocols as existing staff.

Outside the Canteen

It is common for the school to arrange occasional Charity events which sell or provide foods outside of the canteen.

1. **Pre-packaged wrapped goods** – In a 'Tuck' shop event, where only shop bought products still in their original packaging are sold (e.g. Cans of drink, Crisps, Chocolate Bars, etc.), since these items have allergen information on their packaging these can be sold as normal. This is on the assumption (stated above) that secondary school children with allergies are expected to self-regulate their food. When selling such products a sign will be displayed to explain this.
2. **Pre-packaged unwrapped goods** – In the event that items have been bought from a shop, but then unwrapped to sell in smaller parts (e.g. a shop bought cake cut into slices and sold separately) then the original packaging must be kept nearby to the product allowing purchasers the chance to refer to the packaging to identify allergens. When selling/offering such products a sign will be displayed alerting those with allergies to refer to the packaging.
3. **Home-Baked Goods** – Since it is impossible to guarantee that no traces of known allergens may have made their way into the food, then we will assume that there are allergens present. Therefore students with allergies will be instructed not to purchase any product. A sign will be displayed alerting those with allergies not to purchase any home-baked products.

APPENDIX 23 – SLIPS AND TRIPS

Injuries caused by slips and trips are among the most common injuries identified in a work environment. The following steps are taken as a general approach to reducing the possibility of these sorts of injury:

- Wires must not create a trip hazard across rooms (wherever possible wire covers must be used – this can be requested from the ICT Manager)
- Staff should alert a member of site team if they identify any damage to internal flooring (e.g. ripped carpet, broken tiles, etc.)
- Entrance mats can be found inside some high-traffic external doors to soak up excess water/mud
- Drainage should prevent large build-up of water, especially near entrances to buildings
- Floors are cleaned daily
- Walkways through buildings and fire exits should be kept clear of obstruction at all times.
- Steps (both internal and external) should have markings that clearly show the edges, particularly to help those with Visual Impairments
- Stairs should have hand-rails (on both sides where reasonably practicable)
- D&T machinery has fixed ventilation to reduce dust on floor.
- Spillages should be cleaned up immediately
- Cleaners will use 'wet floor' signs to indicate when floors have been mopped
- Outdoor areas are routinely cleared of build-up of mud/leaves
- Metal fire escapes have anti-slip treads by design
- When carrying items, staff must never carry so much that their vision is impeded.
- Students are instructed not to run on the school site except on designated areas (including the Tennis Courts, Sports Field and Main Playground (between Hume and F Block))

This list is not exhaustive and is based on advice from the Health and Safety Executive²⁰

²⁰ 'Slips and Trips – Hazard Spotting Checklist' <http://www.hse.gov.uk/pubns/ck4.pdf>

APPENDIX 24 – SAFETY OF PEDESTRIANS IN OR CLOSE TO SCHOOL SITE / VEHICLES ON SITE

The following protocols are designed to ensure the likelihood of a student or member of staff being involved in a collision with a vehicle are minimised.

The school has a 5mph speed limit across the site, and there is a sign indicating the speed limit within view when entering by the vehicles gate.

Separation of Vehicles and Pedestrians

There is a clear separation of pedestrians and vehicles access at the school entrance. There are separate pedestrian gates adjacent to both of the vehicle gates. Each pedestrian gate leads on to a path which enters the school site. One of the pathways crosses the entrance to the over-flow car park. Vehicle gates must not be used for pedestrian access. Access for Emergency Vehicles must be maintained (i.e. routes are clear that would allow an ambulance or fire engine to get access to the field and/or playground).

The main entrance vehicle gates are normally kept closed during school hours. The 'In' gate is electronically operated using an inter-com system in reception. This gate is opened at approximately 3pm to allow coaches to access site and is monitored by a member of site team to ensure no unauthorised vehicle access.

The school has a designated vehicle drop off/collection point (referred to as the 'Turning Circle'). This means students being dropped off/collected by coach do not have to cross any public roads to access the coaches. The Turning circle contains a number of 'lanes' with raised pedestrian 'islands' between each. Vehicles dropping off/picking up use these islands to enable pedestrians to safely navigate to the school site. Parents dropping off students must use these lanes/islands so that students are not unexpectedly walking in the paths of on-coming vehicles

Students using the turning circle do have to use a pedestrian crossing that crosses part of the school car-park. During the morning and afternoon coach runs there is a member of staff on duty to ensure students cross the pedestrian crossing safely.

Vehicles in School Playground

Adjacent to the reception block there are a set of removable bollards that can be used to allow vehicle access on to the main site. Vehicle access through these bollards will only normally occur outside of schools hours, or where necessary (e.g. to move a school mini-bus) will take place during lessons when student movement around site is minimal.

The gates by the Music block are normally used by regular visitors (e.g. deliveries for the canteen, or refuse collection). These are kept closed during the school day. Wherever possible these deliveries/collections are arranged to occur before 8.15am (when the site opens to students). Where this is not possible, a member of site team will grant access and supervise the vehicle while it is on site. In the event of a morning delivery over-running, a member of staff on duty who witnesses a vehicle on site at a time when students are around should accompany the vehicle off-site by walking in front of the vehicle (thus ensuring the 5mph speed limit is observed) and instructing students to keep clear of the vehicle. Furthermore, the Music Block gate will be locked at 8am, and a sign displayed with a contact number should a delivery arrive after 8am and require access.

The school mini-buses are parked within the school site. When being moved by a member of staff (e.g. to attend a fixture) then they should be moved whenever possible outside of normal school hours, or during lessons. Staff driving the mini-bus through the playground must observe the 5mph limit as small numbers

of students may still be moving around site during lesson times. If avoiding driving the mini-bus during lessons or outside school hours is unavoidable then the driver should locate a member of staff on duty to walk in front of the vehicle until it reaches the school car-park (opposite reception) or music block gates.

Before and After School Drop-Off/Pick-Up Procedures²¹

The most likely times for an incident to occur would be between 8.15-8.45am (Morning “Drop Off”) and between 3.25-3.40pm (Afternoon “Collection”). The following procedures are in place to reduce the risk posed at these busier times.

In the morning a member of staff (Transport Co-ordinator) is on duty at the Turning Circle. Their role is to supervise students being dropped off by coaches as well as those being dropped off by parents. They ensure that all students dropped off in the turning circle walk to the central island and then enter school through the main pathway. They direct students to move safely across the site, and where necessary alert them to the presence of other vehicles.

In the afternoon, due to the high number of vehicles looking to depart the site at the same time and the high concentration of students leaving within a short space of time there are normally five members of staff on duty at the Turning Circle. These normally include the Site Manager, Assistant Caretaker, Transport Coordinator, one Learning Coordinator and one member of Senior Leadership team. These staff fulfil the following roles between them:

- Restricting vehicular access to the school by supervising the main vehicle entrance and only allowing authorised vehicles to enter
- Supervising students crossing from the pedestrian path to the central turning circle island, and where necessary, stopping students crossing when a vehicle needs to depart the site before the departure of the coaches.
- Directing students to their relevant coaches (and where a coach has not yet arrived keeping them in the central island)
- Walking on to every coach and checking that students are wearing seat-belts before departing the site.
- Directing the coaches to leave the site when all students have boarded.
- Monitoring student behaviour

Student Movement Immediately Outside of School

At the end of the school day, as many as half the school population leave the site within a short 10 minute period of time. This significantly increases the risk of an incident next to the school site because of the high volume of students. The location of two Primary schools in close proximity to the school increases the number of vehicles on the road at these times.

The school has conducted a Risk Assessment²² to identify procedures to reduce the risk of an accident immediately outside the school grounds. The summary points are as follows:

- Students are not to cross Windhill Road directly opposite the front of the school.
- Instead students are directed to cross at the roundabout on Windhill.

²¹ In February 2019 a documented risk assessment was completed to determine any particular areas of risk in the turning circle. This identified a small number of potential trouble-spots and appropriate control measures identified/implemented. This Risk Assessment can be found in Premises/Risk Assessments

²² <T:\Staff Resources\Premises\Risk Assessments\2019.02.05 - RTA Outside School>

APPENDIX 25 – LOCATION OF COSHH AND EQUIPMENT REGISTERS

Department	COSHH	Equipment
Art	Hard-copy kept in Departmental 'Purple Folder'	Hard-copy kept in Departmental 'Purple Folder'
D&T	Hard-copy kept in Folder inside Chemicals Cupboard inside Store-room in Metal Workshop (C3)	Digital Copies kept in T:\Staff Resources\Design Technology\2012 13\Health & Safety\Health and Safety Audit\Health and Safety Audit 2018
PE	Page 14 of Department H&S Policy T:\Staff Resources\Physical Education\Health and Safety\St Mary's Catholic School Health & Safety Policy - Amended Oct.doc	
Science	Digital copy maintained by department in T:\Staff Resources\Science\Admin\COSHH	Spreadsheet maintained by department T:\Staff Resources\Science\Admin\Science equipment Audit\Equipment audit.xlsx
Premises	Hard copy folder in Site Store – Labelled 'COSHH'	Hard-copy pinned up inside Site Store

APPENDIX 26 - POSITIONS AND NAMES

Chair of Governors (Co-chairs as of Sept 2017)	Mr M Welsh and Mr N Braz
Headteacher	Mr A Celano
Assistant Headteacher Responsible for Health and Safety	Mr A McMillan
Health and Safety Lead Governor Responsible for Health and Safety	Fr. Peter Harris
Premises Manager/Health and Safety Coordinator	Mr C Cage
Educational Visits Coordinator/Evolve	Georgina Tatman
First Aid Coordinator	Julie Hood
Training Coordinator	Anne Newman
Careers Advisor	Kerry Gaulton
Transport Coordinator	Angela Crowhurst

APPENDIX 27 – NOTES ON HCC MODEL POLICY

The St Mary's Catholic School Health and Safety Policy is based on the Hertfordshire County Council Model Policy for Schools as set out below.

Department: Health and Safety Team
Author: James Ottery
Date of issue: 1st July 2017
Last Review: 1st November 2017
Reference: CSF0035

The notes below accompany the original HCC Model Policy and may be instructive for understanding the St Mary's Catholic School Policy

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.
2. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer; it's for the Governing Body / Trust of Foundation, VA and Academy schools to determine whether to adopt such arrangements.
3. Schools should ensure the policy is customised to fit their individual circumstances. Some areas requiring customisation are highlighted in red, in order to help to meet the requirements of different schools some alternative wording is suggested and such alternatives are separated by / within square brackets []. Further customisation will be required for those schools where the Local Authority (LA) is not the employer.

Writing a Policy Statement

4. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.
5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.
6. The safety policy should be signed and dated by the head teacher / chair of governors. St Mary's Catholic School will keep a signed copy of the policy in the Health and Safety Folder which is maintained by the Assistant Headteacher with Responsibility for Health and Safety. A digital copy of the policy is stored in the Staff Handbook (RMStaff/Staff Resources/Staff Related Important Documents).
7. The main points required in a Health and Safety Policy Statement are:

Part 1 Statement of Intent

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

Part 2 Organisation (roles and responsibilities)

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors

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

The procedures for joint management / employee consultations should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy. **SMCS Comment: St Mary's has a Health and Safety Committee – see details in Appendix 8**

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

Part 3 Arrangements

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

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

[DfE Health and Safety: advice for schools](#) provides a similar list of areas for inclusion in a school health and safety policy.

Arrangements for policy review

8. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. premises, resources etc.). **SMCS Comment: Health & Safety is a standing item on the Resources Committee Agenda.**
10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years). **SMCS Comment: St Mary's will review the policy on an annual basis, in addition to after any major incident.**
11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff. **SMCS Comment: The Health & Safety policy is included on a list of key school policies which all staff are required to sign to record that they have read and understood the policies at the start of the Academic Year. This same list is also given to new staff who join during the year to acknowledge they have read the policies.**

Further Information

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