

Finance and Premises Committee  
Statutory  
Reviewed: March 2017  
Next Review Due: March 2018

***St Joseph's Catholic Primary School***  
**To live, love, learn in a caring Christian community**

# **HEALTH AND SAFETY POLICY DOCUMENT (INCLUDING RISK MANAGEMENT)**

## **FOREWORD**

This Health and Safety Policy Document is supported by the provision of School Specific Risk Assessments and COSHH Assessments covering activities within St Joseph's Catholic Primary School, Bishop's Stortford.

The requirements for compliance with the Provision and Use of Work Equipment (PUWER) Regulations and supporting Regulations have also been considered by the production of Plant and Equipment Noise and Vibration Manuals for plant and equipment used on the school premises by the Premises Manager/Cleaners.

Risk/COSHH Assessments for activities in the Kitchen Area have been carried out separately by the Company holding the Franchise for these services.

## **STATEMENT OF INTENT**

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

The document includes a description of the establishment organisation and it's arrangements for dealing with all areas of risk identified.

Outlined arrangements for specifically identified risks are detailed in this Health and Safety Policy, and these are supported by:

- Risk Assessments
- COSHH Assessments
- Noise Assessments for Plant and Equipment
- Vibration Assessments for Plant and Equipment
- Manual Handling Assessments

Control measures identified in the above assessments have been established based on the Risk Assessment Action Plan and will be monitored and maintained by the school.

In all matters of health and safety, the school conforms to the Hertfordshire County Council Health and Safety Manual Guidance and associated generic risk assessments as its references to develop its school specific control measures.

The policy will be brought to the attention of all members of staff. A reference copy is kept in the school office, staff room and on the school website

The policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Review of risk assessments will also be carried out after any significant accident or incident to establish why the existing recommended control measures have not been effective and establish supplementary control measures to address the issues raised from any accident/incident inquiry report.

Signed:.....Chair of Governors

Dated: .....

Signed:.....Headteacher

Dated: .....

## ORGANISATION

The responsibilities of the **Governing Body** are to:

- Ensure that health and safety management systems are in place and effective These systems will be reviewed by the Finance and Premises Committee annually;
- Ensure that these systems comply with the Local Authority's health and safety policy, procedures and standard as detailed in the [Education Health and Safety Manual](#)
- A Health & Safety Governor, Richard Cahill, 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;
- Provide appropriate resources within the establishment's budget for the implementation of the attached arrangements and any control measures detailed in the risk assessment
- Receive reports from the Headteacher or Manager or other nominated member of staff on health and safety matters. Thereafter to report to the Diocese, Local Authority, or other body as appropriate, any hazards which the establishment is unable to rectify from its own budget;
- Seek specialist advice on health and safety which the establishment may not feel competent to deal with;
- As a Voluntary Aided School the Governing Body as the employer provides access to competent H&S advice via HCC's Health and Safety Team Tel:01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)
- Promote high standards of health and safety within the establishment

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensure 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 HCC and The Diocese 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 responsibilities of **all established 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
- Co-operate with the employer 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 and safety welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Report immediately to their line manager any serious or immediate danger;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

## **ARRANGEMENTS**

Appendix 1	Fire Evacuation and other Emergency Arrangements
Appendix 2	Fire Prevention, Maintenance and Testing of Emergency Equipment
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## **APPENDIX 1**

### **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 Educational Health and Safety Manual. The fire risk assessment is located in the Health and Safety Log Book in the Premises Manager's office and will be reviewed on an annual basis.

#### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook and emergency response plan 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 the School Business Manager and updated to the LA via Solero.

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

In the event of a fire or emergency alert/alarm the Headteacher/Deputy Headteacher will evacuate pupils/others to the designated assembly point.

Headteacher/School Secretary will summon the emergency services as necessary.

The safe evacuation of persons is an absolute priority. Staff are not to attempt to deal with small fires. Raise the fire alarm at the designated fire points and leave the premises.

If time is permitted, try to close doors and windows.

Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible.

**Details of service isolation points are identified in the plans on the walls in the school office**

**Details of chemicals and flammable substances on site.** An inventory of these will be kept by the premises manager as appropriate, for consultation.



## **APPENDIX 2**

### **FIRE PREVENTION MAINTENANCE & TESTING OF EMERGENCY EQUIPMENT**

The Premises Manager, Steve Bowes 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 his office. The arrangements for fire prevention inspections, testing of equipment etc. are given below.

#### **TESTING OF THE FIRE ALARM:**

The fire alarm will be tested weekly, normally on a Monday morning by the Premises Manager.

Defects on the system must be reported immediately to the maintenance surveyor or electrical engineer.

A fire alarm maintenance contract is in place and the system tested annually.

#### **INSPECTION OF FIRE FIGHTING EQUIPMENT:**

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

Chubb Ltd undertakes an annual maintenance service of all extinguishers.

The premises manager will ensure that this has been done.

Defective equipment or extinguishers that need recharging should be reported direct to Chubb on 0844 879 1666

#### **EMERGENCY LIGHTING SYSTEMS:**

These systems will be checked for operation monthly in house by the premises manager and annually by an appointed contractor

All test records are kept in the Risk Management File, located in the Premises Manager's office.

#### **MEANS OF ESCAPE:**

The Premise Manager undertakes daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use. In addition, the school encourages a "don't walk by" policy reminding all staff whilst walking round the school to clear or report obstructions.

## **APPENDIX 3**

### **FIRST AID**

#### **THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:**

Sandra Reed

#### **THE FOLLOWING STAFF ARE TRAINED TO PAEDIATRIC FIRST AID AT LEVEL:**

Heather Cannon  
Maria Dalzell

#### **THE FOLLOWING STAFF ARE TRAINED TO EMERGENCY FIRST AID FOR SCHOOLS:**

Steve Bowes  
Alex Tracy  
Angela Childs  
Bernie Nolan  
Dominic Mason  
Georgette Saunders  
Jackie Devlin  
Lesley Casey  
Lesley Mishan  
Linda Blackburn  
Nicola McManus  
Kathy Centa  
Sara Duggan  
Kate Wilkinson  
Marie Hogg  
Samantha Ashbrook  
Elena Perelli  
Ewa Wawareck

First Aid qualifications remain valid for 3 years. The School Business Manager 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:**

Full First Aid Box – First Aid Room Cupboard  
“Cuts and Grazes” – All Classrooms

Maria Dalzell and Sandra Reed are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

## **AN AED (AUTOMATED EXTERNAL DEFIBRILLATOR) IS LOCATED IN:**

First Aid Room

## **THE FIRST AID TREATMENT RECORD BOOK FOR RECORDING DETAILS OF ALL FIRST AID ADMINISTERED IS KEPT IN:**

First Aid Room

## **TRANSPORT TO HOSPITAL:**

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents 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.

## **SCHOOL ASSOCIATION FUNCTIONS:**

A designated First Aider will be appointed and clearly identified at School Association functions.

## APPENDIX 4

### REPORTING PROCEDURES

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the Accident Reporting Procedures.

- A local accident book located in the school office is used to record all minor incidents to pupils, staff and visitor, more significant incidents, as detailed in the Accident Reporting Procedures below, must also be reported to HCC using the online accident reporting system hosted on Solero.
- All major incidents will be reported to the Headteacher and the Health and Safety Governor. Parents/carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

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

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

- A pupil or other non-employee being taken 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/organization 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.**

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ACCIDENT REPORTING DIAGRAM**

## APPENDIX 5

### 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 means any work carried out remote areas, working alone after hours or working alone at weekends in premises which may, or may not be your usual work place.

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) **should not** be undertaken whilst working alone.

All staff should:

- Obtain the Headteacher's permission and notify him/her on each occasion when lone working will occur
- Always phone a colleague or family member to let them know when you should be arriving home
- Arrange to re-contact every 30 minutes or, if not carried out, person rings to check whether there are any problems
- Take all appropriate steps to keep themselves safe when working alone.
- When working off site, e.g. when visiting homes, to notify a colleague of their whereabouts and the estimated time of return. (In some circumstances it may be wise to obtain background information about the client you are visiting and also to pre-plan your route if the premises are unfamiliar to you)

- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so
- Ensure they do not put themselves or others at risk
- Report any incidents or situations where they may have felt “uncomfortable”.

## **APPENDIX 6**

### **HEALTH AND SAFETY INFORMATION & TRAINING**

#### **Consultation**

The Finance and Premises Committee meets termly and in these meetings any health, safety and welfare issues affecting staff, pupils or visitors are discussed. Action points from meetings are brought forward for review by school management.

#### **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 on the door to the Premises Manager's Office.

The Governing Body as the employer provides access to competent H&S advice via HCC's Health and Safety Team, Tel: 01992 556478 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.)
- refresher training where required.

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

The establishment has nominated the Headteacher to be responsible for co-ordinating health and safety training needs, and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits, The Headteacher will also be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher'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 7**

### **PREMISES AND WORK EQUIPMENT**

All staff are required to report to the Premises Manager any problems found with plant/equipment. A book titled "Building and Maintenance issues" is available in his office for reporting problems. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Premises manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register

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

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Risk Management File by the Premises Manager

#### **Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. Defective equipment will be reported to the Premises Manager, Steve Bowes.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by the appointed contractor using a proper earth-bonding and insulation test set.

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

A fixed electrical installation test (fixed wire test) will be conducted by a competent contractor at least once every five years.

#### **External play equipment**

The external play equipment will only be used when appropriately supervised, equipment will be checked before use for any apparent defects, and the Premises Manager will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by an appointed contractor

## APPENDIX 8

### 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**" (the COSHH Regulations).

All flammable and hazardous materials/substances are to be kept in the cleaner in charge cupboard. This room must be locked at all times.

The Premises Manager maintains inventories of flammable and hazardous substances and COSHH Assessments have been carried out by a competent COSHH Assessor.

These persons will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas.

Any control measures identified in the COSHH Assessment will be implemented for Use of the Specific hazardous substance.

The COSHH Assessments will be reviewed every 2 years.

The Premises Manager will ensure that hazardous substances are kept in their original containers, which must be clearly marked.

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.)

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 and .
- 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 is responsible for ensuring that COSHH assessments are available from

contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

## **APPENDIX 9**

### **MANUAL HANDLING OF LOADS**

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

#### **Paediatric Moving and Handling**

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

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

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

## **APPENDIX 10**

### **HEALTH AND SAFETY INSPECTIONS**

A general inspection of the site will be conducted termly and be undertaken by the Premises Manager and School Business Manager

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher. A copy of the report will be kept in the Risk Management File in the Premises Manager's office. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager and School Business Manager.

A named governor, Richard Cahill, will be involved/undertake an audit of the school's health and safety management systems on an annual basis and report back to full governing body meetings.

- Advice and proforma inspection checklists can be found in the [Education Health and Safety Manual](#)

## APPENDIX 11

### ASBESTOS

The Control of Asbestos Regulations 2012 mandate the requirements necessary for identification of Asbestos Risk and the Control Measures for Work that involves removal or disturbance of Asbestos.

The Establishment's Authorising Officers are

Mr P Coldwell	Headteacher
Mr S Bowes	Premises Manager

Refresher training is required 3 yearly.

The authorising officers shall ensure:

- The asbestos log is maintained and kept in the premises managers office
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Any damage to materials known or suspected to contain asbestos should be reported to

Mr P Coldwell/Mr S Bowes who will contact HCC's asbestos team

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Mr P Coldwell (See Appendix 12) – Control of Contractors.

Under no circumstances must staff carry out work, however minor, to the fabric of the building unless it has been authorised by an Authorising Officer.

Please note that even drilling a hole, or pushing a drawing pin into materials containing asbestos may result in the release of fibres into the air.

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 August 2014.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held by the Premises Manager.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware



of the location of asbestos containing materials (ACM) within their work areas.

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

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising offices 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 Mr P Coldwell and Mr S Bowes 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 12

### CONTROL OF CONTRACTORS

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

All contractors must report to the school office where they will be asked to sign the visitors' 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](#)<sup>1</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 consultants on the Westminster Diocese approved consultants list 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, where possible, 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 Diocesan approved consultant will undertake appropriate competency checks prior to engaging a contractor (i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done].

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

Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and

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<sup>1</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.

any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Staff and Pupils will be made aware of contractors work by notification at the School Assembly.

## **APPENDIX 13**

### **ADMINISTERING MEDICATION**

#### **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.

Maria Dalzell or the Class Teaching Assistant 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 Maria Dalzell (Welfare Officer).

All non-emergency medication kept in school is securely stored in the medical room with medication requiring refrigeration kept in the staff room fridge. 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 medical room and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

#### **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 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 Maria Dalzell.

All staff are made aware of any relevant health care needs and copies of health care plans are available. Staff will receive appropriate training related

to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **APPENDIX 14**

### **RISK ASSESSMENTS**

#### **General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by the School Business Manager and be approved by the Headteacher.

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

These risk assessments are available for all staff to view and are held centrally in the school office

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

#### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the Headteacher.

It is the responsibility of staff to inform their line manager / Headteacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

The school have template Risk Assessments for: RA25 "Pregnant Workers" and RA26 "Individuals Returning to Work"

#### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by subject leaders using the relevant codes of practice and model risk assessments developed by national bodies. Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use.

All LA schools have a subscription to CLEAPSS and in science, art and DT their publications<sup>2</sup> can be used as sources of model risk assessment.

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

[Be Safe! Health and Safety in primary science and technology, 4th Edition ASE. ISBN 978-0-86357-426-9]

[National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx> ]

[Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/> ]

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<sup>2</sup> CLEAPSS [www.cleapss.org.uk](http://www.cleapss.org.uk)

## **APPENDIX 15**

### **OFFSITE VISITS**

All offsite visits will be planned following the OEAP's Employer Guidance and contained in Hertfordshire's Guidance for the Management of Learning Outside the Classroom and Offsite Visits

[www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits](http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits)

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

The 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) Nicola McManus who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher Peter Coldwell for approval.

## **APPENDIX 16**

### **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 and the premises manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

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

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

- Water is heated and stored to 60 deg C 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 calorifier(s));
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.



## **APPENDIX 17**

### **WORK AT HEIGHT**

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/ stepladders <http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile scaffolds etc. will be provided where a significant risk is identified as part of an individual's role. e.g. site technician

The establishment's nominated person responsible for work at height is the Premises Manager

The nominated person shall ensure:

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

## **APPENDIX 18**

### **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. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

## **APPENDIX 19**

### **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician.

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

## **APPENDIX 20**

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

Lettings are managed by the School Business Manager following HCC guidance. Each hirer signs and agrees to the "Hiring Premises Management Agreement" which details the terms of the letting including Health and Safety.

## **APPENDIX 21**

### **STRESS/WELLBEING**

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

The school has in place systems for responding to individual concerns and monitoring staff workloads e.g. performance management, mentoring, personal development plans, membership of an Employee Assistance Programme.

## **APPENDIX 22**

### **SCHOOL SWIMMING**

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

These will be planned as an offsite visit in line with the schools policy. The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

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