

**Health and Safety Policy**  
**Laurance Haines School**

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## **PART 1.**

### **Principles**

The Board of Trustees will strive to achieve the highest standards of health, safety and welfare in all schools within The Trust consistent with their responsibilities under the Health and Safety at Work etc. Act 1974, and other statutory and common law duties.

This statement represents a summary of The Trust's Health and Safety organisation and arrangements. The specific organisation and arrangements within each School will be detailed in Part 3 of this document. Both policies will be brought to the attention of all members of staff. A reference copy is kept on the staff shared drive as well as the Health and Safety noticeboard.

This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

This policy supplements:

- Offsite Visits Policy
- Behaviour Policy
- Physical Intervention Policy
- Administering Medicines Policy.
- Asthma Policy

### **Policy statement**

The Trustees of the Inclusive Multi Academy Trust recognise and accept responsibility for ensuring a safe and healthy environment for the staff employed in its schools, for the learners attending the schools and for visitors and contractors.

The Trustees have a legal responsibility for ensuring compliance with Health and Safety legislation within its schools. Day to day responsibility has been delegated to the Local Governing Committee although IMAT Trustees remain accountable and responsible for these functions. The Trustees acknowledge their responsibility and will endeavour to ensure that all statutory requirements are carried out and that the IMAT discharges its duties in an appropriate manner.

The Trust Board will ensure that sufficient resources and strategic direction are allocated by it and its schools to ensure, as far as is reasonably practical, a safe and productive working and learning environment.

## **PART 2. ORGANISATION AND RESPONSIBILITIES**

### **2.1 The Board of Trustees**

The Board of Trustees has strategic responsibility for Health and Safety within all areas of the schools' undertakings. They will take appropriate steps to:

- Develop and maintain a positive Health and Safety culture
- Ensure that health and safety management is an integral part of decision making and organisational processes
- Adopt a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities
- Safeguard employees, pupils, visitors and contractors from injury and ill health.
- Provide and maintain safe and healthy working conditions.
- Provide adequate welfare facilities.
- Provide Health and Safety advice in order to assist line management and comply with regulatory controls.
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work
- Employ the services of appropriately qualified Health and Safety Advisors to advise the Trustees of the IMAT and staff within it and its schools on all Health and Safety related matters, and to provide up to date information in relation to its Health and Safety responsibilities. This will include carrying out a regular Health and Safety audit within each school and reporting to The Trust's Resources Committee, any appropriate action to keep the Trust's Risk Register up to date.

### **2.2 The Chief Executive Officer (CEO)**

The CEO, James Roach, has overall responsibility for Health and Safety throughout the Inclusive Multi Academy Trust and for ensuring that the objectives within this policy are implemented. He shall ensure that the Board of Trustees:

- Provide Health and Safety Leadership focussed on the management of significant risk
- Monitor overall performance of the Health and Safety management systems and are kept informed of and alert to relevant Health and Safety issues.

### **2.3 Responsibilities of the Local Governing Committee**

The committee is responsible for the implementation of the Trust's policy and ensuring effective Health and Safety Management systems within their schools. They shall ensure that:

- Local arrangements are developed which set out in detail, the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out local procedures, under the overall supervision of the Headteacher.
- Sufficient resources are allocated to meet Health and Safety obligations.
- Health and Safety performance is subject to regular monitoring and review.
- Staff are involved and consulted on relevant Health and Safety matters.
- All staff know and accept their individual responsibilities regarding Health and Safety and that Health and Safety training programmes are in place and monitored.

- A member of the Local School Governing Committee is responsible for championing Health and Safety issues. This individual liaises with the school and provides information to the committee. Any identified deficiencies or weaknesses are brought to the attention of the Local School Governing Committee and are rectified.
- Support regular Health and Safety Audits
- Report to the Board of Trustees any significant risks which cannot be rectified within the establishment's budget.

## **2.4 Responsibilities of the Headteacher**

The Headteacher has responsibility for the day to day operation and management of Health and Safety, as delegated by the Board of Trustees within all areas of the school's undertakings. They shall ensure that:

- The policies and procedures adopted by the Trust are fully implemented and followed by all staff.
- Communicating the policy and appropriate Health and Safety information to all relevant people including contractors.
- Health and Safety matters are given due consideration with other commitments and form an integral part of their activities.
- Health and Safety performance is reported to the Local School Governing Committee.
- All staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Any significant risks which cannot be rectified within the establishment's budget are reported to the Local School Governing Committee.
- Consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognise the right of trade unions in the workplace to require a Health and Safety committee to be set up.
- Effective arrangements are in place to pro-actively manage Health and Safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- That the premises, plant and equipment are maintained in a safe and serviceable condition.
- Purchasing and contracting procedures are monitored to ensure Health and Safety is included in specifications & contract conditions.
- Ensure that all accidents (including near misses) are promptly reported and investigated.

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

The Headteacher may delegate functions and areas of responsibility to staff that are appropriate in the circumstances. These staff will:

Apply the school's Health and Safety policy to their own department or area of work.

- Report all accidents and incidents in line with The Trust's reporting procedure.
- Ensure staff under their control, are aware of and follow relevant published Health and Safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

## **2.6 Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees (including volunteers, students on work experience and temporary workers) 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 Trust's Health and Safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to Health and Safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **PART 3. ARRANGEMENTS**

### **Local School Governing Committees Health and Safety Arrangements**

- Each Local School Governing Committee is required to establish specific Health and Safety policy statements and organisational arrangements to implement and meet the standards and requirements set out in the Trust's policy.
  - These arrangements will set out in detail the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out the local procedures under the overall supervision of the Headteacher.
  - A programme of Health and Safety audits is delivered across all schools and each school will be required to develop, maintain and report action plans to ensure continuous improvements.
  - Please see the attached appendices which outline local arrangements at Laurance Haines School.
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- Appendix 1 - Risk Assessments
  - Appendix 2 - Offsite visits
  - Appendix 3 - Health and Safety Monitoring and Inspections
  - Appendix 4 - Fire Evacuation and other Emergency Arrangements
  - Appendix 5 - Fire Prevention, Testing of Equipment
  - Appendix 6 - First Aid and Medication
  - Appendix 7 - Accident Reporting Procedures
  - Appendix 8 - Health and Safety Information and Training
  - Appendix 9 - Personal safety / lone Working
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  - Appendix 18 - Lettings / Shared Use of Premises
  - Appendix 19 - Minibuses
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  - Appendix 21 - Legionella
  - Appendix 22 - Staff First Aid Training

### **APPENDIX 1**

## RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Sharon Carlyon, School Business Manager, following guidance contained in the [Education Health and Safety Manual](#) and are approved by James Roach, Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Health and Safety folder. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by a member of the teaching staff or Sharon Carlyon, School Business Manager. Such risk assessments will be reviewed on a regular basis.

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

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by 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 lesson plans

Laurance Haines School has a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science and DT.

### Primary schools

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ]
- [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>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)



## APPENDIX 2

### OFFSITE VISITS

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

Laurance Haines School has a contract with the Local Authority's Offsite Visit team. The county coordinator is notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants' names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, Sharon Carlyon, who will check the documentation and planning of the trip, and if acceptable initially, approve the visit before referring to James Roach, Headteacher.

Please see the school's specific policy with regards Offsite Visits.

## APPENDIX 3

## HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of the site will be conducted on a termly basis and will be undertaken / co-ordinated by Chris Stephenson, the nominated local governor.

Inspections of individual areas will be carried out by teaching staff or Brian Phillipson, the Site Manager.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher, James Roach. Responsibility for following up items detailed in the safety inspection report will rest with Brian Phillipson, Site Manager.

Chris Stephenson, the nominated local governor, will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to the Local Committee.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

Inspections will be conducted jointly with the establishment's health and safety representative, Brian Phillipson, Site Manager, if possible.

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

James Roach, Headteacher, is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the 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 is 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. 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 Julia Borlase, 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

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

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

Gas: Meter room

Electricity: Electric Cupboard outside year 5

Water: Inside Nursery gates

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

An inventory of these will be kept by Brian Phillipson, Site Manager, as appropriate, for consultation.

## APPENDIX 5

## **FIRE PREVENTION, TESTING OF EQUIPMENT**

The Site Manager, Brian Phillipson, is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Site Manager's office.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Fridays at 8am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer T and J Fire.

A fire alarm maintenance contract is in place with T and J Fire and the system is tested every six months by them.

### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks ensure that all fire-fighting equipment remains available for use and operational.

T and J Fire 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 T and J Fire.

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in-house, and annually, a full discharge test and certification of the system will be undertaken by T and J Fire

### **MEANS OF ESCAPE**

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

## APPENDIX 6

### FIRST AID AND MEDICATION

Please see Appendix 22 for a full list of First Aid Training undertaken.

The school has assessed the need for first aid provision and identified the staff listed, to provide first aid.

First aid qualifications remain valid for 2 years. Sharon Carlyon, 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:**

All classrooms have a basic first aid kit. A full first aid kit is available in the medical area and in the Nursery. Office staff are responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

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

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

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

Details of emergency contact numbers are on the Health and Safety noticeboard.

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 unless a request form has been completed by the parent / carer.

Office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be recorded on a Medication Record Sheet by office staff.

All non emergency medications kept in school are securely stored with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the child's classroom, in the class's first aid box, 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 Elisabeth Butler, the SENCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available from Elisabeth Butler, the SENCO.

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

## APPENDIX 7

### ACCIDENT REPORTING PROCEDURES

#### Accidents to employees

All employee accidents, no matter how minor, must be reported using the online accident reporting system hosted on Solero.

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

A local accident book in the school office is used to record all minor incidents to non-employees. More significant incidents, as detailed below, must also be reported 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 James Roach, the Headteacher, and Chris Stephenson, 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 Local Governing Committee, as necessary.

The Headteacher, James Roach, 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 0845 300 9923 and the Education Health and Safety team on 01992 556478.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

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

## APPENDIX 8

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

The Local Governors' Committee will meet at least termly and will discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

### Communication of Information

The Health and Safety Law poster is displayed on the Health and Safety notice board.

The Trust has a contract with the local authority Education Health and Safety Team, Tel: 01992 556478 who provide competent health and safety advice to schools.

### Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- updated 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.

Training records will be kept by Julia Borlase, School Secretary.

Sharon Carlyon, School Business Manager, is responsible for co-ordinating health and safety training needs and including the details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Sharon Carlyon, the School Business Manager, will be responsible for assessing the effectiveness of any training received.

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



## 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 James Roach, the Headteacher. The school will work in partnership with the LA where applicable and the police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

### **Lone working**

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

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

Staff working outside of normal school hours must obtain permission of the School Business Manager.

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.

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

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

## PREMISES AND WORK EQUIPMENT

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

The site manager, Brian Phillipson, is responsible for identifying all plant and equipment on the asset register, and ensuring that any specific training or instruction needs, or personal protective equipment requirements, are identified, and relevant risk assessments conducted, where required.

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

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by Brian Phillipson, the Site Manager.

### **Curriculum Areas**

Phase Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Brian Phillipson, the site manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by PH Ltd, annually.

The School Business Manager, Sharon Carlyon, is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor on a 5 year cycle.

### **External play equipment**

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and Brian Phillipson, the Site Manager, will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection. This was last carried out by John Greenhill in August 2016.

Approved

## FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (COSHH Regulations).

Within curriculum areas (in particular, science and DT) class teachers are responsible for COSHH and ensuring that an up to date inventory, and model risk assessments contained in the relevant national publications, are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishment's nominated person responsible for substances hazardous to health is the Brian Phillipson, the Site Manager.

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, Brian Phillipson, the site 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).

## ASBESTOS

An asbestos survey and management plan is in place for the school. The school's most recent asbestos management survey was conducted in 2013.

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

The Headteacher, James Roach, 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 drill or affix anything to walls, floors and ceilings without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to Brian Phillipson, the site manager, who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Brian Phillipson, Site Manager, Sharon Carlyon, School Business Manager, and Julia Borlase, School Secretary, 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, James Roach, / asbestos authorising officers, Brian Phillipson, Site Manager, Sharon Carlyon, School Business Manager, and Julia Borlase, School Secretary, 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)

<p><b>LIFTING AND HANDLING</b></p>
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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 Sharon Carlyon, the School Business Manager, and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be 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.

## APPENDIX 14

### CONTRACTORS

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

All contractors must report to reception where they will be asked to sign in using Inventory and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The site manager, Brian Phillipson, 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

Where the school undertakes projects direct, the local governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by Sharon Carlyon, the School Business Manager who will ensure that the landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

This would include whether CDM<sup>2</sup> regulations 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 <http://www.thegrid.org.uk/info/premises/property.shtml>

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

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations 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 such instances it is recommended that an agent be used to work on the schools behalf.

## APPENDIX 15

### 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.

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 tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role

The establishment's nominated person(s) responsible for work at height is Brian Phillipson, the Site 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 16

### DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors and special permit holders 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.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Sharon Carlyon, School Business Manager, following HCC guidance. Please see the Lettings policy for further details.

## APPENDIX 19

<b>MINIBUSES</b>
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The site manager, Brian Phillipson, maintains a list of nominated drivers who have received training in order to drive a minibus, and conducts an annual check of their driving licence.<sup>3</sup>

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

The site manager, Brian Phillipson, is responsible for the undertaking regular checks on the vehicles and the school's operation of minibuses follows [County Guidance](#).

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<sup>3</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

## APPENDIX 20

<b>STRESS / WELLBEING</b>
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The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. We have an annual contract with Schools Advisory Service which provides a well being programme for staff.

## APPENDIX 21

<b>LEGIONELLA</b>
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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 Brian Phillipson, the site manager, is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

- Water is heated and stored to 60 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))

## APPENDIX 22

### Staff First Aid Training

Full Name	Training Course Title	Venue	Date
Mrs J Ball	Basic Emergency First Aid	LHS	02 September 2016
Miss G Banks	Basic Emergency First Aid	LHS	02 September 2016
Mr L Banks	Basic Emergency First Aid	LHS	01 September 2016
Mrs J Borlase	Basic Emergency First Aid	LHS	01 September 2016
Mrs J Branigan	Basic Emergency First Aid	LHS	01 September 2016
Miss L Burrell	Basic Emergency First Aid	LHS	02 September 2016
Mrs C Bygrave	Basic Emergency First Aid	LHS	02 September 2016
Miss S Cheung	Basic Emergency First Aid	LHS	01 September 2016
Miss C Conway	Basic Emergency First Aid	LHS	01 September 2016
Ms M Delginova	Basic Emergency First Aid	LHS	02 September 2016
Mrs M Demaria	Basic Emergency First Aid	LHS	01 September 2016
Mrs S Doherty	Basic Emergency First Aid	LHS	01 September 2016
Miss V Edwards	Basic Emergency First Aid	LHS	02 September 2016
Mrs N Furey	Basic Emergency First Aid	LHS	02 September 2016
Miss M Gomes	Basic Emergency First Aid	LHS	01 September 2016
Mrs V Goodall	Basic Emergency First Aid	LHS	01 September 2016
Mrs S Green	Basic Emergency First Aid	LHS	02 September 2016
Mrs O Gunner	Basic Emergency First Aid	LHS	02 September 2016
Mrs W Gunning	Basic Emergency First Aid Emergency First Aid at Work	LHS Tigerlily	01 September 2016
Miss S Hadwin	Basic Emergency First Aid	LHS	01 September 2016
Mrs L Hall	Basic Emergency First Aid	LHS	01 September 2016
Mrs L Hall	Basic Emergency First Aid	LHS	02 September 2016
Miss C Hampson	Basic Emergency First Aid	LHS	01 September 2016

Mr G Johnson	Basic Emergency First Aid	LHS	02 September 2016
Mrs R Makinson	Basic Emergency First Aid	LHS	02 September 2016
Mrs B Modha	Basic Emergency First Aid	LHS	01 September 2016
Mrs A Moore	Basic Emergency First Aid	LHS	02 September 2016
Mrs P Mortlock	Basic Emergency First Aid	LHS	01 September 2016
Miss C Oliver	Basic Emergency First Aid	LHS	02 September 2016
Mrs J O'Toole	Basic Emergency First Aid	LHS	01 September 2016
Mrs B Pandit	Basic Emergency First Aid	LHS	01 September 2016
Mrs M Penny	Basic Emergency First Aid	LHS	02 September 2016
Mrs D Plociennik	Basic Emergency First Aid	LHS	01 September 2016
Mrs F Prior	Basic Emergency First Aid	LHS	01 September 2016
Miss C Sargent	Basic Emergency First Aid	LHS	01 September 2016
Mr P Seal	Basic Emergency First Aid	LHS	02 September 2016
Mrs Z Shahpal	Basic Emergency First Aid	LHS	01 September 2016
Ms S Shan	Basic Emergency First Aid	LHS	01 September 2016
Mrs S Shehzad	Basic Emergency First Aid	LHS	01 September 2016
Ms C Simmons	Basic Emergency First Aid	LHS	01 September 2016
Mrs L Snelling	Basic Emergency First Aid	LHS	01 September 2016
Mr C Stephenson	Basic Emergency First Aid	LHS	02 September 2016
Miss S Tobie	Basic Emergency First Aid	LHS	02 September 2016
Mrs D Tucker	Basic Emergency First Aid	LHS	01 September 2016
Miss M Walker	Basic Emergency First Aid	LHS	01 September 2016
I Wolinska	Basic Emergency First Aid	LHS	01 September 2016
Ms A Adomah	Paediatric Anaphylaxis Training	LHS	16 July 2016
Mrs S Butt	Paediatric Anaphylaxis Training	LHS	16 July 2016

Mrs J Green	Paediatric Anaphylaxis Training	LHS	16 July 2016
Mrs W Gunning	Paediatric First Aid	Chorleywood Primary school	16 November 2015
Miss M Lane	Paediatric First Aid	Chorleywood Primary school	16 November 2015
Mrs S Lees	Paediatric Anaphylaxis Training	LHS	16 July 2016
Miss P Moyo	Paediatric Anaphylaxis Training	LHS	16 July 2016
Mrs V Rawat	Paediatric Anaphylaxis Training	LHS	16 July 2016
Mrs G Williamson	Paediatric Anaphylaxis Training	LHS	16 July 2016
Miss G Wright	Paediatric Anaphylaxis Training	LHS	16 July 2016



Approved