

Maple School Health and Safety Policy

HEALTH AND SAFETY POLICY

Maple School

PART 1. STATEMENT OF INTENT

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

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

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

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.
All other policies on the schools shared drive.

[Insert signature]

[Insert signature]

Michael White Chair of Governors

Timothy Bowen, Headteacher

Sept 15

Sept 15

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

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

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

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

The school's health and safety governor is Margaret Blake

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

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

Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

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

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

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

Responsibilities of other staff holding posts of special responsibility

Nicola Wells has been appointed as Health and Safety Assistant Co-ordinator. Her responsibilities are to:

- *Act as a focal point on health and safety matters and liaise with H&S team where necessary;*
- *Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated by the relevant person.*
- *Wherever possible, attend H&S Co-ordinators' meetings and cascade relevant information to employees*

Dave Meek is the Site Manager. His responsibilities are to

- *Keep the school site safe and secure on a daily basis.*
- *Liaise with the Head Teacher and H & S Assistant Co-ordinator where necessary.*
- *Liaise with all contractors.*

Responsibilities of employees

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

All employees have responsibility to:

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

PART 3. ARRANGEMENTS

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

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Staff First Aid Training Chart

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Nicola Wells following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the risk assessment folder on the staff shared drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Timothy Bowen
Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the Subject Co-ordinator using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use schemes of work and lesson plans.

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

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

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE
- National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/>

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via

<http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. [Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required]

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Head Teacher who will check the documentation and planning of the trip.

See Off Sites Policy

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted monthly and be undertaken / co-ordinated by Nicola Wells Once a term this inspection is carried out with one of the following:-School council member, Governor or Site manager.

The person(s) undertaking inspection will complete a written check list and submit this to the head teacher Timothy Bowen. Responsibility for following up items detailed in the safety inspection report will rest with Nicola Wells & Timothy Bowen In addition the file is monitored by the Governors Premises committee.

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

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

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

Emergency Procedures

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

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

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

Emergency contact and key holder details are maintained by Timothy Bowen and *updated* to the LA via Solero.

Fire Drills

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

Fire Fighting

- 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 fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use

Details of service isolation points (i.e. gas, water, electricity)

Gas Taps, in the back right hand corner of the PE Cupboard.

Water mains, in the front right hand corner of the boiler house.

Electricity Switches, for the main building in the cupboard behind the hall stage curtains on the right, in the Year 6 Cabin in the teachers cupboard.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Dave Meek as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Nicola Wells is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in Head Teachers Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday mornings at 7am

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Campbell Electrical, (Tel 01727 822370)

A fire alarm maintenance contract is in place with *Chubb Fire Limited (Tel 0870 240 1666)* and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are made to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Chubb Fire Limited (Tel 0870 240 1666) undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to *Chubb Fire Limited (Tel 0870 240 1666)*

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Campbell Electrical, (Tel 01727 822370)

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

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

TRAINED TO EMERGENCY AID LEVEL (6 hr):

See chart Appendix 21

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

See chart Appendix 21

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

In the resources room and all classrooms with a crash bag available just inside Reception Class outside door.

Nicola Wells is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits are complete and replenished as necessary.

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

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

Minor Injuries can be dealt with at

St Albans City Hospital
Waverley Road,
St. Albans,
Hertfordshire,
AL3 5PN
Tel: 01727 866122

Accident and emergency is available at
Watford Hospital
Vicarage Road
Watford
Herts WD18 0HB
01923 244 366.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [**"Managing Medicines in Schools and Early Years Settings"**](#)

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

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

Timothy Bowen is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Timothy Bowen.

All non emergency medication kept in school are securely stored in the metal cupboard in the unit store room and refrigerated meds kept in clearly labelled container within the staffroom fridge with access strictly controlled. Asthma medication is kept in a labelled blue box in the pupil's classroom and clearly labelled. All pupils know how to access their medication.

Health Care Plans

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

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

All staff are made aware of any relevant health care needs and copies of health care plans are available in the medicines folder in the head teacher's office.

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

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

A local accident book located in the first aid area in the resources room, is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

All major incidents will be reported to the head teacher and the Assistant Health & Safety Coordinator. Parents / carers will be notified immediately of all major injuries.

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

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

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Premises committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

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

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

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

Health and Safety Training

All employees will be provided with:

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

Training records will be kept by Timothy Bowen who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head teacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

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

Staff working outside of normal hours must obtain permission of the Head Teacher and follow the guidelines below.

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

- They must write their name and time on the whiteboard in the staffroom when entering the building and indicate the time that they leave.
- Ensure they do not put themselves or others at risk. (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

School staff responding to call outs

- Maple School use *the Key-holder services of Oakpark Security*, who will attend empty premises where there has been alarm activation. *Oakpark Security will then notify the Site Manager/Head Teacher if there has been a genuine emergency and will remain on site until they arrive.*

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Head Teachers office/ by Timothy Bowen.

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

All staff are required to report to Dave Meek 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

Subject Co-ordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Dave Meek.

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

by *P & R Safety Testing*.

Wendy Doidge (admin assistant) is responsible for keeping an up-to-date inventory of all relevant electrical appliances and Dave Meek is responsible for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor on a 5 year cycle.

External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and Dave Meek will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by John Harrison

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

In all areas the establishment’s nominated person responsible for substances hazardous to health is Dave Meek.

He shall ensure:

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

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

APPENDIX 12

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

Paediatric Moving and Handling

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

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

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

APPENDIX 13

ASBESTOS

An asbestos management plan is in place for the school in accordance with [HCC's asbestos policy](#).

The school's asbestos log is held in / by Dave Meek in his office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The School's Asbestos Authorising Officers are Timothy Bowen, Dave Meek and Nicola Wells and refresher training is provided 3 yearly.

These authorising officers shall ensure:

- The asbestos management plan is maintained and that any changes are notified to the LA.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

Any damage to materials known or suspected to contain asbestos should be reported to Timothy Bowen who will contact HCC's asbestos team

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 school office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Dave Meek is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

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

Such projects are managed by an approved surveyor who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

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

These contractors have satisfied the County Council that they understand and abide by health and safety regulations. When considering the appointment of contractors outside of Hertfordshire frameworks Timothy Bowen & Nicola Wells will undertake appropriate competency checks prior to engaging a contractor

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.

WORK AT HEIGHT

² CDM refers to the Construction (Design and Management) Regulations 2007 and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In 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.

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

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders <http://www.hse.gov.uk/pubns/indg405.pdf>.

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

The establishments nominated person(s) responsible for work at height is (are) Timothy Bowen & Dave Meek.

The nominated person(s) shall ensure:

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

APPENDIX 17

VEHICLES ON SITE

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

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

All pedestrian gates with the exception of the main one by the office are kept locked during teaching and play time. This is to ensure all visitors report to reception where there is an entry code system. The code is changed annually or earlier if necessary.

Visitors are asked to sign in and out and to wear a visitors' badge.

Vehicular access to the school is restricted to school staff, taxis bring Unit Children and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. The children's and parent's access shall be kept clear of vehicles.

The vehicle access gate must not normally be used for children's 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 are managed by Timothy Bowen following HCC guidance.

See Hiring and External Visitors Policies and the Out of School Providers Guidelines on Staff resources.

APPENDIX 19

STRESS / WELLBEING

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

Details are given in the School Stress Policy

LEGIONELLA

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

A water risk assessment of the school has been completed by [Nemco utilities] and Dave Meek is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.] This risk assessment should be reviewed where significant changes have occurred to the water system / Dave Meek will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted

Operational checks 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)
- water tanks being inspected for compliance and safety on an annual basis

Job Title		Name	Training	Expiry Date		Anaphylaxis Training	Diabetic Training & sign off
Teacher	Fiona	Baldwin	Oct 15	Oct 18		Sep-15	
Head Teacher	Tim	Bowen	Oct 15	Oct 18	APW	Sep-15	
Teacher	Julia	Bowen	Oct 15	Oct 18	APW	Sep-15	
Teacher	Rachel	de la Croix	Oct 15	Oct 18	APW		
Teacher	Marie	Herbert	Oct 15	Oct 18	APW	Sep-15	
Teacher	Lauren	Hitchcock				Sep-15	
Teacher	Emma	Jacobs	Oct 15	Oct 18	APW	Sep-15	
Teacher	Val	Kemp	Oct 15	Oct 18	APW	Sep-15	
Teacher	Lyndsey	Noble	Oct 15	Oct 18		Sep-15	
Teacher	Laura	O'Shea					
Teacher	Amanda	Sykes	Oct 15	Oct 18	APW	Sep-15	
Teacher	Julia	Turner	Oct 15	Oct 18	APW	Sep-15	
Teacher	Veronica	Wheen	Oct 15	Oct 18	APW	Sep-15	
Teacher	Harriet	Woodhouse	Oct 15	Oct 18	APW	Sep-15	
Teacher	Nan	Younger					
Support Staff	Kate	Armitage	Jul-15	Jul-18	APW		
Support Staff	Lyndsay	Butler	Jul-15	Jul-18	APW		
Support Staff	Graham	Dowsell	Jul-15	Jul-18	APW	Sep-15	
Support Staff	Olivia	Federici				Sep-15	
Support Staff	Julia	Gibson	Oct-14	Oct-17	Ped	Sep-15	
Support Staff	Suzanne	Hobbs	Oct-14	Oct-17	Ped		Jul-15
Support Staff	Michelle	Hogg				Sep-15	
Support Staff	Shonagh	King	Jul-15	Jul-18	APW	Sep-15	
Support Staff	Helen	Mann	Jul-15	Jul-18	APW	Sep-15	Oct-15
Support Staff	Jackie	Melvin	Jul-15	Jul-18	APW	Sep-15	

Support Staff	Amanda	Moloney	Jul-15	Jul-18	APW		
Support Staff	Emma	Smart	Jul-15	Jul-18	APW	Sep-15	
Support Staff	Celine	Spearing				Sep-15	
Support Staff	Julie	Turley	Jul-15	Jul-18	APW	Sep-15	
Support Staff	Dominic	Tyler	Jul-15	Jul-18	APW	Sep-15	
Support Staff	Nicola	Wells	Sep-15	Sep-18	Ped	Sep-15	
Support Staff	Aeilish	Wynne				Sep-15	
MSA	Viv	O'Connor	Jul-15	Jul-18	APW		
MSA	Debbie	Morley	Jul-15	Jul-18	APW		