

# St Mary's CE High School

*"Everyone is equal : Everyone deserves the best"*

## Health & Safety Policy

*Date of Next Review: Spring 2022*

*"Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower, where*

***Through God's love, we are the rich soil where seeds flourish and roots grow,**  
based on the Parable of the Sower, Mark 4: 3-9*

*This underpins our motto, **We believe everyone is equal, everyone deserves the best**, and is key to what we do. We believe that we are all equal, irrespective of our background and beliefs. We provide a safe, nurturing environment in which we can all flourish. We have the very highest aspirations for our students, their families, our local community, and ourselves, and want nothing but the best. We challenge students by having a rich and exciting curriculum provision and by making learning practical, engaging and enjoyable. We enable students to succeed by providing the best possible personalised support."*

Nicholas Simms – Head Teacher

## **PART 1 STATEMENT OF INTENT**

The Governing Body of St Mary's CE High School is committed to achieving 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. These standards will ensure, as far as reasonably practicable, the health, safety and welfare of students, staff, parents/carers and visitors within the school.

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 all members of staff who are able to access it in the Health and Safety folder on the staff shared area and hard copies are kept in the Business Manager's Office and the Headteacher's PA's Office.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

The policy is consistent with Hertfordshire County Council's Health and Safety Manual: Policy and Guidance for Schools (referred to hereinafter as "the Manual") which can be accessed on [Health and Safety Manual](#)

St Mary's will manage health and safety issues through a formal, structured and continuous risk assessment process which involves:

- the identification of hazards;
- the identification of suitable measures to eliminate those hazards, if practicable;
- the identification of measures to mitigate and control any hazards that remain; and
- the adoption of systems and procedures to ensure the effective implementation of the chosen measures and controls.

Formal health and safety audits of all School premises, facilities and practices will be carried out by designated staff a minimum of once a year.

The overall objective of this School's Health and Safety Policy is to make the School as safe as possible for all those associated with it. Staff are urged to accord the highest priority to achieving this goal in undertaking their daily tasks.

Signed:

Signed:

**Debbie Chilton, Chair of Governors**

**Nicholas Simms, Headteacher**

Date:

Date:

## **PART 2 ORGANISATION**

The Governing Body of St Mary's CE High School is responsible for health and safety overall.

**The duties and responsibilities have been assigned to staff and governors as laid out below.**

### **Responsibilities of the Governing Body**

- Ensuring the school operates in accordance with the Herts CC Health and Safety policy, procedures and standards;
- To consider Health and Safety as a standing agenda item at each Full Governing Body meeting.
- A Health & Safety Governor, Peter Chorley, 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.
- Formulating a health and safety statement detailing how the responsibilities for health and safety will be met within the school;
- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.
- Providing appropriate resources within the school's budget to meet statutory requirements and in order to operate in accordance with the Herts CC's Health and Safety Policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting any hazards to the necessary authority (eg Diocese, Education Funding Agency) where the school is unable to rectify from its own budget;
- Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Governing body as the employer provides access to competent H&S advice via Herts CC's Education Health and Safety team as required by the Health and Safety at Work etc Act 1974]
- Promoting a positive Health and Safety culture and high standards of health and safety within the school via the Governors Committees.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of policy and procedures.

## **Responsibilities of the Headteacher:**

The Headteacher has overall responsibility for the day to day management of health and safety and the Governing Body's Health and Safety Policy and procedures.

As manager of the school and of all the activities carried out within it, the Head will advise Governors of any areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Ensuring that as far as is reasonably practicable, information, instruction, training and supervision is provided to enable staff and students to avoid hazards and to contribute positively to their own health and safety and that of others.
- Reporting to the Full Governing Body at least once per year on health and safety matters.
- Co-operating with external organizations and the governing body to ensure health and safety policy and procedures are implemented and complied with;
- Ensuring the effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and external organisations where necessary;
- Ensuring that all staff are aware of this Health and Safety Policy and have access to the electronic copy (or alternatively a hard copy) and that this policy and other appropriate health and safety information is communicated to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, training and personal protection equipment (where necessary);
- Ensuring consultation arrangements are in place for staff and/or their trade union representatives (where appointed) to make submissions to and/or attend the school's Health and Safety Committee;
- Reporting to the Diocese and/or the EFA any hazards which cannot be rectified within the school's budget;
- Ensuring that premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with the policy.

Whilst overall responsibility for health and safety cannot be delegated 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 school.

The task of overseeing health and safety relating to the site has been delegated by the Headteacher to the Business Manager.

Within teaching and specialist areas this task is also delegated to the relevant person eg Director of Teaching Learning Area, Site Team Leader etc.

**Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility**

<b>Post</b>	<b>Area of responsibility</b>
Director of T&L Areas	All activities carried out in their teaching and learning areas or by their T&L staff. Know and understand the broad requirements of the regulations, codes of practice and other safety requirements applicable to the work on which they are engaged, and ensure that they are complied with. Ensure that the requirements of the COSHH (Control of Substances Hazardous to Health) Regulations are scrupulously followed in accordance with the guidelines set out in <a href="#">Control of Substances Hazardous to Health</a> in The Manual. Annual monitoring by the Director.
Site Team Leader	All in-house maintenance and activities relating to site operations. The Site Team Leader will be responsible for carrying out, weekly during term-time, a test of fire alarms in the School. The Site Team Leader will check the condition of the School site and premises daily, and to either rectify or report any health and safety hazards or issues to the Business Manager or Headteacher in their absence.
HR Admin	VDU Assessments of staff qualifying for assessment and that all staff are DBS cleared
Admin Officer (General Office)	Primary First Aider responsible for first aid provision
Technicians	Supporting all practical activities carried out in their teaching and learning areas or by their T&L staff

The responsibilities for those listed above include to:

- Apply the school's health and safety policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- 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 safe working methods are in place and that these are brought to the attention of all staff under their control;
- Resolve health and safety issues referred to them by members of staff and inform the Headteacher or Business Manager of any issues which they are unable to achieve a satisfactory solution to within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required and submit an annual health and safety audit report to the Headteacher;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their area are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Ensure that substances harmful to health are kept securely and are used in a controlled and safe manner eg science chemicals, radioactive materials, cleaning materials; prescription drugs 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.
- Be familiar with, and have a good awareness, of the health and safety policy and the implications for their work and practice
- Comply with the school's health and safety policy and procedures at all times.

- Operate in accordance with risk assessments
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with 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.
- Use correct equipment and tools in an appropriate manner.
- Ensure that they only use equipment or machinery that they are competent in the use of and/or have been trained to use. Pay particular attention to County guidance on safe working with electricity as set out under [Safe Working with Electricity](#) in The Manual.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Ensure that all equipment, systems and procedures provided in the interests of health and safety or welfare is not misused or interfered with.
- When working with children, young people and/or students, ensure that the highest priority is given to Health & Safety and that appropriate information and education is provided and regularly reviewed/revisited

### **Responsibilities of Students**

All students are expected to:

- Exercise personal responsibility for safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene.
- Observe the safety rules of the School including the emergency evacuation procedures displayed in each classroom
- To tell a member of staff as soon as possible if they become aware of anything that might present a potential danger or Health and Safety issue to another student or person

### **Monitoring of this Policy**

This Policy will be reviewed and monitored by the Full Governing Body at least once a year. There will be a formal meeting of the Health and Safety Committee Meeting at least once each year that will report to the Full Governing Body. The Full Governing Body will have a standing item for Health and Safety on each agenda.

**Other Relevant Policies/Procedures:**

Child Protection (including Safeguarding) Policy

First Aid Procedures

Offsite Visits Policy

Lone Working Procedures

### **PART 3            ARRANGEMENTS**

For detailed information on Health and Safety policies please see Hertfordshire County Council policies and guidance on health and safety which are available on the internet [Health and Safety Manual: Policy and Guidance for Schools](#) and [DfE Health and Safety advice for schools](#)

- 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       -        Moving and Handling
- Appendix 13       -        Contractors
- Appendix 14       -        Work at Height
- Appendix 15       -        Display Screen Equipment
- Appendix 16       -        Vehicles
- Appendix 17       -        Lettings
- Appendix 18       -        Minibuses
- Appendix 19       -        Stress
- Appendix 20       -        Legionella
- Appendix 21       -        Work Experience
- Appendix 22       -        Site Security

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

A central record of the school risk assessments (for all activities, teaching and non-teaching and premises) will be kept by the Business Manager but the responsibility for producing and reviewing risk assessments lies with the person responsible for the particular activity or location to which the risk assessment relates eg trampolining risk assessment will be carried out by the Director of Performing Arts T&L Area either directly or in conjunction with specialist member of staff.

These risk assessments are available for all staff to view and hard copies are held centrally in the Business Manager's office and Headteacher's PA's Office and on the staff shared drive within the Health and Safety folder.

Risk assessments will be reviewed on an annual basis or when the work activity changes, or after an accident or near miss occurs. Staff must be made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on that person's file and will be undertaken by the relevant line manager or staff member in charge of a particular student's activity.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. [Pregnant Worker/New or Expectant Mother Risk Assessment Guidance](#)

Such risk assessments will be reviewed on a regular basis.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant Director of Teaching & Learning area using the relevant codes of practice and model risk assessments available.

Whenever a new course is adopted or developed all activities are checked against the risk assessments and significant findings incorporated into texts in daily use eg scheme of work, lesson plan, syllabus etc.

The school has a subscription to [CLEAPPS](#) which can be used as a source for model risk assessments relating to Science in schools. .

In addition the following sources can be used for general information and advice on managing risk and model risk assessments:

[Managing Risk in the Curriculum](#)

[http://www.designinschool.com/uploads/2/6/0/6/2606122/bs4163\\_health\\_and\\_safety\\_for\\_design\\_technology\\_draftv3.pdf](http://www.designinschool.com/uploads/2/6/0/6/2606122/bs4163_health_and_safety_for_design_technology_draftv3.pdf)

[Design and Technology Association](#)

[G79 Auditing Health & Safety in a Secondary School's Design and Technology Department](#)

Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006 [ASE](#)  
(Topics in safety, 3<sup>rd</sup> Edition ASE 2001)

[Topics in safety, 3rd Edition ASE](#)

[National Society for Education in Art & Design \(NSEAD\)](#)

[Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'](#)

All employees teaching drama or in charge of organising an event (including concerts, drama productions, consultation evenings etc.) on school premises will be responsible for ensuring that the arrangements for the event and the activity itself comply with legal requirements and County guidelines, as set out under [Drama and Public Performances](#) in The Manual.

All employees teaching or supervising physical education activities will comply with County guidelines, as set out under [Physical Education](#) in The Manual and in accordance with the School's Code of Safe Practice in Physical Education.

<b>OFFSITE VISITS</b>
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All offsite visits will be planned following guidance contained in the [Hertfordshire Guide for the Management of Learning Outside the Classroom \(LOtC\) and Offsite Visits](#)

The Governing Body must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

The Headteacher or their Senior Deputy must approve **all** offsite visits. Relevant risk assessments must be completed before all trips.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's SLT member of staff responsible for off site visits who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

Further information is contained within the school's Offsite Visits Policy.

<b>HEALTH AND SAFETY MONITORING AND INSPECTION</b>
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A general visual inspection of the site will be conducted termly and be undertaken/co-ordinated by the Business Manager in conjunction with the Site Team Leader.

Monitoring inspections of individual areas will be carried out termly by Directors of Teaching and Learning Areas, Site Team Leader, Admin Officer (General Office) or nominated staff. Records of such monitoring will be kept by those carrying out the monitoring inspections.

The person(s) undertaking such inspections will complete a report in writing and submit this to their SLT line manager who will raise any issues or concerns with the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the relevant SLT Manager.

A named governor agreed by the main Governing Body will be involved/undertake an inspection on an annual basis and report back to the full governing body meetings.

Advice and pro forma inspection checklists can be found at

[Governors/SLT Annual Health & Safety Inspection Checklist](#)

[School Site Inspection Safety Checklist](#)

[Annual Inspection Checklist Curriculum 2010](#)

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

A hard copy of the fire risk assessment is located in Site Team Leader's Office in the fire log book and is reviewed on an annual basis by the Business Manager.

### **Fire Instructions**

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

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

### **EMERGENCY PROCEDURES**

#### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed in the Staff Induction (Starting Points) document and can also be found on the staff shared area in the Health and Safety folder and a summary is posted in each room.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Business Manager.

#### **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.
- **Details of service isolation points** (i.e. gas, water, electricity) are contained in the fire log book
- **Details of chemicals, radioactive and flammable substances on site.** An inventory of these will be kept by the Directors of Teaching and Learning Areas and other responsible persons as appropriate.

#### **Lockdown Procedure**

- The procedure to follow in the event of the need for all students, staff and visitors to temporarily remain within locked areas within the School will be added to this appendix in the near future.

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site Team Leader and a record kept in the fire log book. This test will occur every Monday at 3:30pm during term-time.

Any significant defects on the system will be reported immediately to the alarm contractor, Cam Alarms.

A fire alarm maintenance contract is in place with Cam Alarms and the system tested quarterly by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Chubb Fire undertakes an annual maintenance service of all fire fighting equipment.

Weekly, the Site Team Leader checks 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.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by the Site Team Leader and annually by Mill Green Electrical.

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

**MEANS OF ESCAPE**

Daily, the Site Team Leader checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

**STORAGE OF FLAMMABLE MATERIALS**

The Site Team Leader will ensure that all stored rubbish is kept in a locked area and no flammable materials are stored in plant and main electrical intake rooms/areas.

<b>FIRST AID AND MEDICATION</b>
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**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

First Aid Room	Shelf	Main Box
First Aid Room	Shelf	Main Box
First Aid Room	Shelf	Travel Kit
Science Prep Room	L/H side of D/Doors	First Aid Box
Main Kitchen	On Staff Room Locker	First Aid Box
Food Tech Office	On R/H Shelf	First Aid Box
CDT Tech Room	Next to sink	First Aid Box
Minibus – Silver 09	Driver's area	First Aid Box
Minibus – Silver 08	Driver's area	First Aid Box
Gym PE Office	L/H of External Door	First Aid Box

The Primary First Aider is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following school staff are available to provide first aid in the first instance and are trained to First Aid at Work Level:

Kerri Senturk – General Office - Ext 631 (Primary First Aider)  
 Jackie O'Neill-Maguire – General Office - Ext 651  
 Janet Aliberti – General Office - Ext 645  
 Eunice Pitcher – General Office - Ext 633

The Business Manager will ensure that first aiders within the school have a current certificate and that new persons are trained should first aiders leave.

The Site Team Leader will check that any school minibuses are properly equipped with first aid boxes before they are used.

**Transport to hospital:** If the first aider attending or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted.

Recommended procedure for completion of incident/accident records are to be followed.

**Medical Contact Numbers:**

Joanne Kerr (School Nurse) – 0782 4545396

Harlow Hospital A & E – 01279 444455 or North Middlesex Hospital A & E 0208 8872000

NHS Emergency – 999 or NHS Urgent Medical Help 111 (non-life threatening)

### **Administration of medicines**

All medication will be administered to students in accordance with the DfE document [Supporting Pupils at school with medical conditions](#)

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent/ carers and with the consent of the Headteacher. Records of administration will be kept by the Primary First Aider. No member of staff should administer any medicines unless a request form has been completed by the parent / carer.

All medications kept in school are securely stored in a locked cabinet in the first aid room within the First Aid Room with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in First Aid Room, and clearly labelled.

### **Health Care Plans**

Health care plans are in place for those students with complex medical needs eg chronic or ongoing medical conditions (e.g. diabetes, epilepsy, Anaphylaxis etc). These plans are reviewed annually by the Primary First Aider and Inclusion Director/SENCo and written precautions/procedures made available to staff. Specific needs that relate to classroom practice will be monitored and reviewed by the Inclusion Director/SENCo.

Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate. Please refer to the School's First Aid Policy.

<b>ACCIDENT REPORTING PROCEDURES</b>
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The school operates in accordance with the Herts CC's and the Health and Safety Executive's accident/incident reporting procedure where all employees have responsibility for reporting accidents, violent incidents, dangerous occurrences, and near misses.

In all cases an Injury or Dangerous Occurrence Report (IDOR) form must be completed and returned to the General Office as soon as possible but within two working days at the latest. In the case of serious accidents/incidents/injuries the Headteacher or Business Manager must be informed immediately.

On receipt of the IDOR form, a school first aider will add any information regarding the injury, any first aid administered and whether an ambulance was called. General Office staff will obtain any relevant statements from the injured party and any witnesses. The IDOR form will be passed to the Headteacher or Business Manager and an investigation carried out if appropriate and remedial steps taken to avoid similar instances recurring. A report to the HSE will be made on-line by the Business Manager if the circumstances of the injury or absence requires it.

All accidents, incidents, near misses and injuries, however minor, to students, staff and visitors must be reported. School accident reports will be monitored for trends and a report made to the Governors, as necessary.

In addition to the above procedure Science will keep a record of the incidents/accidents occurring within their own area which will be used to inform any necessary changes to working practices and procedures employed.

In order to prevent potential injuries staff must report faulty equipment, potentially unsafe systems of work etc. to the Headteacher or Business Manager.

#### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately by the Headteacher or Business Manager to the HSE.

It is recommended that reference is made to the HSE website for guidance/examples as to whether the accident/incident meets the reporting requirements [HSE - Incident reporting in schools \(accidents, diseases and dangerous occurrences\) - Employers Guidance](#)

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- A student or other non-employee being taken to hospital with a serious injury and where the accident arose as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, or failings in the organisations and management of an event etc;
- Employee absence, as the result of a work related accident, for periods over 7 consecutive days (including weekends and holidays).

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**Consultation**

A Health and Safety meeting chaired by the Business Manager is held termly and is open to all staff to attend. The Governing Body has a standing item to deal with safeguarding and will also discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

**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

Herts County Council's Health and Safety Advisory Service, Tel: 01992 556509 provide competent health and safety advice to the school.

**Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by the line manager.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

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 line manager who is responsible for co-ordinating health and safety training needs. All training undertaken is recorded on SIMS. A system is in place with the Admin Officer (HR) 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 Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

<b>PERSONAL SAFETY / LONE WORKING</b>
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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 police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the students, staff and visitors 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 and safe to be carried out.

Guidance on Personal Safety and Lone Working can be found in Herts County Council's [Health and Safety Manual](#)

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/Business Manager's permission and notify him/her on each occasion when lone working will occur (unless this is a part of the role eg Site Staff & Lettings Assistant)
- Work in accordance with the school's Lone Working Risk Assessment
- Ensure they do not put themselves or others at risk.
- 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) There is a specific Policy for staff working in the Children's Centre and Local Partnership.
- Staff working in the building outside normal working hours eg weekends and school holidays must sign in and sign out in reception so that there is a record of the occupants of the building except for CC/Partnership staff who would use their own procedures.
- Key holders attending empty premises where there has been an incident or suspected crime should do so in conjunction with an appointed key holder or a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. (Arena Security is the school's first response keyholder.)
- Report any incidents or situations where they may have felt "uncomfortable".

<b>PREMISES AND WORK EQUIPMENT</b>
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**Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to relevant timescales. Records of such monitoring will be kept by the person responsible for the relevant area.

The Business Manager is responsible for identifying all plant and equipment in an Asset Register or Inventory in line with the school's policy. The person responsible for the relevant areas must ensure that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff have a duty to report to their line 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.

**Curriculum areas**

Directors of Teaching and Learning Areas with the support of technicians are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented or requests made to the Business Manager.

**Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) periodically, conducted by an appointed contractor.

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

Major fixed wiring circuits will be checked every five years.

In the event of lift failure any passengers trapped inside should follow the emergency instructions displayed inside the lift.

## Schedule of Work Equipment requiring Inspection

Equipment	Authorised Users	Authorised Person for Inspection/Repair	Inspection Period
Access equipment eg ladders, scaffold towers	Site Staff	Site Team Leader	Ladders: Before each use Scaffold Towers: On erection and weekly if left in situ
Site and cleaning equipment including hand tools	Site Staff	Site Team Leader	According to manufacturer's guidelines
Grounds Maintenance Equipment	Site Staff	Site Team Leader	According to manufacturer's guidelines
Gas appliances (main kitchen, Food Technology and boilers)	Kitchen, Science & Tech and Site Staff, (For Food Tech - students under supervision)	Gas Safe Registered Contractor	Annually
PE equipment	PE staff and students under supervision	Contractor	Annually
LEV, dust extraction and fume cupboards	Science and Technology Staff and students under supervision	Contractor	Annually
Technology Equipment	Science and Technology Staff and students under supervision	Contractor	Annually
Portable Electrical Equipment (PAT) Including Microwave Testing	All staff and students under supervision	Contractor	Periodically
Fixed Wiring	Site Staff	Contractor	Every Five Years
Lifts	Staff and accompanied students and visitors	Contractor	Annually
Fire Alarm System	Site Staff	Contractor	Annually
Security Alarm System	Site Staff	Contractor	Annually
Fire Extinguishers	Site Staff	Contractor	Annually
Boiler and Heating Plant	Site Staff	Contractor	Six Monthly
Water Systems	Site Staff	Contractor	Annually
Man Safe Roof Safety Equipment	Contractor	Contractor	Before any access to roof top
Access Control Equipment & emergency releases	Site Staff - Testing	Contractor	Annual Repair Contract
Evacuation Chair	Site Staff	Contractor	Annually
Lightening Conductors	Site Staff	Contractor	Annually

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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).

Within curriculum areas (in particular Science and DT) the Directors of Teaching and Learning areas are 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 working within the Science Department must ensure that they work to the guidance provided by CLEAPSS in relation to the storage, security of, use and disposal of chemicals and items. Guidance can be found in the [CLEAPSS Secondary Science Hazcards](#) and the publication [Secure Your Chemicals Education](#)

In all other areas the School’s nominated person(s) responsible for substances hazardous to health are the Site Team Leader and Chef Manageress.

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.
- risk assessments are conducted for the use of hazardous substances
- all chemicals are appropriately and securely stored out of the reach of young people and non-authorized adults.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- safe disposal of used chemicals or those no longer required
- suitable Personal Protective Equipment (PPE) that has been identified is available for use.

PPE will be provided free of charge to employees where the need is identified as part of the risk assessment.

### **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance L93 [Managing Ionising Radiations and Radioactive Substances in Schools and Colleges](#) (revised Jan 2013).

- The School will nominate a Science Teacher as the School’s Radiation Protection Supervisor (RPS) who is responsible for ensuring all records pertaining to radioactive sources are maintained.
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC

There is no asbestos present within the school building.

<b>LIFTING AND HANDLING</b>
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Generic risk assessments for regular manual handling operations are undertaken and staff trained 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 Headteacher or Business Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

#### **Paediatric Moving and Handling**

All staff who move and handle students 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 students 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.

Please refer to [Herts CC's Restrictive Physical Intervention Policy](#).

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

All contractors must report to reception where they will be asked to sign the visitors' book and wear an identification badge. Any staff encountering visitors without badges should escort them to the school reception for registration. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Headteacher, Business Manager and Site Team Leader are responsible for monitoring areas where the contractor's work may directly affect staff and students 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 the Headteacher or Business Manager 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 CDM<sup>1</sup> regulations will apply.

To ensure contractor competency the school will use Hertfordshire's Contractors List or contractors recommended by other organisations. These contractors are required to abide by health and safety regulations. Where non registered contractors are used the Business Manager will undertake appropriate competency checks prior to engaging a contractor.

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

The Headteacher will determine which contractors will require DBS checks when working at the school depending on location, duration, and timings.

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2007 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.

<b>WORKING AT HEIGHT</b>
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Working at height can present a significant risk 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 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.

The School's nominated person(s) responsible for work at height is the Site Team Leader and Site Assistants. Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who uses ladders / stepladders  
<http://www.hse.gov.uk/pubns/indg455.htm>

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

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.

<b>DISPLAY SCREEN EQUIPMENT (DSE)</b>
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All staff who use habitually use computers 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, finance staff etc. shall undertake an online DSE self-assessment which will be reviewed and action taken, if appropriate, by their line manager or by the Admin Officer (HR).

Those staff identified as DSE users shall be entitled to a free 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 [Display Screen Equipment and ICT in Schools Guidance](#)

<p><b>VEHICLES ON SITE</b></p>
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Vehicular access to the school is restricted to school staff and visitors and for general use by parents / carers when bringing children to school or collecting them.

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

The vehicle access gate must not 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.

The vehicle entrance gate must always remain open when the vehicle entrance exit gate is open so as to prevent possible vehicle accidents.

<b>LETTINGS / SHARED USE OF PREMISES</b>
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Lettings are managed by the Business Manager and hirers will follow school guidance and procedures relating to lettings contained within the [Hirer's Pack](#) .

The normal areas for lettings will be the sports hall, gymnasium and dining hall. It is not expected that areas such as laboratories and the school kitchen will be accessed by external users unless school staff are present.

<b>MINIBUSES</b>
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The Business Manager maintains a list of nominated drivers who have received training in order to drive a minibus and the Admin Officer (HR) conducts an annual check of their driving licence.

All minibus drivers will need to successfully undertake a minibus assessment conducted by approved instructors from the HCC Road Safety Unit list. Refer to Herts County Council's [Minibus Driving Guide 2011](#)

Drivers are re-assessed at 5-yearly intervals to maintain safe standards of operation.

The Site Team Leader is responsible for undertaking regular checks on the vehicles and the school's operation of minibuses follows County Guidance. [Minibus Check List 2011](#)

Drivers must complete the journey details in the book located in the glove compartment of each minibus and must enter any potential mechanical or safety concerns noticed during any journey and in addition advise the Site Team Leader of any potentially serious problem.

The Business Manager will ensure that the minibus is correctly insured and that minibuses are serviced annually and MOTs carried out.

## APPENDIX 19

### REDUCING STRESS / ENSURING 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 Herts County Council's guidance.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management (annual) for all staff. There are regular line management meetings for all staff with responsibilities. There are termly progress review meetings for all classroom based staff to review targets and review professional support, mentoring, staff able to speak to Headteacher / senior management and Governors. The Deputy Headteacher in charge of Teaching & Learning monitors workload issues and responds accordingly. In addition there is an ethos of praise and private and public recognition for professional work, achievements and contribution to school objectives etc

<b>LEGIONELLA</b>
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The school complies with advice on the potential risks from legionella as identified in the Herts County Council guidance [Legionella Guidance for Premises Managers](#)

A water risk assessment of the school has been completed by Nemco and the Site Team Leader is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The Site Team Leader will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by Nemco.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

<b>WORK EXPERIENCE</b>
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The school has a separate work experience policy which is regularly reviewed and updated. The Headteacher is responsible for managing and co-ordinating work related learning within the school following guidance contained in the [Work Experience and Health and Safety FAQs](#)

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

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks, and a specialist provider will be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable. When the specialist provider's preferred suppliers are not used, a pre-placement health and safety assessments will be carried out by competent people<sup>2</sup> and supporting documentation completed,
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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<sup>2</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

## APPENDIX 22

### SITE SECURITY

Security of staff and students and the school site is extremely important. Security measures are in place to allow staff and students to feel safe in their surroundings and include:

- Perimeter fencing
- CCTV covering external and internal areas
- Access control
- Video entry system at main and student reception
- One point of entry for visitors via a staffed main reception
- Staff identity cards and visitor and contractor cards
- Visitor safeguarding and signing -in procedures
- Well set out traffic management signage and car parking facilities
- A log of staff and visitor vehicle registrations and staff parking permit system

A complete list of all staff (Teaching, Support and Part Time) and vehicle registration numbers are recorded by the Administration Officer (HR) and staff have a responsibility to advise of any changes to their details to allow the system to be kept up to date.

Access to visitors, delivery and contractor vehicle drivers will be monitored at all reasonable times and all necessary procedures will be enforced to conform to the latest safeguarding directives.

Signage is in place to ensure all visitors and contractors are directed to the main reception where they are required to register their details and are issued with the appropriate badge (eg visitor or contractor) prior to being allowed to enter the school. Visitors and Contractors must wear their badges clearly displayed at all times.

CCTV cameras monitor the school premises and car parking areas 24/7 to ensure the safety of staff, students and the premises.

Premises are locked up securely by a member of the site team at the end of the day and all doors, windows and gates are securely fastened. Intruder alarms are set and an external independent monitoring station will alert the school's security keyholding company who will alert a member of the site team should an alarm be activated after a significant incident eg break in.

Regular site and boundary inspections are made by members of the site team to ensure that no boxes or bags are left unattended and any persons on site unknown to a member of staff are challenged. Waste bins are kept in a locked area within the Goods Delivery Compound.

All members of the school staff are actively encouraged to report to the Headteacher or a member of SLT anything they see as suspicious.