



HEALTH & SAFETY POLICY

Believe and Achieve

**Believe in ourselves, those here to help us and God
Achieve our goals and celebrate success in every area of school life**

*With God there is no limit to what you can do. There is no obstacle you can't overcome.
Through Him, all things are possible.' Matthew 19.26.*

This underpins our **Christian vision** statement at St Nicholas:

Our school is a happy place where everyone is valued, every child can thrive and reach their full potential and where we live out our Christian values celebrating the uniqueness of each individual.

Our **Values** are: kindness, hope, perseverance and responsibility.

At St Nicholas School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

Policy reviewed by:	School Effectiveness Committee – October 2024
Policy adopted by GB:	October 2024
Chair of Governing Body:	Lucy Parr
Headteacher	Rizelle Crouch
Policy review due:	October 2025

PART 1. STATEMENT OF INTENT

The Governing Body of St Nicholas 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 all members of staff and a reference copy is kept in the school office.

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

This policy statement supplements Hertfordshire County Council's (HCC) Health and Safety Policy and works in conjunction with other school policies and procedures.

Lucy Parr

Rizelle Crouch

Lucy Parr, Chair of Governors

Rizelle Crouch, Headteacher

Date October 2024

Date October 2024

PART 2. ORGANISATION

As the employer, the Governing Body has overall responsibility for health and safety in school, more specifically:

- ensuring that appropriate documentation is in place;
- monitoring its implementation;
- reviewing it on an annual basis;
- providing adequate Health and Safety training for staff.

This will be achieved by:

- employment of a competent Headteacher and sufficient, competent staff with clearly defined accountability and responsibility.
- the appointment of a Health and Safety Governor;
- monitoring by the Resources Committee;
- specifically, through reports from the Headteacher to the Resources Committee and the Governing Body.

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.

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

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.

- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor 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. The Education Health and Safety Team, healthandsafety@hertfordshire.gov.uk, tel: 01992 556478 provide competent health and safety advice to the school.

The Governing Body will ensure that when awarding contracts, health and safety is included in specifications and contract conditions taking account of HCC best practice policy and procedures.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's Health and Safety Policy 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;
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- 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 Governing Body any significant risks which cannot be rectified within the establishment's budget;
- 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.

Responsibilities of other staff holding posts of special responsibility:

The Caretaker has responsibility for:

- ensuring that all defects in the buildings and grounds are notified to the Headteacher promptly;
- undertaking regular weekly checks of the fire alarm system and recording the result in the Fire Log Book;
- carrying out regular safety checks of the school grounds, including outdoor play equipment and recording the result in a premises log book;
- arranging the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe;
- any other health and safety duties identified by the Headteacher and Governors.

All teaching staff have a responsibility for:

- applying the school's health and safety policy to their own area of work;
- ensuring staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.);
- ensuring health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented, and records kept;
- ensuring that appropriate safe working procedures are brought to the attention of all staff under their control;
- taking appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them;
- carrying out regular inspections of their areas of responsibility and report and record these inspections, and reporting to the Caretaker any building, equipment or furniture issues;
- ensuring 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;
- ensuring that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated;
- ensuring that the storage of curriculum resources in their area of responsibility complies with health and safety guidelines.

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;
- refrain from intentionally interfering with or misusing 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;
- ensure that they only use equipment or machinery that they are competent and trained to use;
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Other School Users

The following users should be made aware of the relevant sections of the school's Health and Safety Policy:

- pupils
- other staff including those who work in the school office;
- governors;
- contractors;
- voluntary workers/students/parent helpers;
- parents;
- those hiring school premises;
- any other users.

PART 3.ARRANGEMENTS

Detailed information on the HCC's expectations is provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.healthandsafety-hertfordshire.org.uk/).

The following Appendices list the key elements of the school's Health and Safety arrangements. Further information on health and safety can be found in 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
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Appendix 9	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Moving and Handling
Appendix 13	-	Asbestos
Appendix 14	-	Contractors
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Appendix 16	-	Lifting and Handling
Appendix 17	-	Display Screen Equipment
Appendix 18	-	Vehicles
Appendix 19	-	Lettings
Appendix 20	-	Stress/Wellbeing
Appendix 21	-	Infection Control
Appendix 22	-	Legionella
Appendix 23	-	Work Experience
Appendix 24	-	School Swimming
Appendix 25	-	Premises Reporting form

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by relevant class teacher or subject leader in conjunction with the Headteacher, following guidance on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the school office. These assessments will be reviewed on an annual basis or whenever 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 Headteacher /relevant line manager / relevant teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years.

Any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained until, as a minimum, 3 years after their 18th Birthday).

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant class teachers or subject leaders 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 such as lesson plans or schemes of work.

The school has a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

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

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>
- BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

Educational Visits Coordinator ([EVC](#))

[Headteacher](#)

See HCC's policy for the [management of learning outside the classroom and offsite visits](#).

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

Evolve is used for the planning and approval of offsite visits which are not walking distance. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for 'local learning areas' (routine, low risk activities taking place near the school).

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator who will check the documentation and planning of the trip.

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

A fully stocked first aid 'bum bag' must be taken on all school trips. Any inhalers and epi-pens for specific children must also be taken.

HEALTH AND SAFETY MONITORING AND INSPECTION
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A general inspection of the site will be conducted at least once per term and be undertaken by the Headteacher or their nominated person.

The person(s) undertaking inspection will complete a report in writing. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

The Health and Safety lead governor will undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

If the school staff appoint recognised health and safety representatives, then any safety inspections will be conducted jointly with these representatives if possible.

See Appendix 10 for details of monitoring premises compliance issues.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Grid

The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by termly drills.

Evacuation procedures are also made available to all other users of the building (contractors, visitors and hirers etc). Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the school secretary 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

- 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 or children at risk**, using portable fire-fighting equipment.

Staff should be made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use but not to attempt to use such equipment unless they have received instruction.

Details of service isolation points (i.e. gas, water, electricity)

- Water can be isolated from the manhole cover outside the front door to the school or from the manhole cover alongside Garnet Class (Class 5) down the path to the boiler house.
- Electricity can be isolated by the switch in the high cupboard close to the rear exit door and opposite the old school office, other fuse boxes, offering localized isolations can be found in The Pearl Room, caretaker's cupboard, the Art cupboard and the cupboard in Emerald classroom.
- Gas can be isolated from inside the boiler house only. It should be noted that the boiler house is kept locked at all times and the key is available from the Caretaker or can be found on the key panel at the back of the Caretaker's room.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Caretaker and the School Secretary for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Caretaker 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 Caretaker's room.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. Any defects on the system will be reported immediately to the fire system contractor.

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

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire-fighting equipment is available for use and operational and for any evidence of tampering on a weekly basis by the Caretaker.

The fire system contractor undertakes an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the fire system contractor.

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken.

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified staff to provide first aid cover on site and where required for trips, visits and extra-curricular activities.

TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

3 members of staff.

TRAINED TO EMERGENCY AID LEVEL (6 hr):

All other staff

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

2 members of staff.

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

The Headteacher will retain records of competent first aiders.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- the school office;
- on the mantelpiece in The Hive;
- in each classroom.

The School Secretary is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

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

Corridor next to the main entrance

Caretaker checks the AED on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm). Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

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 111) and, in the case of pupils, with the parents/carers.

Information on the nearby hospitals, minor injuries clinics and other emergency medical facilities is kept in the school office and regularly checked as being correct and up to date.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

The only medication kept and administered within school are those prescribed for a pupil with a chronic complaint and who could not otherwise attend school, at the request of the parent/carer and with the consent of the Headteacher.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The class teacher or teaching assistant is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering and will keep records of administration.

All medication kept in school is securely stored with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication

- Asthma inhalers – they will be kept by the pupils themselves to speed access. A labelled spare is kept in the school office
- Epi-pens will be kept in the pupil's classroom and clearly labelled.

Health Care Plans

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

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

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office.

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

ACCIDENT REPORTING PROCEDURES

Accidents to employees

All employee accidents, violent incidents and near misses, no matter how minor, must be reported to the Headteacher and a report filed in the Accident Book located in the school office.

Employee accident / incident forms are to be retained for a minimum of 3 years.

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

A local accident book located in the school office is used to record **all** incidents to non-employees. Any accident needing routine treatment in school is deemed a Minor Accident. Where an accident occurs at break or lunchtime the class teacher should be informed by the person completing the accident report form, so that the child can be monitored appropriately. When a child sustains a blow to the head a letter is passed to the class teacher to pass to the parent/carer. More significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Governing Body Health and Safety Governor. Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

Accident Investigation

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students and to the Governing Body Health and Safety Governor.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

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

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

- 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. within 10 days of the incident occurring.

- 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), within 15 days of the incident occurring.

See the HSE information sheet [‘Incident reporting in schools’](#) EDIS1 REV 3

Any incident notified to the HSE must also be reported as soon as possible to the school governors and to the Education Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

Health and Safety is the responsibility of the school senior leadership team and the Resources Committee, as well as the full Governing Body.

The Resources Committee 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.

Should there ever be Health and Safety Representatives appointed from the school's teaching staff through their Trade Unions, then any such representatives will be invited to be present at governor discussions about health and safety.

Staff meetings are held regularly and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#).

The Health and Safety Law poster is displayed in the school.

The school has access to competent health and safety advice through the Education Health and Safety Team.

Health and Safety Training

All employees will be provided with:

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

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

Training records will be kept by the School Secretary, who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher is responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent or 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 and 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 in school outside of normal school hours must obtain the permission of the Headteacher.

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, it is expected that there will be mobile phone contact, notifying a colleague of visit details, expected time of return, end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with the Appointed Key Holding Company. They should not enter the premises unless they are sure it is safe to do so. All such incidents or situations must be reported to the Headteacher and the Health and Safety Governor.

PREMISES AND WORK EQUIPMENT

General

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

Where premises defects are identified a dynamic assessment will be conducted to determine if the area should be isolated and cordoned off whilst awaiting repair.

The caretaker 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 to use or have received specific training is detailed in the register and labelled accordingly.

Records of all monitoring and inspection outlined in this Appendix will be kept in the school office.

Planned maintenance / inspection

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

Oversight of premises compliance issues is the responsibility of the School Business Manager this is achieved by completing the - RPA tracker.

Curriculum Areas

Class teachers are responsible for ensuring maintenance requirements for curriculum-specific equipment in their areas are identified and implemented (eg art or science equipment).

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 caretaker.

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 the school's approved competent contractor.

The caretaker 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.

An electrical installation condition report (fixed wire test) will be conducted by a competent contractor at least every five years. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

Internal PE and External play equipment

Internal PE and External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the Caretaker will conduct and record a formal [termly inspection](#) of the equipment. Any defects shall be notified immediately to the Headteacher and the equipment removed from use if necessary.

PE and Play equipment is subject to an annual inspection by a competent person.

FLAMMABLE AND HAZARDOUS SUBSTANCES

General

Wherever possible, harmful and hazardous substances will be avoided in school and the least harmful appropriate substance will be chosen where one has to be used. The ***Control of Substances Hazardous to Health Regulations 2002*** (COSHH Regulations) apply.

Within curriculum areas (in particular science and DT) class teachers are responsible for COSHH. They must ensure they have an up to date inventory and have carried out a suitable and sufficient risk assessment following the latest relevant national publication advice (CLEAPSS, Association for Science Education's "Topics in Safety" etc.).

In all other areas the establishment's nominated persons responsible for substances hazardous to health are the Headteacher, Caretaker or the School Secretary.

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;
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product or 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 Caretaker 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*).

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years.

PPE

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

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

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.

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

Paediatric Moving and Handling

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

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

ASBESTOS

An asbestos management plan is in place for the school in accordance with [HCC's asbestos policy](#). The date of the most recent asbestos management survey is held in the school office.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held by the School Secretary and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

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.

The names of the school's asbestos Authorising Officers are kept by the School Secretary and refresher training is provided every 3 years. There must be at least two trained Authorising Officers.

These Authorising Officers shall ensure:

- the asbestos management plan is maintained and that any changes are notified to the LA;
- that prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. the boiler), 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;
- 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) as part of the school's asbestos management plan.
- 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, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

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

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.

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. The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>)

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

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 visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Caretaker is responsible for monitoring areas and providing appropriate supervision, especially where the contractor's work may directly affect staff and pupils on the premises. The Caretaker is also responsible for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct, the Governing Body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Governor with responsibility for Health and Safety/Premises in conjunction with the Headteacher, who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether the Construction, Design and Management Regulations (CDM¹) will apply.

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:

[Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://thegrid.org.uk)

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

¹ CDM refers to the Construction (Design and Management) Regulations 2015 and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the schools behalf.

WORK AT HEIGHT

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

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

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

Basic instruction is provided to all staff who use ladders / stepladders, see [LA455 - The Ladder Association](#).

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 Caretaker.

The nominated person(s) shall ensure:

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

LIFTING AND HANDLING

General

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

Paediatric Moving and Handling

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

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

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

DISPLAY SCREEN EQUIPMENT (DSE)

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). Records of all assessments will be kept by the School Secretary.

Advice on the use of DSE is available via the [Grid](#).

VEHICLES ON SITE

Vehicular access to the school is restricted with very limited parking available to school staff and visitors only and is not for general use by parents or carers when bringing children to school or collecting them.

Access to the school, St Nicholas Church, the Church Hall and adjacent houses must be kept clear at all times for emergency vehicles.

There are generally no vehicles on school premises. The vehicle access gate must not normally be used for pedestrian access and is kept locked during the school day. 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.

Signs warn pedestrians using the entrances or exits from the school to watch out for traffic.

LETTINGS / SHARED USE OF PREMISES
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Lettings are managed through the school office, overseen by a designated Governor following HCC guidance.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

The school has a separate Lettings Policy which is regularly reviewed by the Resources Committee.

The Lettings Policy should be referred to for full details on:

- responsibilities of Hirer, including familiarisation with emergency procedures;
- facilities and equipment including Portable Appliance Testing (PAT) tests of all electrical equipment brought on to the premises;
- insurance;
- licences for alcohol and entertainment;
- security;
- cancellation;
- charges.

See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://thegrid.org.uk)

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 in line with the HSE management standards.

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their union representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead² is [insert name]

[The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.
Education staff wellbeing charter - GOV.UK (www.gov.uk)]

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. [Performance Management, mentoring, personal development plans, membership of an Employee Assistance Programme, access / referral to Occupational Health etc.]

² **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#).

This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health

INFECTION CONTROL

The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as E-Bug

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever

LEGIONELLA

A water risk assessment of the school is completed annually. The Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's Water Log Book. This risk assessment should be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid. E.g. where significant changes have occurred to the water system or building footprint.

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

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

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

WORK EXPERIENCE

The school has a separate Work Experience Policy, which is regularly reviewed and updated. A member of teaching staff is responsible for managing and co-ordinating work related learning within the school following guidance contained in the [Education Health and Safety Manual](#) and in accordance with the Quality Standard for Work Experience.

The School retains a duty of care for all students undertaking work experience in the school and must ensure the placement is appropriate, therefore:

- all students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities;
- all placements (including private placements) are subject to pre-placement checks, the LA's 'preferred' suppliers HCS or Herts Chamber of Commerce will be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable;
- where work placements form part of the vocational qualification offered by a further education 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 on to 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;
- all incidents involving students on work placement activities will be reported to the placement organiser/ Educational Health and Safety Team at the earliest possible opportunity.

SCHOOL SWIMMING

The school arranges swimming lessons for pupils at the Harpenden Pool.

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

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

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

Premises Reporting form

Premises Reporting form

Date:		Person reporting premises issue:	
Location:	Description of problem:	Reported to	
Actions taken:		Date of completion:	