



Health and Safety Policy

Date Agreed	Approved by	Review Date
15 th March 2017	Resources Committee	March 2019

PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the Heads Room and the shared drive.

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.
All Safeguarding Policies.

Signature

Signature]

Alison Mansfield
Chair of Governors

Helen Smith
Acting Headteacher

Date:

Date:

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 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, Rob Saunders, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

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

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

- Apply the school's health and safety policy.
- 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 head 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 etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all

times.

- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- 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

Detailed information on the LA's expectations are provided 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 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Health and Safety Induction Checklist (added by the school)

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 **class teacher/ subject leader** 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 on the shared area, 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) are held on that individual's file and will be undertaken by **the Head.**

Specific assessments relating to or pupil(s) are held in the risk assessment file and will be undertaken by **the classteacher.**

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. using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use e.g. scheme of work / lesson plan.

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science and DT.

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

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

APPENDIX 2

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. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

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

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Head who may be accompanied by the Governor with nominated responsibility for Health and Safety.

The person undertaking the inspection will complete a report in writing and submit this to the head teacher Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager.

A named governor, Rob Saunders, will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists 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 headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

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

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Headteacher/Office Manager and are updated to the LA via Solero.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff are not encouraged to put out fires. Their priority should be to close doors to contain fires and evacuate. 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 will be 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

Water = Boiler room (main water in road)

Electricity = Areas are 'zoned' every other classroom cupboard contains a 'mini' fuse board.

Main fuse boards located in **Caretaker area behind red doors** by kitchen and **Resources/PE store cupboard**. Each controls half of the school. Details on panel.

Details of chemicals and flammable substances on site.

SCHOOL – Caretaker's outside room. All chemicals and COSHH certificates are stored in this room.

NIGHTINGALE Cleaning Company – a lockable cupboard has been allocated to the Company. It is situated by Deputy Head teacher's office. The folder containing COSHH details and forms are stored in this area.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Caretaker is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in Head teacher's room.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb Fire - (0844 879 1666). Service agreement: 2343656

A fire alarm maintenance contract is in place with Chubb Fire and the system tested annually by them.

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 direct to the Head.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Chubb Fire - (0844 879 1666). Service agreement: 2343656

MEANS OF ESCAPE

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 TO FIRST AID AT WORK LEVEL (18 hr):

Nil

TRAINED TO EMERGENCY FIRST AID AT WORK LEVEL (6 hr):

Helen Smith

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

Lynda Hibbett

Sharon Neary

Barbara Compton

Ann Synowski

Andi Shone

Sue Hargrave

Jane Coomes

Fiona Millns

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:

The first Aid room and in the art area for each year group

Barbara Compton is responsible for regularly checking (termly) that the contents of first aid boxes including 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 will be notified immediately of all major injuries to pupils. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

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

Princess Alexandra Hospital, Harlow (01279 555544)
Herts & Essex Hospital, Bishop's Stortford (01279 555544)
School Nurse (01279 827909)

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.

Barbara Compton 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 Barbara Compton.

All non emergency medication kept in school is securely stored in a lockable cupboard in the medical room with access strictly controlled. All pupils access their medication through the duty first aider..

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in in the medical room and in their teacher's cupboard, 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 Barbara Compton.

All staff are made aware of any relevant health care needs and copies of health care plans are available from Barbara Compton.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

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 kept in the medical 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 the Governing Body through the Resources Committee. 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 LA's Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Resources Committee meets at least 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.

The teaching Trade Unions have not appointed a Safety Representative on the staff.

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 caretaker lobby and staffroom.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, 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 will be kept by the Head.

The Head is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher 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 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 a senior member of staff and sign in and out of the school premises.

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

School staff responding to call outs

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

Arena Security are keyholders and deal with any out of hours situations.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Caretaker/ Site Manager 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 Finance 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 detailed in the register.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Head Teacher. (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 will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Caretaker.

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

This inspection and testing will be conducted by Ploughright Hinton on an annual basis.

The finance 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) will be conducted by Ploughright Hinton on a 5 year cycle.

External play equipment

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

PE and Play equipment is subject to an annual inspection by John Harrison (independent PE equipment H&S inspector)

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/Caretaker are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Caretaker.

They shall ensure:

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

Where persons may be affected by their use on site, the Caretaker is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

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 on 5th August 2013 and report was published on 2nd June 2014.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the school office.

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 Caretaker who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are
Ann Boyle
Anne Beer
and refresher training is required 3 yearly.

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

The headteacher / 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 and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

APPENDIX 13

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

Paediatric Moving and Handling

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

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

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

APPENDIX 14

CONTRACTORS

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

All contractors must report to 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 Head is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are

managed by the headteacher, who will designate the role to an approved Company or Individual, 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. 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 Finance Manager will undertake appropriate competency checks prior to engaging a contractor.

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.

APPENDIX 15

WORK AT HEIGHT

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

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders
<http://www.hse.gov.uk/pubns/indg455.htm>

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

The establishments nominated person(s) responsible for work at height is the Finance Manager.

² CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work.

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

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 is properly controlled.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

The school gates are temporarily closed (not locked) by the caretaker at the beginning and end of the school day to stop any vehicles passing in front of the school when children are about.

LETTINGS / SHARED USE OF PREMISES
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Lettings are managed by Head teacher following HCC guidance.

[Current (March 2017) lettings are:

- Funzone
- Greek School
- Premier Sport Development
- Thorley Football Club

Funzone: This is an extended schools provider and use the mobile classrooms, school playground and sports field on weekdays during term time. They operate from 7:45 am – 9:00 and from 3:00 until 6:15 pm. They use their own equipment (beyond classroom furniture) and lock away their own resources, food etc). They make their own medical provision. A risk assessment is held with the letting agreement in the school office together details of liability insurance.

Greek School: This is an education provider who only use the mobile classrooms They operate fortnightly from 9:30 am until 11:30 am on Saturday mornings. They use their own equipment (beyond classroom furniture). Details of liability insurance are held with the letting agreement in the school office together.

Premier Sport Development: This is a sports club provider who use the school field and playground and have access to one mobile classroom for toilets and changing. They are on site at lunchtimes (programme varies), Saturdays and during some school holidays for sports camps. They can access the main school hall only when weather conditions dictate. They use their own sports equipment. Details of liability insurance are held with the letting agreement in the school office together.

Thorley Football Club: This is a sports club provider who use the school field have access to one external toilet. They are on site after school (programme varies), Saturdays and during some school holidays for sports camps. They use their own sports equipment. Details of liability insurance are held with the letting agreement in the school office together.

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 will respond to individual concerns and monitor staff workloads through:

Performance Management

Coaching and mentoring

Personal development plans

In addition, Wellbeing services are provided by our insurer for staff absence – (Schools Advisory Service: <http://www.schooladvice.co.uk>), details of which staff have been advised.

Phase team leaders and team leaders monitor and respond to concerns raised and refer to senior leadership as required.

LEGIONELLA

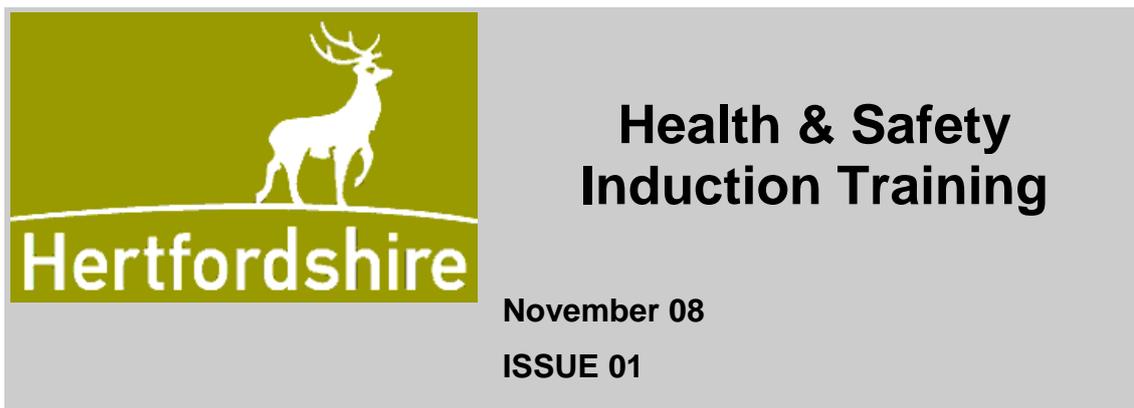
The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the school has been completed Nemco and Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment 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
- Stored cold water tanks are inspected for compliance and safety on an annual basis [insert contractors name]



1.0 INTRODUCTION

- 1.1 The Health & Safety at Work etc Act 1974 requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health & safety of their employees. This is further expanded by the Management of Health & Safety at Work Regulation 1999, which identify situations where health & safety training is particularly important, e.g. when people start work or are exposed to new or increased risks.
- 1.2 On taking up a new appointment, line managers have a duty to ensure that all new members of staff receive an effective health & safety induction, and understand the relevant information given.
The new employee should be advised on the school policies and procedures that will allow them to work safely, which will include arrangements for first aid, fire and evacuation etc.
- 1.3 Where schools have an existing induction template it should be ensured that health and safety issues are adequately recorded on this. It would be recommended that such templates include a statement such as:
'the schools health and safety policy has been provided and local arrangements explained to me, and I fully understand my responsibilities toward health and safety'
- 1.4 To ensure that all the relevant information is supplied and that legal obligations are met, the induction checklist contained within appendix 1 or the model school health and safety policy, should be used as a guide as to what should be covered.
It is not practicable for these documents to specify all associated risks, hazards and variations in practice that could occur. Thus these should be used templates, and modified, taking into account local surroundings and circumstances.



Health and Safety Induction Checklist

When induction health and safety training is completed, the relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion.

The new starter and person providing the induction should both sign the form and keep a copy.

Name:		Job Title:	
Department:			
Start Date:			
Accident and Hazard Reporting	Yes	No	Comments
Explain: - <ul style="list-style-type: none"> Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace Location and use of local accident book Use of HCC Incident forms (IDOR & VIR) and HSE form (F2508) 	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Log			
Explain:- <ul style="list-style-type: none"> Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised. Location of any known asbestos Who the asbestos authorised officers are and their role Asbestos Help Desk No 0845 6030369 	<input type="checkbox"/>	<input type="checkbox"/>	
COSHH			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance	<input type="checkbox"/>	<input type="checkbox"/>	
Communication & Consultation on Health & Safety			
Explain:- How staff can locate H&S information on the Grid Formal channels of communication within the school, e.g. meetings, safety Committees or other forum where Management meet with employee reps (union or otherwise) Identify Union / non union appointed Safety Representative explain who they are and how they can be contacted.	<input type="checkbox"/>	<input type="checkbox"/>	
Display Screen Equipment (DSE)			

<p>If a new starter is to use DSE as a significant and essential part of daily work (> 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate Provide new starter with leaflet 'Working with VDU's' Explain eyesight test provision entitlement</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire & Emergency Procedures			
<p>Explain:-</p> <ul style="list-style-type: none"> • Frequency of fire drills (termly) • How to raise the alarm in the event of an emergency • Evacuation procedure <p>Show:-</p> <ul style="list-style-type: none"> • Emergency exit routes, alarm call points • Location of extinguishers • Assembly point <p>If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Provision			
<p>Explain:-</p> <ul style="list-style-type: none"> • Names and locations of First Aiders (4 day 1st aid at work, paediatric first aid, emergency first aid) <p>Show:-</p> <ul style="list-style-type: none"> • Where to go for first aid assistance • Location of first aid boxes/equipment • Issue of 'Travelling First Aid Kits' 	<input type="checkbox"/>	<input type="checkbox"/>	
Health and Safety Policy Statement			
<p>Provide new starter with copy of local H&S policy and summarise its contents, particularly:-</p> <ul style="list-style-type: none"> • Responsibility of governing body, headteacher, managers • Employers & Employees Duties under health & safety legislation • Participation of employees • Local arrangements section 	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping Arrangements & Defect Reporting			
<p>Explain:-</p> <p>Principles of good housekeeping, particularly</p> <p>Fire safety</p> <ul style="list-style-type: none"> • Storage of combustibles • Signing in & out system • Keeping corridors & exit routes clear of obstructions <p>Electrical safety</p> <ul style="list-style-type: none"> • Regularly checking for obvious faults such as loose wires • Not using obviously defective equipment and procedures for taking out of service • How to identify an appliance that has 	<input type="checkbox"/>	<input type="checkbox"/>	

<p>been PAT tested and the frequency of testing.</p> <ul style="list-style-type: none"> Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager <p>General workplace safety</p> <ul style="list-style-type: none"> Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes Keeping workplace clean & tidy as far as possible Procedure for reporting any building /maintenance defects and concerns relating to health & safety. <p>Show:-Location of defect report log book (if any)</p>			
Infection Control			
<p>Explain:-</p> <ul style="list-style-type: none"> Principles of good hygiene. Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B 	<input type="checkbox"/>	<input type="checkbox"/>	
Job Specific Training Needs			
<p>Discuss specific training needs with new starter to identify additional training or instruction s/he may need e.g.:-</p> <ul style="list-style-type: none"> Manual handling Use of specific machinery Specialised work activities Risk assessments <p>Familiarise new starter with equipment and machinery that s/he will commonly use</p> <p>Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific such as trampolining, DATA for staff in DT etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Lone Working/Personal Safety			
<p>Explain school procedures for lone working Work involving significant risks (e.g.work at height) not to be undertaken whilst working alone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	Lone working means work carried out unaccompanied or without immediate access to assistance.
Medicines			
<p>Explain:-</p> <ul style="list-style-type: none"> School policy and DCSF requirements in 'Managing Medicines in Schools and Early Years Settings' <p>No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>See also school policy 'First Aid and Administration of Medicines Policy'</i>

Mobile Phone Use			
<ul style="list-style-type: none"> Using a hand-held mobile phone whilst driving is against council policy and will be breaking the Law. 	<input type="checkbox"/>	<input type="checkbox"/>	Mobile phones should not be used whilst driving on school business – even on hands free mode. If a call is urgent, please pull over to take the call safely.
Offsite visits			
<p>Explain: - School procedures and EVC's role. Use of Evolve for notification of visits to HCC All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the headteacher.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment			
<ul style="list-style-type: none"> Arrange for necessary clothing/equipment to be ordered Explain:- <ul style="list-style-type: none"> Why clothing/equipment needed How to request replacement equipment/clothing How to wear properly (if necessary) How to store properly How to check for and report defects 	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Assessments			
<p>Explain and/or show as appropriate:</p> <ul style="list-style-type: none"> Principles and location of school risk assessments Site/premises hazards Procedures for safe systems of work Lone working – reporting/buddy systems New & expectant mothers risk assessment (if applicable) Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation 	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Hazards			
Local Manager to explain	<input type="checkbox"/>	<input type="checkbox"/>	
Wellbeing			
Explain systems in place within school for responding to individual concerns (e.g. performance management, use of Employee Assistance Programme, membership of Wellbeing programme etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Work at Height			
Detail restrictions on staff using steps and	<input type="checkbox"/>	<input type="checkbox"/>	

ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.			
Workplace Facilities			
Show:- <ul style="list-style-type: none"> • Tour of workplace, including all common areas if workplace is shared with other occupiers • Toilets • Kitchen • Tea/Coffee/Drinking Facilities • Staff/rest room 	<input type="checkbox"/>	<input type="checkbox"/>	

I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.	
Name of Employee:	
Job Title:	
Employees Signature:	
Managers Name:	
Position:	
Managers Signature:	
Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.	

Annex A

Summary of changes from v4 2012

Page number	Section	Details of change
P2		New footnotes
P3		Updated link to DfE H&S advice for schools
P7		Text amended to clarify that if the school has any other specific roles / responsibilities these should be detailed e.g. lead agency for children's centre.
P8	Pt 3 Arrangements	Appendix 12 and 13 swapped over, appendix 12 is now asbestos, appendix 13 Moving and Handling
P11	Footnote	Clarification that school inspection cycles should be risk based
P14	Appendix 6 First aid and medication	Updated link to DfE document Supporting pupils at school with medical conditions Detailed arrangements should be provided in a separate policy
P18	Appendix 10 Premises and work equipment	Minor change to wording New link provided under planned maintenance and inspection for key areas for testing / inspection requirements.
P19	Appendix 11 COSHH	Minor change to wording relating to full COSHH assessments
P20	Appendix 12 Asbestos	Section re-written with more detail now provided on asbestos management expectations in line with new surveys undertaken in schools. In particular the survey limitations, notification of asbestos works to the LA and need to maintain records for 40 years.
P21	Appendix 14 Contractors	Minor changes to wording
P22	Appendix 15 Work at height	Updated link to HSE info
P24	Appendix 20 Stress	Minor changes to wording
P24/25	Appendix 21 Legionella	Revised wording with additional info included on required operational controls
P26	Appendix 24 Work experience	Minor changes to wording

