Health and Safety Policy

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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 the school's Health and Safety Policy 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 and Learning outside of the classroom Policy
- Behaviour Policy
- Administering Medicines 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 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 Trust 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 and staff 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 Board 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 Trust and for ensuring that the objectives within this policy are implemented. They shall ensure that the Trust:

- 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 Committees in each School

The Local Governing 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, Jo Ball.
- 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 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 committee and are rectified.
- Support regular Health and Safety Audits
- Report to the Trust Board any significant risks which cannot be rectified within the establishment's budget.

2.4 Responsibilities of the Headteacher

The Headteacher, Jo Ball, has overall 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 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 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 Trust Board.
- 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, Jo Ball, 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, Jo Ball, 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 Governing Committees' Health and Safety Arrangements

- Each Local 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, Jo Ball.

- A programme of Health and Safety audits is delivered across all schools and each school will be required to develop, maintain, and report actions plans to ensure continuous improvements.

- Each school will have in place the following list of appendices to their local arrangements. Please add any others that you feel should be part of this document and advise the Trust Chief Operating Officer, Sharon Carlyon, or mark as Not Applicable, those that do not apply to you.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Lifting and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming and pools
- Appendix 23 - Work Experience
- Appendix 24 - Infection Control and Hygiene

APPENDIX 1 – RISK ASSESSMENTS

General Risk Assessments
The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Officer, Kirsty Milnes following guidance contained in the Education Health and Safety Manual and are approved by Jo Ball, Headteacher.

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

Individual Risk Assessments
Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Headteacher, Jo Ball, Assistant Headteacher, Becky Makinson, or School Business Officer, Kirsty Milnes. 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 subject leaders or class teachers using any available codes of practice. Whenever a new course or scheme is adopted or developed, all activities are checked, risk assessed and included within any lesson planning.

These are held centrally in the Health and Safety folder and on T:Drive in a folder named risk assessments.

APPENDIX 2 – OFFSITE VISITS

The 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/

The school has a contract with the Hertfordshire Local Authority's Offsite Visit team. The school uses the EVOLVE system to monitor all off-site visits. This system notifies the LA's Offsite Visits Advisor of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

The member of staff planning the trip will complete all relevant paperwork and risk assessments on using EVOLVE. This will by check by school's Educational Visits Co-ordinator, Simon Englander. Final approval will be given by Headteacher, Jo Ball.

Please see the Trust specific policy 'Offsite visit and Learning Outside of the Classroom'.

APPENDIX 3 – HEALTH AND SAFETY MONITORING AND INSPECTION

Health & Safety inspections are performed by the Headteacher, Jo Ball, and the and Site Manager, Brian Phillipson, at least once every term. The person undertaking the inspection will complete the HCC termly inspection report. Completed reports are stored in the Health and Safety folder.

The Headteacher's report to governors will identify areas of non-compliance to procedures and the Health and Safety policy and opportunities for improvement of practice. It will also indicate the corrective action to be taken, timescales for completion and who is responsible for ensuring the action is implemented.

A nominated governor will undertake an annual inspection using the HCC annual inspection report and report to the Local Governing Committee on an annual basis.

Advice and inspection checklists and proformas can be found at
http://www.thegrid.org.uk/info/healthandsafety/manual.shtml

APPENDIX 4 – FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher, Jo Ball, 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 posted in each classroom. These procedures will be reviewed at least annually by the Site Manager, Brian Phillipson, and School Business Officer, Kirsty Milnes, 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 the Site Manager, Brian Phillipson.

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: Boiler Room
Electricity: Electric Cupboard outside year 4
Water: On the grass verge outside the vehicle entrance.

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 – INSPECTION/MAINTENANCE OF EMERGENCY 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 on Every and in the fire log book located in the school 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 T & J Fire.
A fire alarm maintenance contract is in place and the system tested every six months by them.

Fire Fighting Equipment
Weekly in-house checks are undertaken to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering. The contractor, T & J Fire undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the T.J. Fire & Security contractor by the Site Manager.

Emergency Lighting Systems
These systems will be checked for operation monthly in house and every six months, a full discharge test and certification of the system will be undertaken by T.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

The school regularly assesses the need for first aid provision. Most of the staff are trained in a 4-hour Basic Life Support for School course and a number have paediatric first aid, particularly those working in Early Years.

First aid qualifications remain valid for 3 years. The School Business Officer, Kirsty Milnes, will ensure that refresher training is organised to maintain competence and that new staff are trained when first aiders leave. Training records are maintained on school MIS system. The School Business Officer alerts the staff when their refresher training is due.

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 and travel kits 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/next of kin will be notified immediately of all major injuries to pupils/staff. If parents/carers/next of kin are unable to arrive in time to accompany the casualty then an accompanying adult will go with them and will stay with a pupil until the parent/carer arrives at hospital. If the casualty is an adult an appropriate member of staff will accompany them in the ambulance to hospital.
Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct – call 111) and, in the case of pupil with the parents/carers.
The school nurse can also be asked for non-emergency advice. Her name and contact details are available from the school office.

Administration of medicines and Health Care plans
Please refer to the Trust's Administrating Medication Policy and Administrating medication procedures

APPENDIX 7 – ACCIDENT REPORTING PROCEDURES

Accidents to employees
A**ll** employee accidents, no matter how minor, must be reported to them 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 pupils and non-employees. More significant incidents, as detailed below, must also 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 the Headteacher, Jo Ball, and the nominated Health and Safety Governor, Mike Dobner. 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, Jo Ball, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)
Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 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/organization etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

APPENDIX 8 – HEALTH AND SAFETY INFORMATION AND TRAINING

Consultation
The Local Governing Committee meets every term and there is a standing item on the agenda to discuss health and safety issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by Headteacher, Jo Ball, and Site Manager, Brian Phillipson, and report to Trust when necessary.

Communication of Information
The Trust's Health and Safety policy is stored on the RM Staff drive within the policy folder.
The Health and Safety Law poster is displayed on the Health and Safety Noticeboard on the Admin corridor.
The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice.

Health and Safety Training

All employees will be provided with:

- Health and Safety induction by site manager, Brian Phillipson, which is stored in the personnel files;
- 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 in the school MIS system, Arbor. The School Business Officer, Kirsty Milnes, is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

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

APPENDIX 9 – PERSONAL SAFETY/LONE WORKING

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

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

Lone Working
Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.
Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.
Staff working outside of normal school hours must obtain permission of the Headteacher, Jo Ball.

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.
When working on site alone they must:

- Advise the Head Teacher of these instances and seek approval as appropriate
- Take all reasonable steps to keep themselves safe by:
  - Keeping doors locked for security (but ensuring fire doors are not locked)
  - Not performing potentially hazardous work (i.e. working with chemicals, working at heights)
  - Having a means of requesting assistance if need (i.e. access to a mobile or office phone)
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.
- Inform the Site manager, Brian Phillipson, and Caretaker, Royston Clay, working alone after hours or at weekends should ensure they always have a means to summon assistance close to hand.

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.

Home visits

Staff will not conduct home visits on their own, at least two members of staff must be present. A risk assessment will be conducted and held in the central file.

APPENDIX 10 – PREMISES AND WORK EQUIPMENT

All staff are required to report any defects with plant/equipment to the Site Manager, Brian Phillipson. Defective equipment will be taken out of service by storing it in a secure location pending repair/disposal. The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised/have received specific training is detailed accordingly.

Statutory inspections
Regular inspection and testing of school equipment are conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the on Every by the Site Manager.
Curriculum Areas
Subject 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 the Site Manager, Brian Phillipson. 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.
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 contractors every year.
The Site manager, Brian Phillipson is responsible for ensuring the inventory of all relevant electrical appliances is kept up-to-date and for ensuring that all equipment is available for testing.
A fixed electrical installation test (fixed wire test) will be conducted by the contractor every 5 years.

External play equipment
External play equipment will only be used when appropriately supervised. All staff supervising have a duty of care to check all equipment before use for any apparent defects. Any defects should be reported to the Site Manager, Brian Phillipson, immediately on Every – all staff are provided with logins. Defective equipment will be taken out of use pending repair. A routine inspection, looking at the equipment's basic condition should be undertaken by the Site Manager, Brian Phillipson, at least weekly. An operational inspection which looks in more detail at the equipment, will be carried out by the Site Manager, Brian Phillipson, half termly. All inspections will be recorded in the Health and Safety folder. PE and Play equipment are subject to an annual inspection by a contractor.

APPENDIX 11 – FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular Science and DT) subject leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place.

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

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and annually 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/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 Site Manager, Brian Phillipson, is responsible for ensuring that COSHH assessments are available from contractors *(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

APPENDIX 12 – ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with HCC's guidance of the asbestos policy.
The school's asbestos log is held by the Site Manager, Brian Phillipson, and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns). 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 School's Asbestos Authorising Officers are the Headteacher, Jo Ball and Site Manager, Brian Phillipson, and refresher training is provided 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, Jo Ball, 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.

The authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc. Where appropriate, demolition/refurbishment surveys will be carried out by a suitably qualified professional prior to any work being undertaken.
- 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

APPENDIX 13 – CONTRACTORS

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

All contractors must report to the school office where they will be asked to sign the Contractors Book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager, Brian Phillipson, is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects
Where the school undertakes projects direct, the Trust is considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by Sharon Carlyon (Trust COO) and the Site Manager, Brian Phillipson, who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works.

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.

APPENDIX 14 – 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/indg405.pdf.

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 manager.

The establishment's nominated person responsible for work at height is the Site Manager, Brian Phillipson.

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 15 – LIFTING AND HANDLING

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

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Site Manager, Brian Phillipson, 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 regular inspection and before use.

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 only and not for general use by parents/carers when bringing children to school or collecting them (access is given to the disabled parent/carers). 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 the School Business Officer, Jo Ball, following HCC guidance. Please see the lettings policy for further details.

APPENDIX 19 – MINIBUS

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. [1]

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.

[1] 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 - STRESS AND WELLBEING

The Local Governing Committee are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards. The school has an annual contract with the Schools Advisory Service, SAS, which provides a wellbeing programme for staff. SAS offers an extensive **Health & Wellbeing Support Service**, complimentary to the SAS insurance, managed by their in-house, qualified nurse team. The services provided are designed to tackle the root cause of long-term staff absence and aims to keep staff in work or assist in their swift return to work, where possible.

APPENDIX 21 - LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the HCC Education Health and Safety Manual.

A water risk assessment of the school has been completed by a contractor and the Site Manager, Brian Phillipson, 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)
- Quarterly disinfection / descaling of showers

Appendix 22 - School Swimming and pools

The school does not have its own pool for swimming lessons.

The school utilises the public pool at the Watford Leisure Centre in order to provide curriculum lessons in swimming for Years 5 & 6.

The school ensures that Normal Operating Procedures (NOP) are set out and followed when using the pool and facilities. This and the Emergency Action Plan (EAP) provided by Watford Leisure Centre are reviewed by school's Educational Visits Co-ordinator, Simon Englander with final approval will be given by Headteacher, Jo Ball. and stored on the T: Drive.

Appendix 23 - Work Experience

The Headteacher, Jo Ball, is responsible for managing and co-ordinating work related learning within the school following guidance contained in the Work Experience and Health and Safety FAQs

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

- All students receive Induction training and are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements are subject to pre-placement checks, and a specialist provider will be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable.
- 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 at the earliest possible opportunity.

APPENDDIX 24 – INFECTION CONTROL AND HYGIENE

The school follows the guidance provided by Herts County Council.
https://www.thegrid.org.uk/info/.../communicable_diseases_2018.docx

Full information is provided in Public Health England's Health protection in school and other children facilities. https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

APPENDIX 26 – INFECTION CONTROL DURING THE CORONAVIRUS PANDEMIC

Statement of Intent

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE and PHE (2020) 'Coronavirus (COVID-19): implementing social distancing in education and childcare settings'
- PHE and DfE (2020) 'Coronavirus (COVID-19): guidance for educational settings'
- PHE (2020) 'COVID-19: cleaning of non-healthcare settings'

2. Social distancing measures

2.1. The school will adhere to the government's social distancing guidelines as much as is possible.

2.2. To ensure the risk of virus spread for both staff and pupils still in school is as low as possible, the following action will be taken:

- Pupils, parents, carers and any visitors will be told not to enter the building if they are displaying symptoms of coronavirus.
- The way pupils arrive at school will be reviewed, with a view to reducing any unnecessary travel on coaches, buses or other public transport.
- Class sizes will be reduced and based on the number of teaching staff available.
- Pupils will be sat at desks that are two metres apart and will be required to sit in the same seats every day.
- Break and lunch times and the movement of pupils around the school will be staggered to prevent large groups of pupils from gathering.
- At lunch time, both pupils and staff will be asked to queue for meals and sit at tables whilst maintaining a two-metre distance at all times.
- Pupils will be asked to visit the toilet one after the other.
- Staff will ensure pupils keep a safe distance whilst in the playground or taking part in physical exercise.
- All unnecessary staff gatherings will be avoided, e.g. where possible, meetings will take place via video conference from different classrooms or offices.
- Parents will be discouraged from gathering at school gates. Floor markings will be placed in pick up areas to ensure parents maintain a two-metre distance from one another.
- Families collecting FSM will be asked to adhere to the school's social distancing measures.
- [EYFS] Staff will consider using age and developmentally appropriate ways to encourage children to follow social distancing, handwashing and other guidance, e.g. through games, songs and stories.

3. Additional hygiene and cleaning measures

3.1. Anyone who feels unwell will be told to stay at home for 7 days if they live alone, or 14 days if they live with others.

3.2. All staff and pupils will be:

- Told to frequently wash their hands with soap and water for 20 seconds.
- Encouraged not to touch their faces.
- Told to use a tissue or their elbow to catch coughs or sneezes and use bins for tissue waste.

3.3. Pupils who have difficulty washing their hands will be supported by a member of staff.

3.4. **[EYFS]** Staff will ensure thorough handwashing before and after supporting children who need help with nappy changing, going to the toilet or eating.

3.5. **[EYFS]** Sharing food, drink, utensils, equipment and soft toys will be avoided as much as possible. Equipment, toys and surfaces will be cleaned and disinfected more frequently than usual.

3.6. The frequency of cleaning will increase, particularly for surfaces in classrooms and toilet blocks in accordance with PHE's 'COVID-19: cleaning of non-healthcare settings' guidance.

3.7. Equipment, including keyboards, tables, chairs, door handles, light switches and bannisters, will be cleaned and disinfected regularly.

4. Preventing the further spread of infection

4.1. If anyone becomes unwell with the symptoms of coronavirus, they will be sent home and advised to follow PHE's 'COVID-19: guidance for households with possible coronavirus infection'.

4.2. If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and receive adult supervision, if required. Where possible, a window will be opened for ventilation.

4.3. Where isolation is not possible, the pupil will be moved to an area which is at least two metres from anyone else.

4.4. If the pupil needs to use the toilet whilst waiting to go home, they will be required to use a separate bathroom. This bathroom will be cleaned and disinfected using standard cleaning products before anyone else uses it.

4.5. If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves.

4.6. Staff must wash their hands thoroughly for 20 seconds following any contact with someone who is unwell.

4.7. When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for 20 seconds after all PPE has been removed.

4.8. If there is visible contamination to an area, e.g. with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth and nose.

4.9. Areas where a symptomatic individual has passed through and spent minimal time, e.g. corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.

4.10. All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g. door handles.

4.11. Disposable cloths or paper rolls and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using one of the following options:

- A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- A household detergent followed by disinfection (1000 ppm av.cl), following the manufacturer's instructions for dilution, application and contact times
- An alternative disinfectant which is checked to ensure it is effective against enveloped viruses

4.12. Cleaning staff will be asked to:

- Avoid creating splashes and spray when cleaning.
- Dispose of any cloths and mop heads used, by putting them into waste bags.
- Steam clean items that cannot be cleaned using detergents, e.g. upholstered furniture.
- Dispose of items that are heavily contaminated with body fluids and cannot be cleaned by washing.

4.13. Waste from possible cases and the cleaning of potentially infected areas will be put into a plastic rubbish bag which will be tied when full. The plastic bag will then be placed into a second tied bin bag, put in a suitable and secure place, and marked for storage until the individual's test results are known.

5. Communication with parents

5.1. The school will inform parents about the measures being taken and request they provide support with implementation, e.g. by encouraging measures to continue at home.

6. Pupils with SEND

6.1. The school will work with the LA and parents to decide how best to continue supporting pupils with EHC plans whilst ensuring they stay healthy and safe.

6.2. Some pupils with SEND or complex needs may be unable to follow social distancing guidelines. In these circumstances, staff will increase their level of self-protection by minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

7. Monitoring and review

7.1. The Headteacher, Jo Ball, is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance.

7.2. Any changes to this appendix will be communicated to all staff