

The Giles Junior School



Our Mission:

- To live life proactively
- To care for self and others
- To nurture learning for a lifetime

Health and Safety Statement and Policy

Introduction

1. This policy is based upon HCC's criteria for schools where it is the employer and has been adapted by the governing body of Giles Junior School to meet the school's individual circumstances. The policy is based on the HCC model (**HCC reference CSF0035, dated September 2014**).
2. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
3. Health and Safety will be a regular, termly item on the agenda of the Childrens' and Families Committee and any important matters arising will be brought by the committee to the full governing body.
4. For further information and guidance contact the HCC Education Health and Safety Team
Tel: 01992 556478
5. **Date for review**
March 2017
6. **Distribution:-**

A copy of this policy will be available to:-

a) all school governors
b) all school staff

PART 1. STATEMENT OF INTENT

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

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its 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, and/or issued to, all members of staff. A reference copy is kept in the school office and on the shared Teacher drive.

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

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy
- Safeguarding Policy

Approved.....Date.....
(Chair of Governors)

Approved.....Date.....
(Headteacher)

PART 2. ORGANISATION

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

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these 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 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 school's health and safety governor is Mr H Allcock-Green

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 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 LA'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.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site will be the responsibility of the head teacher, the Site Manager will act as deputy to the head teacher on matters of Health & Safety.

Responsibilities of Subject Leaders

- Apply the school's health and safety policy to their own subject area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Conduct regular inspections of their areas of responsibility are carried out to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents occurring within their department are promptly reported and investigated using the appropriate forms etc;

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- 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.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 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 HCC expectations is given in the [Education Health and Safety Manual](#).

- 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 - Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Working at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress/Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - 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 Mrs K Badham following guidance contained in the [Education Health and Safety Manual](#) and are approved by the headteacher.

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

Risk assessments are available for all staff to view and are held centrally in the staff room, and on the teacher shared network 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 Mrs K Badham.

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/class teachers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts.

All LA schools have a subscription to Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and in science and DT their publications¹ can be used as sources of model risk assessment.

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

Be Safe! Health and Safety in primary science and technology, 4th Edition ASE.

National Society for Education in Art & Design (NSEAD)

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

Safe Practice in Physical Education and School Sport' Association of PE 'afPE'

<http://www.afpe.org.uk/>

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

OFFSITE VISITS

The LA 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/schlfe/outside/offsitevisits/>

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

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Deputy Headteacher (Mrs. K Badham) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Headteacher (Mrs. H Davies).

The person(s) undertaking such inspections will complete a report in writing and submit this to the Childrens' and Families Committee. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher (Mrs. H Davies).

A named governor (Mr H Allcock-Green) will undertake an inspection on an annual basis and report back to both the Childrens' and Families Committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

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

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the 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 fire log book and reviewed on an annual basis.

EMERGENCY PROCEDURES

Fire and Evacuation

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

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 Headteacher (Mrs. H Davies) and updated via Solero.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

Fire Fighting

- 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.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff are made aware of the location of portable fire fighting equipment and receive basic instruction in its correct use.
- Details of service isolation points :-
 - Gas – cupboard in Kitchen
 - Water – inside the boiler house, on wall
 - Electricity – cupboard in Hall
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Site Manager (Mr. L Brown) as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Headteacher (Mrs. H Davies) 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.

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager (Mr. L Brown) and a record kept in the fire log book. This test will occur on **Tuesdays at 4pm.**

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Mercury Security Systems, **01707 272272**

A fire alarm maintenance contract is in place with Mercury Security Systems and the system is tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Chubb Fire Ltd undertakes an annual maintenance service of all fire fighting equipment. The Site Manager (Mr. L Brown) checks weekly that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire Ltd, **08448 791666**

EMERGENCY LIGHTING SYSTEMS

These systems are checked for operation monthly in house by the Site Manager (Mr. L Brown) and annually by external contractor appointed on ad hoc basis.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

The Site Manager (Mr. L Brown) undertakes daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

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

TRAINED FIRST AIDERS

Ria Tapner-Robinson
Denise Allaway
Patricia Lamacraft
Sarah Allcock Green

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:

Stock Cupboard opposite secretary's office
5 Cherry behind back curtain

Mrs. P Lamacraft is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS 111) and, in the case of pupil with the parents/carers.

Contacts:-

LISTER HOSPITAL, Coreys Mill Lane, Stevenage, SG1 4AB, 01438 314 333
SCHOOL NURSE, Rosie Scone, Stanmore Road Health clinic, 01438 347 043
NHS, 111

Administration of medicines

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

The school will, at the request of the parent / carer and with the consent of the head teacher, administer medication prescribed by a medical practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

The Office Manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the Administration Assistant.

All non emergency medication kept in school are securely stored in a lockable cupboard in the staff room, refrigerated meds kept in clearly labelled container within the staff room fridge with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the appropriate class teacher's desk drawer, and clearly labelled.

Health Care Plans

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

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

All staff are made aware of any relevant health care needs and copies of health care plans are available on the teacher shared drive.

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

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Where the LA is the employer then **all** 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 (located in the Accident Reporting folder in the Staff Room) 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.

All major incidents will be reported to the headteacher and Mr H Allcock-Green. Parents / carers will be notified immediately of all major injuries.

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

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

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

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

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Childrens' and Families Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. Health & Safety is maintained as an agenda item for weekly staff meetings.

Communication of Information

Detailed information on how to comply with HCC'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.

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

Health and Safety Training

All employees will be provided with:

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

Training records are held by the Office Manager. The Headteacher (Mrs. H Davies) is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) 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's / line managers 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 compromise 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) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur, the nature of the work to be undertaken and the time the Lone Worker expects to leave the site.
- Ensure they do not put themselves or others at risk. (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]

A procedure will be implemented to ensure that Lone Workers notify the Headteacher (or other nominated person) that they have left the premises, and that the Headteacher/nominated person attempts to contact the Lone Worker if such notification has not been received within two hours of the previously advised expected departure from the site. Failure to establish contact with the Lone Worker **must** be followed by a site check to ensure that the Lone Worker has not suffered any injury preventing him/her from making contact.

School staff responding to call outs

Key holders attending empty premises where there has been 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 and should first check for evidence of intrusion.

PREMISES AND WORK EQUIPMENT

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

The Site Manager (Mr. L Brown) 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.

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 in / by Site Manager (Mr. L Brown). (Key areas for compliance are outlined on the [Grid](#))

Curriculum areas

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

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. Defective equipment will be reported to the Site Manager (Mr. L Brown).

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

Site Manager (Mr. L Brown) 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 subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects and the Site Manager (Mr. L Brown) will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by John Greenhill.

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

The Site Manager (Mr. L Brown) is responsible for CoSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Staff purchasing any substances, particularly liquids and powders, must first check with the Site Manager (Mr. L Brown) if Material Safety Data Sheets are required from the suppliers and if a CoSHH assessment is required.

The nominated person responsible for substance hazardous to health is the Site Manager (Mr. L Brown), he shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- 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 (Mr. L Brown) is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

LIFTING AND HANDLING

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

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

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

Paediatric Moving and Handling

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

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

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted December 2012.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Stock Cupboard by the Site Manager (Mr L. Brown).

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 drill or affix 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.)

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager (Mr L. Brown) who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Mr L. Brown, Mrs H Davies and Mrs C Pellow and refresher training is required 3 yearly.

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

These authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Manager (Mr. L Brown).

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 fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager (Mr. L Brown) 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 governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by a nominated person (to be determined when required) who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

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

² CDM refers to the Construction (Design and Management) Regulations and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

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WORKING 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 that use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role

The establishment's nominated person(s) responsible for work at height is the Site Manager (Mr. L Brown)

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;
- any risks from fragile surfaces are properly controlled.

Use of ladders by pupils is not allowed.

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 at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by Deputy Headteacher (Mrs. K Badham).

Those staff identified as DSE users shall be 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](#)

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, with the exception of parents of children with mobility issues.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Headteacher (Mrs. H Davies) following County council guidance.

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.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to headteacher / senior management.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed by Aqua2pure Water Hygiene and the Site Manager (Mr. L Brown) is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

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

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

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