

Maple School Health and Safety Policy



HEALTH AND SAFETY POLICY

Maple Primary School

PART 1. STATEMENT OF INTENT

The Governing Body of Maple Primary 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.

N Wong

S Johnson

Nicola Wong Chair of Governors

Shanti Johnson, Headteacher

September 2023

September 2023

PART 2. ORGANISATION

As the employer the Local Authority 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 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.

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

The Governing body's Health and Safety and Premises Committee will receive regular reports from the Headteacher / Health and Safety Assistant / Site Manager 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 the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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 on the site has been delegated by the head to the Health and Safety Assistant Co-ordinator, Nicola Wells.

- 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

This task is further delegated to the site manager, Dave Meek. 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 other staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

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

PART 3. LOCAL ARRANGEMENTS

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

- 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 (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - School Swimming
- Appendix 22 - Staff First Aid Training Chart
- Appendix 23 - Addendum - COVID-19 risks**

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 on the H&S pages of the [Hertfordshire Grid](#) 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 Shanti Johnson.

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 publications are used as sources of model risk assessment within Science, Art and DT.

See

- 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 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 ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) 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 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 is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required] / [The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Coordinator(s) Clare Stanley who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the headteacher Shanti Johnson for approval.

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

- Melissa Snow, EVC Training Course to be done ASAP -

See Off Sites Policy.

<p>HEALTH AND SAFETY MONITORING AND INSPECTION</p>

A general inspection of the site will be conducted monthly and is undertaken / co-ordinated by Nicola Wells. A formal inspection is carried out every 6 months with one of the following:
- School council member, Governor or Site manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the headteacher Shanti Johnson. Responsibility for following up items detailed in the safety inspection report will rest with Shanti Johnson.

A named governor Angharad Ruttley 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 to assist the monitoring process can be found on the [Grid](#).

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

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#)

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 termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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 response plan by Shanti Johnson 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

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

Details of service isolation points

- Gas Taps: in the back right hand corner of the PE Cupboard.
- Water mains: Manhole to the left of the Maple tree in the front right hand corner of the grounds near the boiler house.
- Electricity Switches:

● for the main building:
one in the cupboard behind the hall stage curtains on the right,
one in the library.

- in the Year 6 Cabin:
in the teacher's cupboard.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the site manager Dave Meek as appropriate, for consultation. (See COSHH Appendix 11)

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 the Head Teacher's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday afternoon between 3:30 pm and 4:30 pm.

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 0800 240 1666) and the system is monitored by CMRS Alarms Receiving Centre (0844 879 1711).

The system tested annually by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational and for any evidence of tampering.

Chubb Fire Limited 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.

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 ADT, (Tel 01442 822370).

MEANS OF ESCAPE

Daily checks are undertaken 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):

- See appendix 22 for a list of all First Aid trained staff

First aid qualifications remain valid for 3 years. Shanti Johnson 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
- In each classroom
- A crash bag just inside Reception class outside door.
- Travel kits are available from Nicola Wells.

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

AED (automated external defibrillator) is LOCATED:

- To the left of the staffroom door in the main reception area.

Nicola Wells checks the AED on a monthly basis and the battery is replaced every 4 years.

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 111) and, in the case of pupil with the parents / carers.

Minor Injuries / Accident and emergency treatment is available at

Watford Hospital
Vicarage Road
Watford
Herts
WD18 0HB
Tel: 01923 244 366.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The following members of staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. They are responsible for keeping records of administration:

- Nicola Wells (Health & Safety Assistant)
- Laura Linskey (Office Assistant)
- Caroline Ayers (Office Assistant)
- Shanti Johnson (Headteacher)

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

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in red boxes in the stock cupboard, located off of the main hall, and clearly labelled. Asthma inhalers are kept in the blue Asthma box in the classroom, and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency service (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 Nicola Wells, Health and Safety Assistant.

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

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

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/or similar 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.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

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

Where HCC is the employer then **all** employee incidents must be reported to HCC 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.)

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.

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 Assistant Health and Safety Co-ordinator. Accidents are a permanent agenda item on the Health and Safety and Premises Committee of the Governing Body and is reviewed on a termly basis. 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.

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).

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

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

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 Health and Safety and 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.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#) .

The Health and Safety Law poster is displayed in the staffroom corridor.

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.) and
refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing, via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept on the office computer in personnel files in the Head Teacher's office by Shanti Johnson, Headteacher, who is responsible for coordinating 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 and ensuring staff are competent to undertake their duties.

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

PERSONAL SAFETY / LONE WORKING

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

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

Lone working

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

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

Staff working outside of normal school hours must obtain permission of the Head Teacher or Assistant Head 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.

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 alarm call outs

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

- 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

All staff are required to report to Dave Meek 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.

Dave Meek, site 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.

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 in the site manager's office (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

Subject Coordinators 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 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.

This inspection and testing will be conducted by P & R Safety Testing annually.

Wendy Doidge is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

An electrical installation condition report (fixed wire test) will be conducted by Morgan's Electrical on a 5 year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

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 also 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).

Within curriculum areas (in-particular science and DT) [Heads of Department /Faculty] / subject leads / co-ordinators] are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all areas including Curriculum areas, the establishments nominated person(s) responsible for substances hazardous to health is Dave Meek, site 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.
- If required, full COSHH risk assessments are conducted and communicated to staff 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).
- 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.

PPE

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.

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*).

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 March 2021.

The school's asbestos log (including school plans, asbestos survey data and a site specific management plan) is held in the site manager's office by Dave Meek, site manager. It is also accessible on Solero.

The Headteacher 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 Shanti Johnson, 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.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

CONTRACTORS

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

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

Dave Meek, site manager, 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](#)¹ 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 [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

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 schools behalf.

WORK AT HEIGHT

Working at height can present a significant risk, 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 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, see <http://www.hse.gov.uk/pubns/indg455.htm>.

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

The establishments nominated person(s) responsible for work at height is (are)

- Shanti Johnson, Head Teacher
- Dave Meek, Site Manager

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, 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.

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

Paediatric Moving and Handling

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

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

Equipment for moving and handling people (hoists, slings etc.) 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 via the [Grid](#)

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.
A risk assessment is in place for pedestrian / vehicle segregation

All pedestrian gates with the 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.

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 Shanti Johnson following HCC guidance.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. ([COVID-19 supplementary conditions of hire](#) available for school to adapt on the Grid)

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.

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's management standards.

Details are given in the School Wellbeing Policy

LEGIONELLA

A water risk assessment of the school has been completed on 8th May 2009 by Nemco Utilities. 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 school has a revised water risk assessment from the contractors following a complete refit of all water pipes October 21.

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;

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

SCHOOL SWIMMING

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a 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) (Swim England level 2 Teaching Swimming (formerly ASA level 2));
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

Maple Staff with First Aid Training
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Job Title	Name		Training	Expiry Date		Anaphylaxis Training
Teacher	Gill	Angel	Oct 23	Oct 26	BFA Level 2	June 23
Teacher	Laura	Astley	Oct 23	Oct 26	BFA Level 2	July 23
Teacher	Gemma	Baylis	Feb-23	Feb-26	Ped	Feb 23
Teacher	Rosie	Goymer	Oct 23	Oct 26	BFA Level 2	
Teacher	Lauren	Hitchcock	Jan 24	Jan 27	Ped	June 23
Teacher	Victoria	Nelson	Oct 23	Oct 26	BFA Level 2	July 23
Teacher	Lyndsey	Noble	Oct-21	Oct 24	BFA Level 2	
Teacher	Lucy	Payne	Oct 23	Oct 26	BFA Level 2	Sep 23
Teacher	Alex	Port	Oct 23	Oct 26	BFA Level 2	
Teacher	Harriet	Theivam	Oct-21	Oct 24	BFA Level 2	Sept 23
Teacher	Julia	Turner	Oct 23	Oct 26	BFA Level 2	June 23
Teacher	Nan	Younger	Oct 23	Oct 26	BFA Level 2	
HT	Shanti	Johnson	Oct-21	Oct 24	BFA Level 2	July 23

Job Title	Name		Training	Expiry Date		Anaphylaxis Training
OA	Caroline	Ayers	Oct 23	Oct 26	BFA Level 2	
TA	Sian	Bartlett				Sep 23
TA	Sandra	Bersanelli	Oct 23	Oct 26	BFA Level 2	Aug 23
TA	Lucy	Drummond	Sep 21	Sep 24	BFA Level 2	
TA	Emma	Hall	Oct 23	Oct 26	BFA Level 2	
TA	Eleanor	Hobbs	Oct 21	Oct 24	BFA Level 2	April 23
TA	Suzanne	Hobbs	Sep 21	Sep 24	Ped	June 23
TA	Heather	Latham	Sep 21	Sep 24	BFA Level 2	
TA	Yan	Leung				Sep 23
TA	Helen	Mann	Sep 21	Sep 24	BFA Level 2	July 23
TA	Elaine	Martin	Sep 21	Sep 24	BFA Level 2	July 23
TA	Christa	Merryfield				Sep 23
TA	Amanda	Moloney				June 23
TA	Roshni	Naran	Oct-21	Oct 24	BFA Level 2	July 23
TA	Louise	Saltmer	Oct 23	Oct 26	BFA Level 2	
TA	Rachel	Sangster	Sep 21	Sep 24	BFA Level 2	Sep 23
BM	Melissa	Snow				Jan 24

TA	Nicola	Wells	Feb 22	Feb 25	FA at W & Ped	Jan 23
TA	Jackie	Woolley	Sep 21	Sep 24	BFA Level 2	Aug 23
TA	Geraldine	Zolynski	Sept 22	Sep 25	BFA Level 2	

APPENDIX 23

COVID-19 Addendum to H&S policy

This section has been left in place so that should another or similar outbreak occur, the school will be prepared this time.

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

The Headteacher will:

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

Ensure the school has an outbreak management plan outlining additional measures that may be required in the event of an outbreak in the school

All staff will:

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- Ensure good hygiene procedures are in place and in line with national guidance;
- Maintain appropriate cleaning regimes ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- Keep occupied spaces well ventilated.
- Follow public health advice on self-isolation and managing confirmed cases.
- Promote asymptomatic testing.

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.