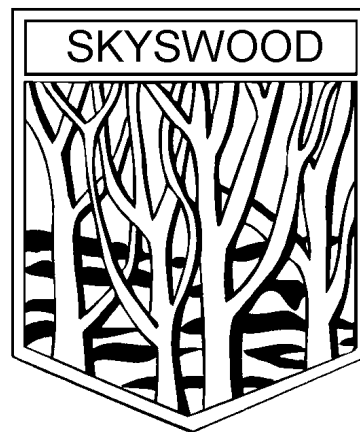


Skyswood Primary & Nursery School

Health & Safety Policy



November 2020

Review Date: November 2022

The Skyswood Primary and Nursery School Health and Safety Policy is based on the Hertfordshire Model Policy written by James Ottery. Policy reference CSF0035.

Introduction

1. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer, and has been formally adopted by the Skyswood Primary and Nursery School Governing Body.
2. The Herts Model Policy has been customised to fit the school's individual circumstances.

PART 1. STATEMENT OF INTENT

The Governing Body of Skyswood Primary and Nursery School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

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

This policy will be brought to the attention of all members of staff and is available to all stakeholders on the school website.

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy, the guidance outlined in the Offsite Visits Manual and all other relevant safeguarding policies. All of these policies are reviewed on a regular basis as outlined in the Annual Safeguarding to Governors.

J Mansell

James Mansell
Chair of Governors

06/11/2020

R J Bridle

Bob Bridle
Headteacher

06/11/2020

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

A Health & Safety Governor, Mrs Tamsyn Clark, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

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

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team can be contacted as follows: Tel: 01992 556478, healthandsafety@hertfordshire.gov.uk, to provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

- Reporting to the Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Responsibilities of the Site Manager

The Site Manager supports the Headteacher by taking joint responsibility for overseeing Health and Safety on the school site.

The Site Manager has a responsibility to:

- Apply the school's health and safety policy to all aspects of their work.
- Ensure staff are aware of and follow relevant published health and safety guidance.
- 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.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of Employees

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

All employees have a responsibility to:

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

PART 3. ARRANGEMENTS

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

The following list of arrangements covers the key elements of a Health and Safety policy.

- 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 and Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Manual Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - School Swimming
- Appendix 22 - Work Experience

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 Site Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Health and Safety Cupboard, situated in the school office. These assessments will be reviewed as appropriate to take account of any changes in procedures or legislation. 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 and/or Site Manager. Class teachers and Senior Leaders may carry out risk assessments relating to individual children within their class (e.g. linked to a school visit or specific curriculum area). These will then be brought to the attention of the Site Manager/Headteacher.

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 staff using the relevant codes of practice and model risk assessments detailed below.

Whenever new practices are adopted or developed all activities are checked against the appropriate risk assessments.

Generic risk assessments on the Hertfordshire Grid for Learning are used within the school as sources of model risk assessments, where appropriate.

All LA schools have a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

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

OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#) / [EVC](#) / [Headteacher](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. The only Level 3 trip undertaken within the school is the Snowdonia Field Trip (in the summer term of Year 6).

The children leave for Snowdonia on the Monday morning and return to school early on Friday evening. The trip always takes place in May, usually during the week after Year 6 Assessments and before the May half-term.

In planning this trip:

- All necessary risk assessments are carried out before the trip.
- For any new activity the staff will carry out a detailed risk assessment and make a preliminary visit where appropriate.
- Parents are fully informed about the nature of the trip and range of activities early in the academic year. A parents' meeting also takes place before the trip, fully informing parents of the finer details of the trip and addressing any questions.
- A designated staff member takes responsibility for medicines during the week.
- All visits conform to the guidelines outlined in the Offsite Visits Manual.
- The ratio of adults to children is always a minimum of 1:8. At least four adults accompany the trip. There is always at least one male and one female member of staff accompanying the trip (usually two of each).
- Parent Consent Forms (OV7C) are completed by all parents beforehand.
- All children are encouraged to participate in the trip. Where appropriate, the school agrees arrangements to financially support any child in order to ensure a fully inclusive trip. Appropriate arrangements within school are made for any children whose parents, for whatever reason, do not wish their child to attend.

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

HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of the site will be conducted annually and be undertaken / co-ordinated by the Site Manager and the governor/s responsible for Health and Safety.

The person(s) undertaking each termly inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager.

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

The School Council elects pupil representatives to carry out Health and Safety Checks with the Headteacher and Site Manager. These termly checks focus on areas such as fire evacuation notices and appropriate access to fire exits, appropriate locking of gates/cupboards with hazardous substances, safety of chairs stacked in the dining room, classroom tidiness (e.g. cloakroom areas).

For special class assemblies, shows and presentations, parents are reminded of fire exits and evacuation procedures before the start of each event.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and 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 school Fire Evacuation Policy, along with appropriate signage and posters in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills.
- Evacuation procedures are also made available to all contractors / visitors.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the Site Manager, the Headteacher and the Deputy Headteacher 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 and that all persons have been safely evacuated within 2 minutes of any alarm.
- The safe evacuation of persons is an absolute priority.
- Staff are made aware of the type and location of portable firefighting equipment, but only the Site Manager (and only in an exceptional case with a small, contained fire) is trained to use these. The priority is ALWAYS to evacuate everybody in a safe and timely manner.

Details of Service Isolation Points

- Gas valve for Main School is located outside main boiler room (environmental area).
- Gas valve for Nursery is located in the Nursery Boiler Room.
- Electricity shut out for Main School is located in the store cupboard next to the Site Manager's cupboard in the Dining Room.

- Electricity shut out for the demountable is located in the store cupboard next to the Site Manager's cupboard in the Dining Room.
- Electricity shut out for Nursery is located in the Nursery Boiler Room.
- All stopcocks for water are located by the main front gate.

Details of Chemicals and Flammable Substances on Site.

An inventory of these will be kept by the Site Manager as appropriate. This is located in the COSHH File in the school office.

Lock Down Procedures

Lock Down procedures are clearly outlined in the school's Lock Down Policy.

Emergency Lock Down drills within the school will take place at least once per year.

INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager 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 school office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur before the start of the school day.

Any defects in the system will be reported immediately to the alarm contractor / electrical engineer, CLYMAC. Clymac Ltd, Cloud Way Court, Belton Road, Loughborough. LE11 1LW. (01509 232651).

A fire alarm maintenance contract is in place with Clymac and the system tested every six months.

FIRE FIGHTING EQUIPMENT

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

Chubb 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 directly to Chubb Fire (0844 879 1666)

EMERGENCY LIGHTING SYSTEMS

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

A full discharge test for the duration of the batteries and certification of the system will be undertaken annually.

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

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

TRAINED TO 6 HOUR EMERGENCY FIRST AID AT WORK (7th Jan 2019):

Mr Bob Bridle
Mrs Lisa Foster
Mrs Adrienne Hinrichs
Mr Grant Jones
Miss Mia Harvey
Mrs Lisa Spiller
Mrs Heidi Lewis
Mr Dave Collenette
Mrs Alison Binmore
Miss Helen Field
Mrs Jess Holt
Mrs Rachel Robertson
Mrs Claire Traviss
Mrs Caroline Rich
Mrs Ursula Anderson
Mr David Oswin
Miss Kate McAlister
Miss Kate Upton
Mrs Sarah Salway
Mrs Diane Penketh
Mrs Abby Wildman
Mrs L Spittal
Mrs J Hames

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

Mrs Jenny Kerr (March 2019)
Miss Hannah Powell (November 2018)
Mrs Jane Carmichael (March 2019)
Mrs Loraine Orde (November 2019)
Mrs Fiona Wilbraham (November 2019)

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main Medical Room
Medical Room in Year 3 classroom.

AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IS LOCATED AT THE FOLLOWING POINT:

Main Medical Room

The Business Manager/School Secretary/Administrative Assistant are responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. AED (Defibrillator) is checked on an annual basis for functionality.

Transport to Hospital

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

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

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupils also with the parent/carer.

Administration of Medicines

All medication will be administered to pupils in accordance with the school's Supporting Pupils at School with Medical Conditions Policy which is derived from the DfE document of the same name.

No member of staff will administer any medication (prescribed or non-prescribed) unless a request form has been completed by the parent / carer except in exceptional circumstances.

The Business Manager/School Secretary/Administrative Assistant are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the Business Manager/School Secretary.

All non-emergency medication kept in school is securely stored in the medical cupboard with refrigerated meds kept in a clearly labelled container within the fridge in the staff room with access strictly controlled. All pupils know how to access their medication with adult supervision. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the cupboard in the main medical room and are clearly labelled.

Emergency Epipens

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g. Epipen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

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 (IHCP) are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, Business Manager/School Secretary, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when the child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Business Manager/School Secretary.

All staff are made aware of any relevant health care needs and copies of health care plans are securely stored in the medical room.

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

ACCIDENT REPORTING PROCEDURES**Accidents to employees**

Employees must report all accidents, violent incidents and near misses. All employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

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

A local accident book (located in the school office) is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

Parents / carers will be notified immediately of all major injuries.

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

All Accidents

All major incidents will be reported to the Headteacher and the Governing Body. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

HEALTH AND SAFETY INFORMATION AND TRAINING

The full Governing Body meets half termly. Health, safety and welfare issues affecting staff, pupils or visitors are addressed at each meeting through the Headteacher's Report. Action points from meetings are addressed through the Senior Leadership Team/Site Manager as appropriate, and reviewed by the Governing Body.

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

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

The Education Health and Safety Team, Tel: 01992 556478, provides competent health and safety advice for Community, Community Special and VC schools.

Health and Safety Training

All employees will be provided with:

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

Any new instructions or restrictions will be communicated to all staff via staff meetings, recorded in minutes and highlighted as part of the standard cycle of policy review. The Headteacher is responsible for ensuring that staff are competent to undertake their duties.

Training records will be kept in the school office. The Headteacher is responsible for co-ordinating health and safety training needs and for including details in the school's termly Monitoring and Evaluation plans. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of 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 the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. **Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain the permission of the Headteacher.

Where lone working cannot be avoided, staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone, etc.

Staff conducting home visits in the Early Years will not carry out such visits on their own. A minimum of two staff will carry out each pre-arranged home visit.

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. The Site Manager and Headteacher/Deputy Headteacher always inform each other of any emergency call outs.

PREMISES AND WORK EQUIPMENT

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

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

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

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

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 the Site Manager. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Curriculum Areas

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

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified annual cycle

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by AGG electrical.

The Site Manager 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) is carried out every 5 years. The most recent test was conducted by AGG Electrical in July 2018. All inspections and certifications are maintained in line with our statutory duties and all actions identified and remedial works necessary are acted upon in a timely manner.

External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked on a regular basis for any apparent defects, and the Site Manager will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by T&B Education Workshop Division.

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).

The Site Manager is 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.) The Site Manager consults appropriate teaching staff over any curriculum activity that involves potentially hazardous substances and risk assessments are carried out as necessary.

The Site Manager ensures:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;
- material safety data sheets are obtained from the relevant supplier for all such materials;
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance;
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- suitable personal protective equipment (PPE) has been identified and is 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 the use of these substances on site, 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

Our asbestos management plan was updated by Hertfordshire County Council in January 2020 (following the major heating works carried out by Artelia) in accordance with [HCC's asbestos policy](#). An internal review of the Asbestos Management Plan is carried out annually.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the school office. A copy is also held on line, available on Technology Forge on the Herts Grid.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos-containing materials (ACM) within their work areas.

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

In the event of any damage occurring to materials known or suspected to contain asbestos, a report will be made to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

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

The school's asbestos authorising officers are the Site Manager (27/02/19) and the Headteacher (27/02/19). Refresher training is undertaken every three years with most recent training noted in brackets.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns, etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work;
- A visual inspection of asbestos-containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum);

- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.;
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years);
- The school's asbestos management plan is kept up to date with any asbestos works (removal, new project specific surveys etc.) which are also notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to the school office, where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for checking whether expected controls are in place and working effectively.

School Managed Projects

The [Construction \(Design and Management\) Regulations 2015](#) applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly, the Governing Body is considered the 'client' and therefore has additional statutory obligations. Such projects are managed by the Headteacher and Governing Body 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. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire frameworks, the Headteacher and Governing Body will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely. The degree of competence required will depend on the work to be done.

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

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders. Further guidance can be found at <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 the Site Manager.

The nominated person(s) shall ensure:

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

MANUAL 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, 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

Practices for moving and handling children are outlined in the school's Restrictive Physical Intervention Policy.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (e.g. admin / office staff, headteacher, deputy headteacher, SENDCO) have a DSE working conditions assessment carried out annually.)

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 at www.hse.gov.uk/pubns/indg36.pdf.

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not be used for pedestrian access. A clear fence barrier separates pedestrian access from our main car park space.

The Headteacher and Site Manager review risk assessments for the school car park annually, and will create additional risk assessments where necessary (eg special events, major building works)

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Business Manager/School Secretary, in liaison with the Headteacher and Governing Body, following HCC guidance and the school's Lettings Policy.

APPENDIX 19

STRESS / WELLBEING

The school and Governing Body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards. The school follows procedures outlined in the Stress Management and Wellbeing Policy.

APPENDIX 20

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual. The Site Manager is responsible for undertaking the appropriate training and ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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);
- Flushing of seldom-used outlets and all showers (after all school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s));
- Termly disinfection / descaling of showers.
- Annual temperature check of stored water.
- All records relating to the management of Legionella are kept for 5 years.

APPENDIX 21

SCHOOL SWIMMING

Swimming at Sandringham School.

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

The school employ its own qualified swimming teachers to teach on a 1:10 ratio. The swimming teachers must also hold an up to date lifeguarding qualification.

In the event of teachers supporting the provision of swimming sessions, the Headteacher will ensure that teachers expected to undertake swimming teaching activities have completed swimming teaching as part of their Initial Teacher Education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction undertaken] for pools deeper than 1.2M staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming.

During the lockdown period all swimming sessions (at Sandringham School) have been cancelled. The KS2 swimming programme has therefore been temporarily postponed until it is safe to resume regular swimming sessions.

APPENDIX 22

WORK RELATED LEARNING

The school follows the procedures as outlined in the Work Placement Policy for any students or volunteers.

Any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

Further Information

12. For further information and guidance contact: the Health and Safety Team
Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk
13. A summary of changes from the previous version of the model policy (V7 October 2019) is provided below.

Addendum to H&S policy

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

The Headteacher will:

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

All staff will:

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- wear face coverings where recommended, in communal areas of the school where social distancing is hard to maintain;¹
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.

In the event of any infection the school will:

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- contain any outbreak by following local health protection team advice.
- Report confirmed cases

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.

In primary schools headteachers have the discretion to decide whether to ask staff or visitors to wear face coverings in these circumstances. Primary school children will not need to wear a face covering.

Based on current evidence the DfE guidance is that face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.