

# Hertfordshire County Council

## Children's Services

### Model Policies for Schools

# St Mary's Catholic School Health and Safety Policy

<b>Department:</b>	<b>Health and Safety Team</b>
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<b>Reference:</b>	<b>CSF0035</b>

## 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<sup>1</sup> 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.<sup>2</sup>
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 consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

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

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<sup>1</sup> References to academies should be taken to include free and studio schools.

<sup>2</sup> References to governors should be taken to mean whoever is responsible for fulfilling governance functions

### 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.).
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). St Mary's will review the policy on an annual basis.
11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

#### **Further Information**

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

## HEALTH AND SAFETY POLICY

### St Mary's Catholic School

#### PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff a copy will be saved on RMStaff/Staff Resources/Premises/General/Health and Safety Policy and a copy kept in the Site Manager's office and Finance Office.

This policy statement and the accompanying organisation and arrangements will be reviewed annually or when there has been an incident or a change to normal working practice.

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

Insert signature

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Nando Braz and Michael Welsh  
**Chair of Governors**

Mr A Celano  
**Headteacher**

Insert date

Insert date

#### Review

Governor Committee: Resources Committee

Date of Review: January 2018

Next Review Date: January 2019

## **PART 2. ORGANISATION**

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

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

### **Responsibilities of the Governing Body**

The Governing Body 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 (Stephen Sirman) has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto: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 Assistant Head with Responsibility for H&S (Andy McMillan). Within departments this task is further delegated to the Relevant Head of Department.

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

The Assistant Head with Responsibility for H&S (Andy McMillan), Subject Leaders and Premises Manager (Charlie Cage) will:

- Apply the school's health and safety policy.
- 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 of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **PART 3. ARRANGEMENTS**

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

The following list of arrangements covers the key elements of a Health and Safety policy. Please also refer to the County and Education Health and Safety Manuals which cover many other risk areas, codes of

practice and guidance notes.

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	-	Work Experience
Appendix 23	-	Positions and Names

## 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 (Andy McMillan) and Premises Manager (Charlie Cage) 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 [Finance Office](#). These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Assistant Head (Andy McMillan). 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 Heads of Department using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use scheme of work/lesson plan.

All LA schools have a subscription to CLEAPSS and their publications<sup>3</sup> 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:

#### [Secondary schools]

- [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory, 2006 (11<sup>th</sup> Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

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<sup>3</sup> CLEAPSS [www.cleapss.org.uk](http://www.cleapss.org.uk) , secondary science should be using <http://science.cleapss.org.uk/>

## 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) (Claire Satchell) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher/person with delegated authority for approval.

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<sup>4</sup> basis and be undertaken / co-ordinated by the Assistant Head (Andy McMillan) and Premises Manager (Charlie Cage). [St Mary's will conduct a series of weekly and monthly checks which will ensure the whole site is inspected at least once per term.](#)

Inspections of individual departments will be carried out by Heads of Department or nominated staff, [using the HCC Department Checklists template.](#)

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher via line management or Health and Safety Meeting. Responsibility for following up items detailed in the safety inspection report will rest with the Assistant Head (Andy McMillan).

The Lead governor (Stephen Sirman) will be involved in monitoring the school's health and safety management systems on a twice a year basis (using the HCC Governor's Checklist Template) 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.

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<sup>4</sup> Cycle time for formal documented site inspection should be based upon risk, larger schools and/or those with higher risks should be undertaken termly.

## APPENDIX 4 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the Finance Office, and will be reviewed by Andy McMillan on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook (Policy and in T Drive, Staff resources, premises, general 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 drills.

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

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

Emergency contact and key holder details are maintained by A McMillan and updated to the LA via Solero.

### Fire Drills

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

### Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

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

**Gas Meters** – A Block - Disabled toilet, outside graphics/textiles (Rooms C2/C3, outside biology and car park area of White Mansion Block

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

An inventory of these will be kept by the premises manager (Charlie Cage) appropriate, for consultation. See COSHH file.

## **APPENDIX 5 - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The Premises Manager (Charlie Cage) is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Site Office

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation.

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 by them.

### **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 (Charlie Cage).

### **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**

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

## APPENDIX 6 - FIRST AID AND MEDICATION

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

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

Julie Hood 7<sup>th</sup> July 2016 St Johns, plus AED training 1<sup>st</sup> July 2014

Hilary Nevin 9<sup>th</sup> January 2015 St Johns plus AED training 1<sup>st</sup> July 2014

### **TRAINED TO EMERGENCY FIRST AID AT WORK (2 day / 12 hrs.):**

#### **8<sup>th</sup> June 2016 – Medrock training**

Leanne Clarke	Daren Jones
Nicola Conquest	Dorota Swiatlowska
Steve Eddleston	Bridget Tappin
Gemma Wilkinson	Maria Lyn Alcares
Stewart Wright	

### **OTHER TRAINING IN EMERGENCY FIRST AID <sup>5</sup> (6 hr.):**

Claire Boylan 1 day basic first aid St Johns 11<sup>th</sup> July 2016

Lesley Anne Newman Sports 1<sup>st</sup> Aid – 11<sup>th</sup> October 2016

Charlie Cage AED training 1<sup>st</sup> July 2014 St Johns

First aid qualifications remain valid for 3 years. Mrs L A Newman 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:**

First Aid room in A block

Science Prep Room

PE Office in D Block

### **AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS<sup>6</sup>:**

First Aid room in A block

[Science Prep Room](#)

PE Office in D Block

Julie Hood is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicle are complete and replenished as necessary.

**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.

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<sup>5</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

<sup>6</sup> There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

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.

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.

Julie Hood 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 Julie Hood.

All non-emergency medication kept in school is securely stored e.g. lockable cupboard in first aid room, refrigerated meds kept in clearly labelled container within 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 a separate cupboard in the first aid room and clearly labelled.

The school have chosen not to hold an emergency salbutamol inhaler for use by pupils.

### **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 Julie Hood

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.

## APPENDIX 7 - ACCIDENT REPORTING PROCEDURES

### Accidents to employees

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

#### Levels of Accidents

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

- **Major** – this is where the injured person requires hospitalisation
- **Minor** – this is where the injured person requires treatment (but not necessarily immediate) by a medical professional (e.g. a minor injuries unit)
- **Common** – this is where the injury can be dealt with by the school's own first aid treatment

#### Reporting of Accidents

The level of reporting depends on the level of the injury

- All incidents (Major, Minor and Common) are recorded in a local accident book in reception.
- All major and minor incidents must also be reported to HCC using the online accident reporting system hosted on Solero. This includes accidents arising from premises/equipment defects
- All major incidents will be reported to the Headteacher and Health and Safety Governor (Stephen Sirman). Parents/carers will be notified immediately of all major injuries.

#### Monitoring of Accidents

Accidents will be monitored for trends and a report made to the Governing Body as necessary. The Headteacher or Assistant Head (Andy McMillan), 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. These must be reported immediately by email to the Premises Manager (Charlie Cage)

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

On some occasions an incident may also need to be reported directly to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring. These are:

- 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.
- 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).

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

## APPENDIX 8 - HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation –

A Health & Safety Meeting is scheduled every term to which key staff (such as Science Technicians, Catering Manager, and Site team) are invited. This meeting is chaired by the Assistant Head (Andy McMillan), with minutes kept and stored in the Premises Folder.

The Resources Committee of the Governing body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. The Assistant Head (Andy McMillan) attends these meetings and presents relevant information to Governors.

### Communication of Information

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

### Health and Safety Training

All employees will be provided with:

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

Any new instructions or restrictions 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.

Training records will be kept Heads PA's Office

The Assistant head (Andy McMillan) 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 Mrs Ann Newman

The Headteacher will be responsible for assessing the effectiveness of training received.

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

## **APPENDIX 9 - PERSONAL SAFETY / LONE WORKING**

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

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

### **Lone working**

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

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

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

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. (for staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone)

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

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

## **APPENDIX 10 - PREMISES AND WORK EQUIPMENT**

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

The Premises Manager (Charlie Cage) 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 snow blower, jet washer, garden blower – only site staff are authorised to use – in-house training in its use.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the 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](#))

### **Curriculum Areas**

Heads of Department 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 Premises Manager (Charlie Cage).

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 annually.

The Premises Manager (Charlie Cage) 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 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.

## **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) 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 establishment's nominated person(s) responsible for substances hazardous to health is the Premises Manager (Charlie Cage).

They shall ensure:

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

Where persons may be affected by their use on site, the Premises Manager (Charlie Cage) 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' 2013 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 Head 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

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 06/04/2017 by Lucion

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held by the Premises Manager (Charlie Cage) and a copy is kept in the Finance Office.

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

**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](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Charlie Cage, Ian Anderson and Daren Jones 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](mailto:asbestos@hertfordshire.gov.uk).

## APPENDIX 13 - CONTRACTORS

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

All contractors must report to 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 (Charlie Cage) is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>7</sup> 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 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 Hertfordshire frameworks the Assistant Head (Andy McMillan) and the Lead Health and Safety Governor (Stephen Sirman) will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely, the degree of competence required will depend on the work to be done.

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

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.

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<sup>7</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

## APPENDIX 14 – WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a 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 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 (Charlie Cage).

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- Any risks from fragile surfaces is properly controlled.

## **APPENDIX 15 - LIFTING AND HANDLING**

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

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

Those manual handling activities which present a significant risk to the health and safety of staff will be reported to the Premises Manager (Charlie Cage) and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

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

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

## **APPENDIX 16 - DISPLAY SCREEN EQUIPMENT (DSE)**

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

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.

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

The main gates are closed between 9.30am and 3pm for security and safeguarding reasons, any visitors/deliveries need to phone reception to gain access.

## **APPENDIX 18 - LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the Premises Manager (Charlie Cage) 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.

Any electrical equipment brought onto site must be PAT tested

Depending on the activity a separate risk assessment may be needed

## APPENDIX 19 - 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 Head (Andy McMillan) 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 in a folder in the Finance Office. 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 (Charlie Cage) in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence.

### Mini-buses and D1 Entitlement

Two of the three mini-buses (licence plates: VX53 TDZ<sup>8</sup> 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 1<sup>st</sup> January 1997 will automatically have D1 entitlement. However, those drivers who obtained a UK licence after 1<sup>st</sup> 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 (Charlie Cage) 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. Staff wishing to book the mini-bus would still need to be on the list of Nominated Driver. 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 Bursar and reviewed annually by the Leadership Group. This charge is to cover wear and tear."

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<sup>8</sup> 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 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 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 appointment of a School Chaplain who provides 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 directly to the Head-teacher.
- 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 21 - 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 (Charlie Cage) 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 22 - WORK RELATED LEARNING

### Secondary level only

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.

Jocelin Warren is responsible for managing and co-ordinating 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

- 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)<sup>9</sup>
- 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 / Education H&S Team at the earliest possible opportunity.

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<sup>9</sup> 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 23 - 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	Mr S Sirman
Premises Manager/Health and Safety Coordinator	Mr C Cage
Educational Visits Coordinator/Evolve	Mrs C Satchell