Health and Safety Policy

Start Date:	**Autumn 2021**
Date of Next Review:	**Autumn 2022**
Author:	**Ms J Howard**
Responsible Committee:	**Finance & Resources Committee**

Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.

2. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer, it's for the Governing Body / Board of Trustees of Foundation, VA and Academy[1] schools to determine whether to adopt such arrangements.

3. Schools should ensure the policy is customised to fit their individual circumstances. Some areas requiring customisation are highlighted in red, in order to help to meet the requirements of different schools some alternative wording is suggested and such alternatives are separated by / within square brackets [ ].

Writing a Policy Statement

4. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.

5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.

6. The safety policy should be signed and dated by the head teacher / chair of governors.[2]

7. The main points required in a Health and Safety Policy Statement are:

Part 1 Statement of Intent
Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

Part 2 Organisation (roles and responsibilities)
The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Principal
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, School Business Managers, Site Managers, Caretakers etc.
- Other employees (both teaching and non teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

[1] References to academies should be taken to include free and studio schools.
[2] References to governors should be taken to mean whoever is responsible for fulfilling governance functions

Part 3 Arrangements
The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

DfE Health and Safety: advice for schools provides further information on areas for inclusion in a school health and safety policy.

Arrangements for policy review

8. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.

9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. Premises, Resources etc).

10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years)

11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

Further Information

12. For further information and guidance contact: the Health and Safety Team
Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

13. A summary of changes from the previous version of the model policy (V7 October 2019) is provided below.

Page number	Section	Details of change
P23	COSHH	Updated link to CLEAPSS document L93 Managing radioactive sources in schools Nov 2019
P30	School Swimming	Links to Swim England and PWTAG inserted
P32	Addendum to H&S policy for COVID-19	Overarching statement as addendum to model policy in recognition of current circumstances due to COVID -19
Previous updates to main policy from V6 V6a May 2017		
P10	Risk assessment	Links to CLEAPSS sites (DT, Science and Primary) added; NSEAD as a source of model assessments deleted.
P11	Off site visits	Link to the Outdoor Education Advisors' Panel (OEAP) guidance added; Reference to local learning areas added. HCC recommendations regarding EVC refresher training 3-5 yearly added.
P13	Fire	Link to national fire risk assessment document added; Minor change to wording in emergency procedure section.
P14	Emergency equipment	Minor changes to emergency lighting text to highlight the need to document the monthly tests and that the annual test is for the full duration of the battery
P15	First aid / Medication	AED (Defibrillator) text amended to include need to check these on a cyclical basis for functionality
P16		Emergency auto adrenaline injectors (AAI) section added to reflect these can now be held by schools if required
P17/18	Accident reporting	Amended text to include: Retention times for accident forms That the Principal is responsible for ensuring all RIDDOR reportable incidents are reported. Link to the HSE document 'incident reporting in schools' added
P19	Consultation	Reference to Staff meetings and Health and Safety is a standing agenda item.
	Training	Minor text change to reflect heads are responsible for ensuring staff are competent to undertake their duties.
P21	Premises	Line added on premises defects; Line added that Records of fixed wire tests / inspections and certification will be maintained and remedial works arising acted upon in a timely manner; Link added to DfE doc Good Estate Management for schools Link to termly outdoor play equipment checklist added
P23	COSHH	Updated link to CLEAPSS document L93 Managing radioactive sources in schools
P24	Asbestos	Additional bullet point on refurbishment / demolition surveys
P26	Work at height	Added line that any defective equipment taken out of use until repaired / replaced
P28	Vehicle segregation	Ensure that the school adds in details of any specific local arrangements for managing this; A risk assessment to be in place for pedestrian / vehicle segregation.
P29	Legionella	Minor changes to reflect that all records relating to the management of Legionella must be kept for 5 years. The requirement for a 6 monthly temperature check of stored water (e.g. cold water storage tanks) has been changed to 12 monthly.

P30	School Swimming	NOP / EAP references changed to PSOP (standard operating procedures)

HEALTH AND SAFETY POLICY

Haileybury Turnford

PART 1. STATEMENT OF INTENT

The Governing Body of Haileybury Turnford 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 and a copy is kept on the staff shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on every 2 years.

This policy statement supplements:
Hertfordshire County Council's (HCC) Health and Safety Policy.
Educational Visits Policy
Medication in Schools Policy
Physical Restraints Policy
Behaviour and Discipline Policy
Contractors Policy
Health and Safety Guidelines
Health and Safety Risk Assessments
Covid-19 Sept opening Stage 2 document
Covid-19 Risk Assessments

Russell Matcham, **Chair of Governors**	Robin Newman, **Principal**
23 November 2020	23 November 2020

PART 2. ORGANISATION

As the employer the Local Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.
As an Academy, the responsibility for health and safety rests with the Haileybury Academy Trust as the employer.

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 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 Governing body will receive regular reports from the Principal or School Business 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.

As an Academy then the Governing body / Trust as the employer provides access to competent H&S advice via Judicium Consulting Ltd of 72 Cannon Street, London EC4N 6AE

Responsibilities of the Principal

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

The Principal 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 iimplementing 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 Trust 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 Principal 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 Principal to the Premises Manager.
Within departments this task is further delegated to the Relevant Director, Head of Faculty / department or subject leader

Responsibilities of other staff holding posts of special responsibility
The Director, Head of Faculty / department or subject leader's will

- 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 Premises Manager, Business Manager or Principal 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.

The School Business Manager will ensure that the risk assessments are reviewed and updated on a regular business.

Assistant Principal with responsibility for trips will ensure that the relevant risk assessments are prepared and shared with all participating staff prior to each trips.

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.
- The school has a partnership with School Plus who manage all out of hours letting of facilities. Schools Plus have in place their own risk assessments and procedures covering Health & Safety.

PART 3. LOCAL ARRANGEMENTS

Detailed information on the LA's expectations are provided in the Education Health and Safety Manual.

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements

Appendix 5 - Fire Prevention, Testing of Equipment
Appendix 6 - First Aid and Medication
Appendix 7 - Accident Reporting Procedures
Appendix 8 - Health and Safety Information and Training
Appendix 9 - Personal safety / lone Working
Appendix 10 - Premises Work Equipment
Appendix 11 - Flammable and Hazardous Substances
Appendix 12 - 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 - Minibuses
Appendix 20 - Stress
Appendix 21 - Legionella
Appendix 22 - School Swimming and pools
Appendix 23 - Work Experience
Addendum - COVID-19 risks

APPENDIX 1 RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Premises Manager following guidance contained in the Education Health and Safety Manual and are approved by the Principal or Business Manager.

Risk assessments are available for all staff to view and are held centrally in 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 by their line manager and reviewed by the HR Manager. 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 relevant Heads of Department / Subject leaders 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 eg lesson plan.

HaileyburyTurnford has 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:

Secondary schools

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- ASE, Safeguards in the school laboratory,2006 (11th Edition), http://www.ase.org.uk/] ISBN 978-0-86357-408-5
- Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' http://www.afpe.org.uk/

APPENDIX 2

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 Principal

HCC's policy for the management of Learning outside the classroom and offsite visits is available here https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml

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 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 Co-ordinator(s) Niall Megaw, Assistant Principal, who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Principal for approval.

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

Staff should refer to the Trips and Visits Policy prior to organising a trip or visit.

APPENDIX 3 HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken / coordinated by Judicium Consulting Ltd.

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 Principal / Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with Premises Manager

The Health and Safety governor will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant subcommittee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the Education Health and Safety Manual.
Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Principal 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 Education Health and Safety Manual.

Fire and emergency evacuation procedures are detailed in on the staff shared drive.
The fire risk assessment is located online in Judidium's client portal access via https://www.judiciumeducation.co.uk/ and will be reviewed on an annual basis. There is a hard copy of this document located in the Premises Managers office.

Emergency Procedures
Fire and emergency evacuation procedures are detailed in the staff handbook and guidance is issued separately at the start of the academic year and to new starters and in school's emergency response plan 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 the Business Manager.

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

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

- Gas – Boiler Room
- Electricity – Cupboard in kitchen
- Water – Mill Lane, next to flats

Details of chemicals and flammable substances on site.
An inventory of these will be kept by Science Technicians working with the Director of Science and the Creative Arts Faculty Leader as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Premises Manager 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 premises office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday prior to the students being on site.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb 0344 879 1770

A fire alarm maintenance contract is in place with Chubb and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

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

Chubb 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 0344 879 1770

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 Chubb 0344 879 1770

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.

APPENDIX 6

FIRST AID AND MEDICATION

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

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):

Name	Ext No
Paul Bezer	205
Rebecca Cross	229
Gina Hayward	237

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

Name	Ext No
Jacky Amatruda	252
Sian Ashby	210
Mike Barrett	309
Dawn Bezer	222/216
Charlotte Bilsby	252
Deboroah Hurry	216
Jayne Jarvis	262
Debbie Jones	259
Jade Keys	210
Ewan Macaulay	311/210
Christina Simeou	210
Kate Ward	288
Sarah Whall	211

First aid qualifications remain valid for 3 years. The HR Manager 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:
Reception PE
The reception team is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

AEDs(automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS[3]:**
Reception

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.

[3] There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

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.

Staff in Medical Reception are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the Medical Reception team.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the reception office, refrigerated meds kept in clearly labelled container within fridge in the reception 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 medical reception, and clearly labelled.

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 enrols / on diagnosis being communicated to the school and will be reviewed annually by the Medical Reception team

All staff are made aware of any relevant health care needs and copies of health care plans are available on the staff shared drive.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

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

The Principal, 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 Principal 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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Finance and Resources Committee, a subcommittee of the Governing Body, meets every half term 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

Information and guidance 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 in the staff room and the premises office.

In Haileybury Academy Trust the Governing body as the employer provides access to competent H&S advice via Judicium Consulting Ltd as required by the Health and Safety at Work etc. Act 1974

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 and highlighted as part of the standard cycle of policy review.

Training records will be kept CPD Co-ordinator and the HR Manager.
The Premises Manager 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 Principal 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 Principal's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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 Principal. 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 line manager and sign in and out of the school premises.

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.

School staff responding to 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.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Premises Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Premises Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is held securely and listed in the department.

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 / by the Premises Manager (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
Heads of Faculty / Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety
All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Premises Manager.

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 trained members of the premises team.

The Premises Manager 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.

A fixed electrical installation test (fixed wire test) will be conducted on a maximum of a 5 year cycle, an annual inspection and 20% physical test of wiring will be undertaken in order to provide a full set of results over a 5 year period.
Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

PE equipment
PE Play equipment is also subject to an annual inspection by suitably qualified conractor.

APPENDIX 11 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 faculty / subject leads 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 other areas the establishments nominated person(s) responsible for substances hazardous to health is the Premises 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.

Where persons may be affected by their use on site, the Premises Manager 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*).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in 'Managing Ionising radiations and Radioactive substances in schools and colleges' November 2019 Edition.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science;
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC;
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Director of Science they are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

APPENDIX 12

ASBESTOS

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 on August 2018.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is in / by the Premises Manager in the premises office.

The Principal 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 Tony Mizon and Tommy Turner 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 Principal / 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.

APPENDIX 13 CONTRACTORS

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

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

The Premises 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 [4] 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 an appropriate consultant 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.

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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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 light-weight and rarely-used items are stored there.

[4] 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.

APPENDIX 1

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 individuals role

The establishments nominated person(s) responsible for work at height is is the Premises 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.

Students should not be permitted to use ladders or work at height.

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

Paediatric Moving and Handling
All staff who move and handle 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.

APPENDIX 1

Equipment for [ ] moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

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DISPLAY SCREEN EQUIPMENT (DSE)

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

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

Advice on the use of DSE is available in the Education Health and Safety Manual

APPENDIX 1

APPENDIX 17

VEHICLES ON SITE

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

Separate pedestrian and vehicle gates are provided.
A risk assessment in in place for pedestrian / vehicle segregation. Entrance and Exit gates to site are shut around the arrival and departure times for students to protect them.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Schools Plus
They are responsible for making all bookings, taking payment for hire, ensuring that hirers have insurance and risk assessments in place and all other matters relating to the hire of facilities, including fire and emergency arrangements.

It is expected that users of school facilities will respect the premises and property and leave everything in good condition and any damage will be recompensed to the school.

We do not permit any activities that might damage the floors, particularly in the Dance Studio or Halls eg tap dance is prohibited.

APPENDIX 19

MINIBUSES

The Premises Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA. [5]

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to [insert name] in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence

The Premises Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows County Guidance.

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

APPENDIX 20

STRESS / 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.

The school subscribes to Education Mutual Medical and Wellbeing Support. Through this all members of staff are able to access a wide variety of benefits, including confidential counselling and physiotherapy. See the leaflet or contact the HR Manager for further details,

LEGIONELLA

A water risk assessment of the school has been completed on 24 May 2016 by Nemco. The Premises Assistant 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 undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers;
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Nemco and tank water temperature recorded.

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

SCHOOL SWIMMING

The school swimming pool was decommission in 2016 and the pool and associated areas are locked and not accessible by students or staff. The pool has been drained.

The school does not take students off site for swimming lessons.

APPENDIX

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WORK RELATED LEARNING

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

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

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise YC Hertfordshire to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)[6]
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer. Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

[6] In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

Addendum to H&S policy

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

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-coronavirusoutbreak/guidance-for-full-opening-schools

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 Principal 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.

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 Principal.

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 enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;

- wear face coverings where recommended, in communal areas of the school where social distancing is hard to maintain;[7]
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.

In the event of any infection the school will:

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community; contain any outbreak by following local health protection team advice. Report confirmed cases

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.

[7] Schools that teach years 7 and upward Heads have discretion to require face coverings to be worn by pupils, staff and visitors in communal areas outside the classroom where maintaining social distancing is difficult.

In primary schools Principals have the discretion to decide whether to ask staff or visitors to wear face coverings in these circumstances. Primary school children will not need to wear a face covering.

Based on current evidence the DfE guidance is that face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided