

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 school's shared drive.

[Insert signature]

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Michael White Chair of Governors

Timothy Bowen, Headteacher

Sept 18

Sept 18

Every 2 years is the maximum period for review

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. 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 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 Keith Tang.

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.

HCC's Health and Safety Team, Tel: 01992 556478
healthandsafety@hertfordshire.gov.uk 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 Headteacher 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, Inspection/Maintenance of Emergency Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Lifting and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress/Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - Staff First Aid Training Chart
- Appendix 22 - School Swimming

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, art and DT. www.cleapss.org.uk

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 Keith Tang 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. This training is supported by regular drills.

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 firefighting 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 afternoon at 16:30

Any defects on the system will be reported immediately to the alarm contractor Chubb Fire limited.

A fire alarm maintenance contract is in place with *Chubb Fire Limited (Tel 0870 240 1666)* and the system is monitored by CMRS Alarms Receiving Centre (0844 879 1710).

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 firefighting 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

See appendix 21 for a list of all First Aid trained staff

An **AEDs** (automated external defibrillators) is **LOCATED AT THE FOLLOWING POINT In the disabled toilet in staffroom corridor.**

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.

PROCEDURE FOR ADMINISTERING FIRST AID AND MEDICINES

All members of staff are aware of the location of First Aid Boxes and of the main First Aid area of the school.

All staff are given opportunities to have regular training in Emergency Aid on a 3 year rolling programme.

Any teacher or classroom assistant may deal with minor accidents within the classroom or playground but records of the child's name, nature and extent of accident procedures followed, must be recorded in the Minor Injury Folder which is kept in the First Aid area.

During the lunch break all accidents are assessed and dealt with by the Midday Supervisory Assistants (MSAs).

The MSAs may call on the appointed person for advice or for further action if they are in any doubt as to the severity of a situation.

Staff will be aware of the existence of an appointed person who may be called upon to decide on further action i.e. calling an ambulance, contacting a parent, taking further First Aid action.

The following First Aid equipment is permitted and available in all First Aid boxes and should be used appropriately.

- Disposable plastic gloves – advised if you have any open cuts on hands and there is the possibility of contact with bodily fluids (blood, urine, vomit, saliva).
- Kitchen roll to clean surface cuts and grazes and for cold compresses and padding as necessary.
- Gauze – for cleaning deeper wounds.
- Only soap and water must be used for cleaning wounds with the exception of school journeys – for which we have been permitted (by H.C.) to use sterile antiseptic wipes.
- Plasters of a variety of sizes
- Simple bandages & dressings.
- Disposable or calico arm sling
- Sterowash for eyes
- First Aid blanket
- Guidance on all aspects of First Aid, posters, books etc. available in First Aid area.
- Asthma medication and asthma card copies available in each classroom in labelled blue box.
- Asthma file containing asthma cards kept in First Aid area.
- Polythene bowl labelled 'For First Aid use only' kept in First Aid area.
- No medication to be stored in First Aid boxes.

Disposal of dressings, kitchen roll etc.

All waste must be wrapped (plastic gloves can be used as bags) and placed in the pedal bin in the First Aid area labelled for this purpose.

Children who receive any blow to the head must be given a Head Bump Slip which can be found in a folder in the First Aid area.

Administration of medicines to children

Under no circumstances should members of staff agree to give medicine to children with the exceptions below. All parents are made aware of this on their child's entry to school and are given the opportunity to come to school to administer medicine if they wish.

If a parent approaches a member of staff regarding medication of any kind, or a child arrives in school with medication, they should in the first instance be referred to the office staff.

The Headteacher, Deputy Headteacher, Health & safety Co-ordinator, The Health & Safety Assistant and Office Staff are the only people who may agree to act 'in loco parentis' and administer medication. They will only agree to take on the responsibility at their discretion and only prescribed medicines. A completed Med 1 Form giving consent must be handed to the office before any medication is administered. A Med 2 Form will be kept in a folder in the office. Medication will be stored out of reach of children.

In **every** case it is the parents' responsibility to ensure all medication is in school and is in date.

Emergency Medication Procedure

Exception to date. (Sept 18)

There is a child (NA) who is diabetic and has a detailed care plan that is implemented by the trained allocated staff.

Epipen/Jext

When the school is made aware that a child has to carry an Epipen or Jext Pen, the parent are asked to inform the office and the Health & Safety assistant. They will need to complete a care plan and the case will need to be discussed with the class teacher and teaching assistants, along with the catering staff if the child is to have school meals.

All Epipens/Jext Pens are kept in names boxes which are stored in the red cabinet in the Site Managers office off of the Hall. The Epipen/Jext Pens must be taken when the children are out of school on a school led activity. Epipen/Jext Pens must not be stored in the classroom or carried by the child.

A large number of staff are trained annually and only those staff may administer them. When planning to take children out of school the class teacher must confirm that a trained member of staff will be with the party if they need to be carrying an Epipen/Jext Pen.

Asthma

When the school is made aware that a child uses an inhaler the parent should be asked to inform the office. They will need to complete a form which will be duplicated twice, the original will be stored with the inhaler in the class box and copies are kept by the office and Health & Safety assistant.

All asthma inhalers are kept in classrooms in large blue recognisable boxes, which are kept visible at all times. The box should accompany the class for PE lessons and the inhalers need to be taken when the children are out of school on a school led activity.

Pupils will be supervised when using the inhaler until they are considered responsible to administer themselves, usually, in upper KS2.

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 0345 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 / organization 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:

- a copy of and 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.
- Any new instructions as they arise.

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 Profile Security Service Ltd*, who will attend empty premises where there has been alarm activation. Profile *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 (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. 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 and record 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.*).

ASBESTOS

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

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

The Head teacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Timothy Bowen, Dave Meek and Nicola Wells and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

CONTRACTORS

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

All contractors must report to the school office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Dave Meek is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)² 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 a surveyor appointed by the school to act on the school's behalf who will ensure 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 uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at

<http://www.thegrid.org.uk/info/premises/property.shtml>

[when considering the appointment of contractors outside of Hertfordshire frameworks Governing Body or appointed Surveyor will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

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.

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² 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 schools behalf.

WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight 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 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.

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.

Those 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.

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](#)

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.

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.

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 on 8th May 2009 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 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 carried out.

- 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 (a different outlet is tested in each area monthly)
- Quarterly disinfection / descaling of showers;

Job Title		Name	Training	Expiry Date		Anaphylaxis Training	Diabetic Training Part 1 symptoms Nurse Online	Diabetic Competency testing and pump
Teacher	Fiona	Baldwin				Sep 18	June 17	
Teacher	Gemma	Baylis	Nov-16	Nov-19	Ped	Sep 18	Spring 17	
Teacher	Gill	Angel				Oct 18		
Teacher	Harriet	Woodhouse	Oct 18	Oct 21	FaT	Sep 18	Jul-16	Feb 18
Teacher	Julia	Bowen	Oct 18	Oct 21	FaT		Spring 17	
Teacher	Julia	Turner	Oct 18	Oct 21	FaT	Sep 18	Spring 17	
Teacher	Lauren	Hitchcock	Oct 18	Oct 21	FaT	Sep 18		
Teacher	Lyndsey	Noble	Oct 18	Oct 21	FaT			
Teacher	Marie	Herbert				Sep 18		Sep 18
Teacher	Nan	Younger	Oct 18	Oct 21	FaT	Sep 18		
Teacher	Nikki	Dowsell	Oct 18	Oct 21	FaT	Sep 18	June 17	
Teacher	Shanti	Johnson	Oct 18	Oct 21	FaT			
HT	Tim	Bowen	Oct 18	Oct 21	FaT	Sep 18	Spring 17	
Teacher	Val	Kemp	Oct 18	Oct 21	FaT	Sep 18	Sep-16	
Teacher	Veronica	Wheen	Oct 18	Oct 21	FaT	Sep 18	June 17	

Maple Staff with First Aid Training July 17

APPENDIX 21

Job Title	Name	Training	Expiry Date	Anaphylaxis Training	Diabetic Training Part 1 symptoms Nurse Online	Diabetic Competency testing and pump
TA	Amanda Moloney	Jul 18	Jul-21	APW	Sep 18	Spring 17
TA	Anne Scott	Jul 18	Jul-21	APW	Sep 18	
TA	Claire Hanscomb				Sep 18	
TA	Dominic Tyler				Sep 18	May-16 Feb 18
TA	Elaine Martin	Nov-17	Nov-20	Ped	Sep 18	Spring 17
TA	Fatheha Salam	Jul 18	Jul-21	APW	Sep 18	
TA	Helen Kite					Spring 17
TA	Helen Mann	Jul 18	Jul-21	APW	Sep 18	Sep-15 July 18
TA	Jackie Melvin	Jul 18	Jul-21	APW	Sep 18	May-16 Sep 18
TA	Julia Gibson	Oct 18	Oct 21	FAfT		Spring 17
TA	Julie Turley	Jul 18	Jul-21	APW	Sep 18	Sep-16
TA	Lucy Drummond				Sep 18	
TA	Lyndsay Butler	Jul 18	Jul-21	APW		Spring 17
TA	Michelle Hogg	Nov-17	Nov-20	Ped	Sep 18	
TA	Nicola Wells	Sep-16	Sep-19	Ped	Sep 18	Feb-16 Sep 18
TA	Oksana Yazdi					
TA	Shonagh King	Jul 18	Jul-21	APW		Spring 17
TA	Suzanne Hobbs	Nov-17	Nov-20	Ped	Sep 18	Jun-15 July 18
SA	Eleanor Hobbs				Sep 18	
OS	Wendy Doidge				Sep 18	
OS	Clare Stanley				Sep 18	
SMSA	Viv O'Connor	Jul 18	Jul-21	APW		

SCHOOL SWIMMING

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the schools policy.

The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;