



ST MARY'S
CE HIGH SCHOOL

St Mary's CE High School

"Everyone is equal: Everyone deserves the best"

Draft update, to be ratified at next Full Governors

Health & Safety Policy

Date of Review: Spring 2022

Update Spring 2024: new Headteacher

Date of Next Review: Summer 2025

"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."*

Richard Vaughan – Head Teacher

PART 1 STATEMENT OF INTENT

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

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

The policy is consistent with Hertfordshire County Council's Model Health and Safety Policy which can be accessed [here](#)

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

This policy statement supplements the following policies at each school:

Child Protection and Safeguarding Policy

First Aid Procedures

Offsite Visits Policy

Lone Working Procedures

Trips and visits

Emergency evacuation procedures

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.

PART 2 ORGANISATION

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

Duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the Hertfordshire Grid and follow the HSE's 'Managing for health and safety' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
 - **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
 - **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
 - **Act**-undertake a formal review of health and safety performance.
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- To consider Health and Safety as a standing agenda item at each Full Governing Body meeting.
 - A Health & Safety Governor, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.
 - 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 (e.g. 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]. Details of HCC's Health and Safety Team: 01992 556478, healthandsafety@hertfordshire.gov.uk
 - 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.
- 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.
- 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 premises, plant and equipment are maintained in a serviceable condition.
- Reporting to the Diocese and/or the ESFA any hazards which cannot be rectified within the school's budget.
- 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) 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 and contract conditions.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff.

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

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

Responsibilities of other staff holding posts of special responsibility

Post	Area of responsibility
Director of T&L Areas/Subject Leads	All activities carried out in their Teaching & Learning areas or by their subject 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 <u>Control of Substances Hazardous to Health</u> . 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	DSE 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 & Learning areas or by their subject staff

The responsibilities for those listed above include to:

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- 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 control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher and Business Manager 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, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable staff 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.
- 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 e.g. 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.
- 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.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- 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

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APPENDIX 1: RISK ASSESSMENTS

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 Facilities/ Site Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Business Manager.

Risk assessments are available for all staff to view and are held centrally in 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.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th Birthday).

Individual Risk Assessments

Specific risk assessments relating to staff members or students are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Director of Teaching & Learning, Subject Leads, 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 the risk assessments and significant findings incorporated into texts in daily use e.g. 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, Art and DT.

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

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

- BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory,2006 (11th Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

APPENDIX 2: OFFSITE VISITS

OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

See HCC's policy for the [management of Learning outside the classroom 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. This will be done via the use of Evolve, the online notification and approvals system.

The Headteacher or 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.

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

Further information is contained within the school's Trips and Visits Policy where these processes are further outlined.

APPENDIX 3: HEALTH AND SAFETY MONITORING AND INSPECTION

HEALTH AND SAFETY MONITORING AND INSPECTION
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A formal 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 by Directors of Teaching & 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 and the Business Manager.

A named governor will be involved in monitoring the school's health and safety management systems on at least 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 on the [Grid](#)

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

APPENDIX 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken by a competent person and implemented following guidance contained in the [‘Fire safety risk assessment; Educational premises’](#) and the [Grid](#)

A copy of the fire risk assessment is stored electronically, and located in Site Team Leader’s Office in the fire logbook and is reviewed on an annual basis by the Business Manager

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Staff Induction (Starting Points Master) 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 and are made available to all staff as part of the school’s induction process. This training is supported by regular termly drills.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site. (need to check visitor guide given)

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 as part of the school’s Emergency Plan by the Business Manager/Headteacher.

Fire Drills

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

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Details of service isolation points (i.e. gas, water, electricity) are contained in the fire logbook

Details of chemicals, radioactive and flammable substances on site. An inventory of these will be kept by the Directors of Teaching & Learning Areas/Subject Leads and other responsible persons as appropriate, for consultation. (See COSHH Appendix 11).

APPENDIX 5: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Team Leader 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 logbook located in the Site Office.

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 logbook. This test will occur every Monday around 3:30pm during term-time.

Any 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.

FIGHTING EQUIPMENT

Weekly, the Site Team Leader checks that all firefighting equipment is available for use and operational and for any evidence of tampering. Chubb Fire undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire.

EMERGENCY LIGHTING SYSTEMS

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

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Mill Green Electrical.

Test records are located in the site's fire logbook.

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.

APPENDIX 6: FIRST AID AND MEDICATION

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 (3 days /18 hrs):

Kerri Senturk (Office Manager)	General Office - (Primary First Aider)	Ext 631
Jackie O'Neill-Maguire	General Office	Ext 651
Eunice Pitcher	General Office	Ext 633
Sarah Foreman	General Office – (Wed/Fri)	Ext 630
Kirsty Tanner	Various	Ext (Various)
Stacey Nicolaides	General Office	Ext 645

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

A list of those that are trained at this level is kept by Pauline Llewellyn

First aid qualifications remain valid for 3 years. It is necessary to requalify every 3 years to maintain the FAW certificate and competence. The Office Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

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.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

First Aid Room		Main Box
First Aid Room		Main Box
First Aid Room		Travel Kit
Science Prep Room	L/H side of D/Doors	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 (including travel kits/ those in vehicles) are complete and replenished as necessary. A check should be made at least termly.

The Site Team Leader will check that any school minibuses are properly equipped with first aid boxes before they are used and pass to First Aid if they need to be replenished

Defibrillators:

AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:

- First Aid room

- PE at end of the PE corridor between the Gym / Sports Hall

The Office Manager checks the AED on a monthly basis (some AEDs may require additional checks for functionality).

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 in time.

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

Recommended procedure for completion of incident/accident records are to be followed. All visits to First Aid are logged, accidents are reported on Solero following the Accident Flow Chart.

Medical Contact Numbers:

Joanne Kerr (School Nurse) – 0782 4545396

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

Cheshunt Community Hospital - 01992 622157

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](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent by way of completion of an IHCP

The First Aider on duty is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be logged on to the First Aid Log.

All non-emergency medication kept in school is securely stored in a locked cabinet alphabetically, refrigerated meds kept in clearly labelled container within the fridge. with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children from the First Aid room and are clearly labelled.

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

Individual Health Care Plans (IHCP)

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

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

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. 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 the Office Manager.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the First Aid room, by Year Group and alphabetically.

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

ACCIDENT REPORTING PROCEDURES

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.

Accidents to employees

Employees must report all accidents, violent incidents and near misses.

We record incidents using the online accident/incident reporting system hosted on Solero.

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

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

An electronic accident book is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

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

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

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

All Accidents

All major incidents will be reported to the Headteacher and the Governing Body/Health and Safety Governor].

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

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

Reporting to the Health and Safety Executive (HSE)

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

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

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 via their online reporting system <http://www.hse.gov.uk/riddor/>.

- 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 due to the way equipment or substances were used or due to a lack of supervision, organisations ; etc, within 10 days of the incident occurring.
- Employee absence, as the result of a work-related accident, for periods over 7 consecutive days (including weekends and holidays).
- 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), within 15 days of the incident occurring.

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

APPENDIX 8: HEALTH AND SAFETY INFORMATION & TRAINING

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

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

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

The Governing body as the employer provides access to competent H&S advice via HCC'S H&S team 01992 556509, 01992 556478 as required by the Health and Safety at Work etc. Act 1974

Health and Safety Training

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

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.) matched to their work and responsibilities
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff and highlighted as part of the standard cycle of policy review.

Training records are held by the HR Manager. 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 and ensuring staff are competent to undertake their duties.

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.

APPENDIX 9: PERSONAL SAFETY / LONE WORKING

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 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.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher/senior member of staff and register with site staff, sign in and out of the school premises.

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 e.g. Site Staff & Lettings Assistant)
- 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 or at their own home), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

School staff responding to alarm call outs

- Key holders attending empty premises where there has been an incident or suspected crime 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 is the school's first response keyholder.

APPENDIX 10: PREMISES AND WORK EQUIPMENT

PREMISES AND WORK EQUIPMENT

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

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

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

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

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Team for the relevant area. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Curriculum areas

All staff with a leadership responsibility are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

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

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

This inspection and testing will be conducted by a competent person frequency of inspection and testing.

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

Major fixed wiring circuits will be checked at least once every five years by a competent contractor. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

APPENDIX 11: COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

Within curriculum areas (in particular Science, DT and Art) the Directors of Teaching & Learning, and Subject Leads are responsible for COSHH and ensuring that model risk assessments contained in the relevant national publications (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 Site Team Leader Manager, who must refer any concerns or issues to the Headteacher or Business Manager.

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.
- Where required COSHH risk assessments are conducted that these assessments are seen and understood by those staff that are exposed to the product/substance.
- All substances are appropriately and securely stored out of the reach of children.
- All substances 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 is to be provided free of charge where the need is identified as part of the risk assessment. All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

Where persons may be affected by their use on site, the Site Staff are responsible for ensuring that COSHH assessments are available from contractors.

RADIOACTIVE SOURCES

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

- HCC’s Radiation Protection Officer is the Curriculum Advisor for Science.
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC

- The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Head of Science. Detailed responsibilities are provided in the Science Department H&S Policy. They are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

APPENDIX 12: ASBESTOS and RAAC

There is no asbestos or RAAC present within the school building as it was built post 2000.

APPENDIX 13: CONTRACTORS

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 reception 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, local management arrangements.

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 checking whether expected controls are in place and working effectively.

School managed projects

The Construction (Design and Management) Regulations 2015¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct, the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Headteacher or Business Manager **on the school's behalf** 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.

To ensure contractor competency the school will use agents or 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.

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

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

¹ 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 and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the school's behalf.

APPENDIX 14: WORKING AT HEIGHT

WORKING AT HEIGHT

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

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

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff and students 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 uses ladders / stepladders

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. See also [LA455 - The Ladder Association](#)

The School's nominated person(s) responsible for work at height is the Site Team Leader and Site Assistants.

The nominated person(s) shall ensure:

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

APPENDIX 15: LIFTING AND HANDLING

LIFTING AND HANDLING

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the 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 (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 16: DISPLAY SCREEN EQUIPMENT (DSE)

DISPLAY SCREEN EQUIPMENT (DSE)

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

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 via the [Grid](#)

APPENDIX 17: VEHICLES ON SITE

VEHICLES ON SITE

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.

Parents dropping off and collecting students can only do so in designated carpark at times designated by the school. Student arrival and departure at the start and end of the school day will be supervised by staff with vehicular and student movement monitored during these times.

Emergency access routes should be kept clear at all times.

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.

APPENDIX 18: LETTINGS / SHARED USE OF PREMISES

LETTINGS / SHARED USE OF PREMISES
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Lettings are managed by the Business Manager via the Finance Team. They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

[reference any other school policy / detail any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc.]

The hirer is responsible for arranging any first aid provision for their group/organisation's members whilst on the premises.

If the school receives a safeguarding allegation relating to an incident where an individual or organisation was using the school premises for running an activity for children, we will:

Follow our safeguarding policies and procedures
Inform the local authority designated officer (LADO)

APPENDIX 19: MINIBUSES

MINIBUSES

The Site Team Leader is responsible for the undertaking checks on and the operation of minibuses following advice in [Minibuses in Hertfordshire | Hertfordshire County Council](#). They will also maintain a list of nominated drivers who have received training in order to drive the Trusts minibuses. The Admin Officer (HR) conducts an annual check of their driving licence via the [DVLA](#)².

All minibus drivers will need to successfully undertake a minibus assessment conducted by approved instructors from the HCC Road Safety Unit list.

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

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.

² All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

APPENDIX 20: STRESS

REDUCING STRESS / ENSURING WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with HSE management standards

The school will

- demonstrate good practice through a step-by-step risk assessment approach
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is Elaine Buxton, who has received Mental Health First Aid Training and Mental Health Lead Training.

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. 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.

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education. Education staff wellbeing charter - GOV.UK (www.gov.uk)

The school has an Employee Assistance Programme with Vita Health Group, www.my-eap.com, helpline 0800 111 6387. You will need to submit the code: **Hertfordshire** when creating a profile.

APPENDIX 21: LEGIONELLA

LEGIONELLA

A water risk assessment of the school has been completed by the school's contractor and the Site Team Leader is responsible for ensuring that operational controls are being conducted and recorded in the water logbook.

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 undertaken and 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 calorifiers).
- Quarterly disinfection / descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by [insert contractors name] and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

APPENDIX 22: WORK RELATED LEARNING

WORK RELATED LEARNING

Where students are involved in 'non-qualification' activities as part of their study programme e.g., work shadowing, work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

The school retains a duty of care for all students undertaking work related learning 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.
- The school utilise Services for Young People to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)³
- 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.

APPENDIX 23: SITE SECURITY

SITE SECURITY

Security of staff and students and the school site is paramount. 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 (e.g. 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 e.g. 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.

APPENDIX 24: INFECTION CONTROL

INFECTION CONTROL

The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- Encouraging all staff and students who are unwell not to attend the setting.
- Ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- Ensuring occupied spaces are well ventilated and let fresh air in
- Reinforcing good hygiene practices such as frequent cleaning
- Considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as E-Bug

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever