



BROOKLAND INFANT AND NURSERY SCHOOL

**HEALTH AND SAFETY
POLICY
AND GUIDANCE**

Reviewed: September 2017

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body of Brookland Infant and Nursery 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.

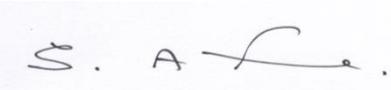
This Statement sets out how these duties will be conducted and includes a description of the roles and responsibilities within the school and the arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the appendices.

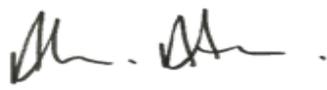
This policy will be brought to the attention of, and/or issued to, all members of staff.

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](http://www.thegrid.org.uk/info/healthandsafety/manual.shtml) at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

Signed:  **Date:** 28th September 2017
Chair of Governors - Mrs Sheila Farmer

Signed:  **Date:** 28th September 2017
Headteacher - Mrs Alison Atkinson

POLICY REVIEW

This policy may be modified or added to from time to time in which case amendments will be distributed to all staff. The policy will be reviewed annually.

DATE OF REVIEW
Reviewed & minor amendments made in line with HCC model - Sept 2015
Reviewed & minor amendments made in line with HCC model - Sept 2016
Reviewed & minor amendments made in line with HCC model - Sept 2017

HEALTH AND SAFETY POLICY AND GUIDANCE

The Governing Body is committed to promoting a healthy and safe environment for all - staff, children, students, visitors, contractors.

The Governing Body has adopted Hertfordshire County Council's Health and Safety Policy and Guidance and this document takes account of, and is consistent, with that guidance.

Hertfordshire County Council's Health and Safety: Policy and Guidance and the Hertfordshire County Council's Health and Safety Manual are available online at www.thegrid.org.uk or <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

The policy itself cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety.

All staff must appreciate that their own safety and that of others depends on their individual conduct and vigilance.

ROLES AND RESPONSIBILITIES

The Governing Body is responsible for:

- ensuring that a Health and Safety Statement and Policy is in place detailing the responsibilities for ensuring health and safety within the school
- ensuring that this statement and policy complies with Hertfordshire County Council and Hertfordshire's Education Services' codes of practice
- regularly reviewing health and safety arrangements, implementing new arrangements where necessary
- conducting a health and safety inspection of the school three times a year
- providing appropriate resources within the school's budget for the implementation of the attached arrangements
- receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the County Council any hazards which the school is not responsible for from its own budget
- seeking specialist advice on health and safety which the school may not feel competent to deal with
- promoting a positive health and safety culture and high standards of health and safety within the school

The Governing Body has delegated responsibility for the points above to its Resources Committee which reports back to the Governing Body once a term via the committee's minutes and verbal reports at the Governing Body meeting.

The Headteacher, Mrs Alison Atkinson, is responsible for:

- overall responsibility for implementation of the school's health and safety arrangements
- the day-to-day implementation of this policy
- receiving feedback from the Governing Body's health and safety inspections and taking action as appropriate
- reporting to the governing body each term on health and safety issues via the Resources Committee meetings
- ensuring that there is a system for reporting defects and hazards
- ensuring that adequate first aid equipment and resources are available
- ensuring that fire fighting equipment is maintained and available
- ensuring that regular checks, tests and servicing are carried out for smoke alarms, emergency lighting, fire alarms and security alarms
- ensuring that electrical safety checks are carried out
- ensuring that the school has emergency planning arrangements in place
- ensuring that risk assessments are carried out where necessary and are reviewed annually
- reviewing the policy
- ensuring that Health and Safety publications and guidance are available and staff know where they can be accessed
- setting a personal example

In carrying out these duties some of these responsibilities are delegated as follows:

To the Business Manager, Mrs Jane Allen, who will be responsible for:

- ensuring that the arrangements for reporting accidents and incidents are in place
- arranging and checking half termly that adequate first aid equipment and resources are available
- ensuring fire-fighting equipment is regularly maintained and checked and fire alarm system, emergency lighting and security alarms are serviced
- ensuring that Portable Appliance testing (PAT) is carried out on a regular basis and fixed wiring checked every 5 years
- ensuring that the Asbestos Log is maintained in line with regulations
- ensuring that annual safety check of PE and outdoor play equipment is carried out
- ensuring that annual check and service of gas boilers is carried out
- ensuring that legionella testing is carried out in line with regulations and recorded
- ensuring that risk assessments are reviewed at least annually
- ensuring that COSHH risk assessments are carried out and properly documented when required
- regularly checking the Health and Safety section of Hertfordshire County Council's website for updates to guidance and bringing relevant material to the attention of the Site Manager, Headteacher and Governing Body
- ensuring systems are in place to record that tests and checks have been carried out
- reviewing the policy in conjunction with the Headteacher

The Business Manager attends meetings of the Governing Body's Resources Committee.

To the Site Manager who will be responsible for:

- ensuring that all defects in the buildings and grounds are dealt with promptly
- undertaking a weekly check of the fire alarm system and recording the result
- undertaking regular tests of the smoke alarms, emergency lighting systems, etc, and recording the results
- arranging all annual servicing and testing - fire extinguishers, fire alarms, security alarms, access controls, gas boilers, emergency lighting, PE equipment and outdoor play equipment
- arranging or carrying out PAT testing
- arranging fixed wiring check (every 5 years)
- carrying out daily, weekly, termly checks of the outdoor play equipment
- carrying out a daily safety/security check and a daily visual perimeter check
- clearing snow and ice and displaying appropriate signs
- flushing through water pipes when building has been closed for a while
- testing and recording results in line with guidance on managing legionella
- keeping site clear of litter, glass, etc
- maintaining Asbestos Log and ensuring log is completed whenever work on the building is carried out
- undertaking and reviewing risk assessments as necessary
- completing and maintaining COSHH risk assessments as necessary

The Site Manager is invited to attend meetings of the Governing Body's Resources Committee

All staff are responsible for:

- familiarising themselves with the health and safety aspects of their work and for avoiding conduct that would put at risk the health and safety of themselves and other people (this includes visitors, members of the general public and persons on work experience)
- using clothing/equipment provided for personal protection
- using equipment in a correct and safe manner and ensuring that it is maintained in good condition
- reporting any hazards or defects - if necessary they must be prepared to take appropriate action themselves to remove hazards
- ensuring the classrooms are organised with due regard to the health and safety of pupils
- ensuring that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials
- carrying out risk assessments where required for their area of work
- making themselves fully conversant with the Safe Working Instructions and Codes of Practice applicable to the tasks they are required to undertake and to comply with their contents, eg afPE Safe Practice in PE (documents are available in School Office)
- keeping stock cupboard doors closed when children are in the classroom
- ensuring that cleaning materials and other harmful substances are kept out of the reach of the children

All staff are reminded that failure to observe these duties could render the employee liable for prosecution by the Health and Safety Executive.

REMEMBER!

Health & Safety is everyone's responsibility no matter what your role in the school

PRACTICAL ARRANGEMENTS

Appendices

Items requiring more detailed arrangements are covered in the attached Appendices as listed below:

Appendix 1	Risk Assessment
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	Safety
Appendix 7	First Aid and Medication
Appendix 8	Accidents, Incidents and Emergencies
Appendix 9	Accident Recording, Reporting and Investigation
Appendix 10	Health and Safety Information and Training
Appendix 11	Personal Safety / Lone Working
Appendix 12	Work Equipment
Appendix 13	Flammable and Hazardous Substances
Appendix 14	Asbestos
Appendix 15	Moving and Handling
Appendix 16	Contractors
Appendix 17	Working at Height
Appendix 18	Display Screen Equipment and ICT
Appendix 19	Vehicles
Appendix 20	Lettings
Appendix 21	Work Related Stress
Appendix 22	Legionella

Use of the Internet

See separate policies - 'Acceptable Use Policy' and e-Safety & Data Security Policy

Security

See separate policy - 'Security Policy'.

Other related documents:

Handbook for Volunteer Helpers

Handbook for Work Experience Students

Handbook for Supply Teachers

Staff Handbook

Restrictive Physical Intervention Policy

Safeguarding Policy (including Child Protection)

Safe Use of Images

Medical Conditions in School Policy

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 the Business Manager/Site Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher/member of SLT.

Risk assessments are available for all staff to view and are held centrally on the school's network in the staff shared area under Health & Safety. 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 the relevant line manager or class teacher. 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 Year Group Leaders/Subject Co-ordinators using the relevant codes of practice and model risk assessments detailed below. Whenever a new scheme of work is adopted or developed all activities are checked against these codes of practice and significant findings incorporated into lesson plans.

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science, art and DT. In addition the following publications are used within the school as sources of model risk assessments:

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/>]

APPENDIX 2 OFFSITE VISITS

The LA and the school has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits will be planned following this guidance available via: <http://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

The Headteacher, Mrs Alison Atkinson has attended Offsite Visit training.

Arranging A School Outing

- All school outings, whether by public transport, coach or walking must be authorised by the headteacher (using Form OV1 - copies in staffroom and office).
- The proposed site for the outing should have been assessed in advance to ensure that safe and suitable arrangements are made for meals, toilet and washing facilities and first aid.
- A risk assessment must be carried prior to all outings (using Form OV4 - copies available in the staffroom or from the office).
- Individual risk assessments should be completed for all children with special needs using Form OV5.
- Some sites/venues may have risk assessments available that can be used in conjunction with our own.
- The adult:pupil ratio should be at least 1:7.
- Children should be made fully aware of expectations and responsibilities and the standards of behaviour expected.
- Accompanying teachers, support staff, parents and volunteers should be made aware of their specific roles.
- Volunteers need to be asked to complete a form (available from office).
- Arrangements should be made for children requiring medication.
- The headteacher should be given a list of all the children on the outing detailing which adult's group they are in. This can be prepared in advance but must be updated following registration on the day of the outing.
- There should be regular head counts while out.
- Only coaches with seatbelts will be used - ask office staff to arrange this.

Emergency Procedures While On A School Outing

- The teacher in-charge of the school outing will take charge in an emergency.
- They will quickly assess the situation
- In cases of accidents they will safeguard the uninjured members of the group and attend to the casualty.
- The name of the injured child will need to be ascertained as quickly as possible together with the nature of the injuries.
- If the injured child has to go to hospital the teacher-in-charge will need to ensure that they are accompanied, if at all possible by someone the child knows.
- The teacher-in-charge will telephone the school (or instruct another adult to do this) to inform them of the situation.
- The teacher-in-charge will arrange for the rest of the group to return to school as soon as possible.
- A written record of the incident will be made as soon as possible.

<p style="text-align: center;">APPENDIX 3 HEALTH AND SAFETY MONITORING AND INSPECTIONS</p>

The Governing Body's Resources Committee will arrange to carry out a health and safety inspection three times a year. At least one member of the committee together with the Site Manager will carry out the inspection and complete the checklist. The result of this inspection will then be reported to the Headteacher for appropriate action to be carried out as necessary and will also be reported back to the Resources Committee at their next meeting.

The Autumn Term inspection will include an audit of the school's health and safety management systems and reporting procedures.

APPENDIX 4 FIRE SAFETY

General Guidance

- Fire precautions and procedures are monitored by Headteacher, the Site Manager and the Business Manager.
- Fire alarm will be tested regularly by the Site Manager and the test will be recorded in the Fire Log held in the school office. Any defect to be reported immediately.
- Fire drills are usually carried out once a term at varying times of the day. A log of fire drills is kept in the Fire Log held in the school office.
- All adults should familiarise themselves with the nearest fire exit in relation to where they are working.
- Every room should have a 'What to do in case of fire' notice on the wall that should state the nearest fire exit.
- When evacuating the premises, doors should be closed behind you.
- All fire doors are labelled and should be closed when evacuating the building, when leaving the building at the end of the day and during the day where appropriate.

In The Event Of A Fire

- If you discover a fire or one is reported to you activate the nearest fire alarm and call the fire brigade.
- If you hear the fire alarm evacuate the premises immediately. Evacuation Procedures are posted in each room. These include exit routes and assembly points.
- Leave the building by the nearest exit
- Do not stop to collect personal belongings
- Do not re-enter the building until told it is safe to do so
- Report to the Assembly Point (do not leave the site or go to your car, etc)
- Fire fighting equipment should only be used by those trained to do so and then only when it is safe to do so

Fire Precautions

- **DO NOT ALLOW** combustible materials to accumulate under or on top of work surfaces, on or near radiators or heaters
- **REPORT** any defective electrical equipment
- **DO NOT REMOVE** fire extinguishers from their correct siting
- **ENSURE** that electrical equipment is switched off where appropriate and possible and all plugs removed when not in use and at the end of the day
- **ENSURE** that fire doors are not wedged open

Check List:-

- **REMEMBER** to switch off electrical equipment where possible and appropriate at the end of each day
- **CLOSE** doors to rooms and corridors
- Do you know how to operate the fire alarm?
- Do you know what to do in case of fire?
- Do you know where your nearest exit is?
- Make sure all exit routes are clear of obstructions at all times

FIRE PROCEDURES

- If you discover a fire or one is reported to you activate the nearest fire alarm
- Whenever you hear the fire bell you must evacuate the school immediately
- Where there are 2 adults (or more) in any room with a group of children, one should lead the children out and one should be at the back to ensure all children leave
- If adult is alone with class they should SEND the children to the playground to get in the class circle and follow on at the back (other adults are likely to be out on the playground to support as necessary)
- Fire Doors from hall and dining room should be pushed VERY firmly with both hands on both doors to open them both at the same time
- Shut all doors behind you
- Check the classroom toilets before you leave the classroom (probably person at back)
- If an exit is blocked go through next nearest exit
 - ❖ *Next nearest exit from hall is through classroom 2 (Rowan class)*
- Wherever you are in the school, you MUST exit through your nearest exit even if your children are not with you. *Eg. Class in assembly and staff in classroom:*
 - ❖ *Lead out of class door in normal way with any other staff, children*
 - ❖ *If there are 2 of you, one could meet children at the class circle and one could go around the outside to support staff leading children out of the hall*
 - ❖ *Classes in new build should exit through outside door and proceed to Assembly Point 2 opposite the disabled carpark*
- If register is still with you in the room you must bring it out to the playground
- A laminated class list is kept in the green pocket near the external exit door of each classroom and a member of staff should take this when evacuating the class
- **The laminated class list should be taken WHENEVER the whole class leaves the classroom together (PE, assembly, outdoor learning etc)**

At the Assembly Point: Do head count first, then call register

- A member of the office staff will pick up the following and exit through the door onto the playground opposite maple:
 - ❖ Walkie Talkies & personal mobile phones
 - ❖ Fire Report and Attendance Folders & Fire Registers
 - ❖ Children's signing in and out file (File with yellow/blue pages)
 - ❖ Visitors signing in & out file
 - ❖ Fire Folder (kept next to register trays)
 - ❖ Emergency Folder (kept next to register trays)
 - ❖ Emergency bag
- If another member of office staff is present they will exit through the main entrance checking fire panel visual display for location of fire and proceed to Assembly Point 2

- | | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Remember: | <ul style="list-style-type: none"> ➤ Leave the building by the nearest exit ➤ Do not stop to collect personal belongings/coats/shoes ➤ Do not re-enter the building until told it is safe to do so ➤ Report to the assembly point (do not leave the site or go to your car) |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**FIRE PROCEDURES
LUNCHTIME PROCEDURES**

- Staff indoors go through the NEAREST exit with any children that are with them
- Staff in staff room support exit from Dining Room
- Children need to exit Dining Room (a table at a time) CALMLY through the playground corridor or fire exit at back of new dining room depending on which exit is nearest

NOTE: THEY MUST LEAVE EVERYTHING BEHIND

- An adult MUST check the toilets (boys and girls) in playground corridor
- Any staff in Willow Room will exit with the children through the first fire exit door in the new build corridor
- Any staff in First Aid Room, staff toilets, photocopier room will exit with the children through the first fire exit door in the new build corridor
- Staff working in SEN rooms can exit through fire exit in SEN office
- A member of the office staff will pick up the following and exit through the door onto the playground opposite maple:
 - ❖ Walkie Talkies and personal mobiles
 - ❖ Fire Report and Attendance Folders & Fire Registers
 - ❖ Children's signing in and out file (File with yellow/blue pages)
 - ❖ Visitors signing in & out file
 - ❖ Fire Folder (kept next to register trays)
 - ❖ Emergency Folder (kept next to register trays)
 - ❖ Emergency bag
- If another member of office staff is present they will exit through the main entrance checking fire panel visual display for location of fire
- Staff in kitchen need to shut shutters down (if time)
- Teachers/Teaching Assistants (if on site) will head out to their circles from wherever they are in the school. They will support on the outside in getting children to circles
- MSAs are in charge of the class circle until the Teacher/Teaching Assistant joins the circle

MSAs outside

- Blow whistle if necessary and support children getting to their circles CALMLY
- Go with children to class circles. MSAs on duty outside are in charge until other MSAs come out or teachers arrive

MSAs inside (eg in classrooms on wet playtimes)

- Send the children out to the playground and follow on behind (if on your own). Do not stop to collect coats. But do check the toilets.
- If the teacher is in the classroom, she will take control. One of you will lead the children out, one of you will follow on behind and check toilets.
- Take laminated class list with you

Remember:

- **Leave the building by the nearest exit**
- **Do not stop to collect personal belongings/coats/shoes**
- **Do not re-enter the building until told it is safe to do so**
- **Report to the assembly point (do not leave the site or go to your car)**

<p style="text-align: center;">APPENDIX 5</p> <p style="text-align: center;">INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT</p>

The Business Manager and Site Manager are 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 main school office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager. Any defects on the system will be reported immediately to the alarm contractor (Clymac Ltd) or property services contractor (Mouchel Ltd).

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

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire-fighting equipment remains available for use and operational are conducted by the Site Manager.

Chubb Fire Services undertakes an annual maintenance service of all fire-fighting equipment.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked weekly, monthly, and 3 monthly in line with testing requirements by Site Manager. These tests will be recorded. Annually a full discharge test and certification of the system will be undertaken by PH Ltd.

MEANS OF ESCAPE

The Site Manager conducts daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6**SAFETY****Reporting Hazards and Defects**

Hazards and defects should be reported as soon as they are identified. There are two levels of reporting: -

1. Hazards and defects that do not require immediate attention should be recorded in the 'maintenance log book' in the office. The Site Manager will then arrange any necessary repairs in consultation with the Headteacher/Business Manager where appropriate. This sheet should also be used to record any hazards or defects notified by parents, governors, visitors to the school, etc.
2. Hazards and defects that pose an immediate threat to health and safety should be reported immediately to the headteacher via the school office. The Headteacher /Business Manager will inform other staff of the hazard and arrange the necessary action to protect children and staff until repairs are undertaken. If necessary individuals must be prepared to take immediate appropriate action themselves to remove hazards.

General Site Safety**Snow and Ice Clearance**

The school is required by law to do all that is reasonably practicable to protect employees and visitors from risk. The Site Manager will clear the main entrance to the school in the first instance, then the other main pathways into school. If it is only possible to maintain the main entrance free of snow and ice, closed pathways will be clearly signposted with warning signs.

Site Cleanliness

The Site Manager will check all outside areas for litter, glass, etc. on a daily basis. Children should be frequently reminded of the need to keep our site free of litter.

Dogs on Site

Assistance and guide dogs are allowed onto the school site. However, other dogs are not allowed inside the school grounds except in special circumstances with the permission of the Headteacher.

Slips and Trips

Slips, trips and falls are the most common cause of major injuries in workplaces and schools. Obvious hazards are liquid spills, wet floors, unsuitable footwear, uneven surfaces and trailing cables. Spills should be cleared up immediately and signs displayed when floors are wet (sign boards are available in every classroom and Site Manager's room). Floor areas should be kept clear of obstructions that could cause trips.

General Safety

- children should be encouraged to walk in school
- children should be given guidance in the safe use of some equipment, eg how to carry scissors
- children should be made aware of the danger of swinging on the back legs of chairs
- it is important that children are encouraged to take care of their classrooms, eg mopping up spills on the floor, picking up items that are dropped, etc.
- items such as correcting fluid, cleaning substances, etc, should be kept out of children's reach

Science and Technology

- batteries - rechargeable are hazardous - do not use with children
- reinforce and remind children of the dangers of using some pieces of equipment
- encourage the children to make warning signs for others

PE - Safety on the Apparatus

- check that equipment is safe on the particular day you use it
- ensure there is adequate supervision and that discipline is good
- only set work that pupils are sufficiently competent to cope with
- all children should warm-up
- the children should have bare feet
- staff should wear appropriate footwear
- no jewellery should be worn (stud earrings only - covered by micropore tape)
- long hair should be tied back or plaited
- there should be a minimum of noise
- the command 'STOP' means 'get off' the apparatus safely
- the number of children on apparatus will be at the discretion of the teacher
- each child should be encouraged to take their turn and to be sensible

Safety on the Playground

- check with a member of the senior leadership team as to how many supervising adults there should be on the playgrounds
- children should not be allowed outside until a supervising adult is in position

Safety on Climbing Equipment

- pupils should be educated about the use of climbing equipment
- staff on duty must ensure that the climbing area is visible and can be appropriately supervised when in use and have a responsibility to ensure appropriate behaviour
- staff on duty have a responsibility to make regular checks for defects and report them as appropriate
- no more than 10 children on the apparatus
- climbing equipment should not be used if wet
- sensible shoes to be worn - hazards arise from slippery soles, open toed and sling back sandals, heels and untied laces, etc.
- suitable clothing should be worn - hazards arise from unfastened coats, woollen gloves, scarves, ties, etc.

APPENDIX 7

FIRST AID AND MEDICATION

Jacque Korcelik and Ann Wood-Walsh have been trained to First Aid at Work Level

A number of Early Years staff have been trained to EYFS Standard Paediatric First Aid (a list of these staff is in each Early Years classroom window)

Most MSAs and TAs have been trained to Emergency Paediatric First Aid Level

First aid qualifications remain valid for 3 years. There is a log kept in the office detailing the dates of qualifications and when requalification should be booked.

First Aid Resources

- The main first aid resources are kept in the First Aid Room located by the photocopier room. The contents are in accordance with the HSEs recommendation. No other resources (creams, lotions, etc) should be used when treating injuries.
- Each classroom has their own 'First Aid Box' with sufficient materials to deal with minor injuries.
- Ice packs are kept in the fridge in the First Aid Room and staffroom and should be returned there after use. Small ice packs are also available for smaller bumps.
- Each classroom and the First Aid Room are also equipped with disposable gloves, disposable aprons, plastic bags and ties, 'Deep Clean' Spray bottle and cloths.

An AED (automated external defibrillator) is located at

All resources are checked at the end of each half term by one of the Office Staff, Jacque Korcelik, and restocked as necessary.

Treatment In the Classroom

The class teacher, teaching assistant, learning support assistant or another responsible adult will deal with injury or illness that occurs within the classroom and call for extra assistance if required using the red disk.

Treatment At Playtime

At playtime a teaching or learning support assistant will be responsible for dealing with minor injuries. These will be dealt with in the First Aid Room/playtime corridor for KS1 and in the nominated Reception Classroom for reception children. A rota for 'injury' duty is on the staffroom noticeboard.

Treatment At Lunchtime

At lunchtime the midday supervisory assistants will be responsible for dealing with minor injuries. These are dealt with in the First Aid Room for KS1 and in the nominated Reception Classroom for reception children.

Forest School

A first aid box will be situated in the container in the Elmwood Forest area. However staff using the forest area should ensure they carry a small supply of first aid material to use if needed and should also carry any medicines for the pupils in their class. The Forest School leader has been trained to EYFS Standard Paediatric First Aid level and will also be trained in Forest School First Aid by December 2017.

Transport to Hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents 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 cannot be contacted in time.

Where there is any doubt about the appropriate course of action the first aider will consult the NHS helpline.

First Aid Arrangements on Outings

A 'First Aid' kit for carrying on outings that should include a sterile bottle of water is kept in the First Aid Room and should be restocked after each outing. If travelling by coach or minibus a 'sick bucket' should also be taken.

In the event of a serious accident while on an Outing, after summoning an ambulance, the school should be informed. A member of staff should accompany the child to hospital leaving another member of staff to supervise the return to school of the rest of the group.

The Headteacher, Mrs Alison Atkinson, or Deputy Head, Mrs Debs Marshall, will be responsible for contacting the parents.

Precautions and General Notes

General	<ul style="list-style-type: none"> • Wash hands and use antibacterial hand gel before beginning treatment • Cover any cuts or sores on your hands with a waterproof plaster • Always wear disposable gloves and dispose of after use • Wash hands and use antibacterial hand gel when you have finished and disposed of any waste • Wash hands and use antibacterial hand gel between children • Never leave a child alone • Record all accidents, injuries and incidents in the Accident book in or on sheets in classrooms • If in any doubt as to severity of injury or treatment you must seek help from one of the named qualified first aiders - Jacquie Korcelik or Ann Wood-Walsh
Water	<ul style="list-style-type: none"> • Water is available in the First Aid Room/staffroom/classrooms
'Prochem - Microsan' Spray	<ul style="list-style-type: none"> • Available in the First Aid Room and all classrooms • Can be used on sinks, tables, floors to disinfect them
Mopping up blood and other bodily fluids	<ul style="list-style-type: none"> • Wear disposable gloves • Wear apron if necessary • Use paper towels • Follow procedures for disposal of waste • Wrap up soiled clothing for child to take home • Disinfect area with "Deep Clean" spray using cloths and dispose of them by double wrapping and placing in outside bin • A special mop and bucket (red bucket) are stored in the Site Manager's room if needed for mopping up in a toilet
If you come into direct contact with blood or body fluids	<ul style="list-style-type: none"> • Wash the area of contact with soap and water • If contact occurs with your lips, mouth, tongue, eyes or broken skin - clean with cold tap water and seek medical advice if necessary
Disposing of waste Urine and Faeces Nappies First Aid Waste Vomit	<ul style="list-style-type: none"> • Dispose of down the toilet • Soiled nappies should be double wrapped and placed in the dedicated bin in the disabled toilet or in the outside bin (this bin must be accessed by walking around outside of building and not via the kitchen) Nappies must not be placed in the clinical waste bin or sanitary bins • Place in clinical waste bin in First Aid Room or double wrap, tie and place in outside bin • Use powder and special dustpan and brush (stored in First Aid room), double wrap, tie and place in outside bin (see above for access)

Treatment	
Grazes	<ul style="list-style-type: none"> • Clean up with gauze and water • Only cover it if absolutely necessary using gauze secured with micropore tape
Bumps and Knocks Bumped Head	<ul style="list-style-type: none"> • Use ice packs for larger areas (10 minutes) • Use small ice pack or gauze and an ice cube for small bumps • Sit child down while dealing with them • Fill in a bumped head letter to go home (and give to class teacher) • Verbally inform class teacher • Following a bump or knock to the head the child should be monitored for the rest of the day for signs of concussion and at the end of the day the person collecting the child should be informed. • If there is any evidence of loss of balance, disorientation, double vision, slurred speech or other malfunction of the senses medical advice should be sought without delay
Splinters / broken nails	<ul style="list-style-type: none"> • DO NOT cut nails or pull out splinters • Cover with micropore • Inform senior member of staff
Eyes	<ul style="list-style-type: none"> • Always use drinking water to clean out eye • Drip water from disposable cup or gauze into eye over a sink • Dispose of cup and gauze
Mouth Injuries	<ul style="list-style-type: none"> • Always use drinking water in disposable cup • Use gauze to wipe around area • Dispose of cup after use
Child feeling Sick	<ul style="list-style-type: none"> • If child feels sick, sit child down with sick bucket and give a drink of water (in a supervised area) • Bucket should have a bin liner in it for easy disposal
Changing children	<ul style="list-style-type: none"> • Let another adult know if you are changing a child's underwear or nappy (see above for disposal of nappy) • Use wipes for cleaning children up • Dirty clothes into bag to go home • Log on form in First Aid Room or classroom
Scabs	<ul style="list-style-type: none"> • Cover with gauze secured with micropore tape
Bites and Stings	<ul style="list-style-type: none"> • Clean with cold water and apply ice pack • Call for help immediately if you are worried about the child's reaction to the sting • Call for help if bite has broken the skin

Please refer to the separate Medical Conditions in School Policy which also covers administering medicine to Pupils.

Administering Medicine to Pupils

In most cases when a pupil needs medication this will be done at home and not at school.

In cases where a pupil requires medication prescribed by a doctor and it cannot be easily administered by the parent arrangements can be made to administer medicines in school - however there is no legal duty which requires school staff to administer medication: this is a voluntary role. Staff who are willing to administer medicines will be trained as appropriate.

- Parents must complete the form 'Request for School to Administer Medication', consenting to the school giving medicine to their child. A copy of this form will be kept with the medicine and filed in the 'Medication' file in the First Aid Room when the medicine is no longer required.
- Before accepting the medicine it must be checked that it is prescribed in the name of the child, that the dosage is clear and the medicine is in date.
- Parents must bring the medicine to the School Office and hand to one of the Office Staff in the morning and collect it at home time. Children will not be allowed to carry medicine.
- Medicine will be stored in cupboard or in fridge (as appropriate) in the First Aid Room.
- A member of staff, usually a teaching or learning support assistant, will administer the medicine in the presence of another member of staff.
- The consent form should be updated with the date and time the medicine was administered and the signature of the member of staff administering the medicine and the second member of staff present.
- It is usually only possible to administer medicine at lunchtime.
- Medicine should not be given to children without parental consent.
- No patent medicines, eg cough medicines, painkillers, antiseptic creams will be given in school, unless prescribed.

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 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 Jacquie Korcelik.

All staff are made aware of any relevant health care needs and copies of health care plans are available in each class, school office and on the child's records. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 8**ACCIDENTS, INCIDENTS AND EMERGENCIES****Emergency Procedures**

- All staff should know how to call the emergency services by dialling 999 (remember on our school's phone that means pressing '99' then dialling 999). The operator will ask which service you require and then ask for your details, the address and telephone number of the school, the name and age of the child/person, the nature of the injury or illness and whether the child/person is conscious or unconscious.
- The headteacher, Mrs Alison Atkinson, or in her absence, the deputy headteacher, Mrs Debs Marshall, should be informed immediately of any emergency.
- When a child is asked to carry an emergency message they will carry a red plastic rectangle which means help is needed. Each classroom should have one of these rectangles with their class name on it hanging near their stock cupboard door.

Accidents, injuries and illness requiring urgent medical attention:-

- always send for help from the named first aiders - Jacquie Korcelik or Ann Wood-Walsh who will decide if an ambulance is required and then inform the headteacher or deputy headteacher
- never leave a child/person alone
- keep the child/person stable and comfortable
- if there is suspected broken limbs the child/person should not be moved, unless they are in danger of further injury, but kept warm and calm until the ambulance arrives

Once the ambulance has been called:-

- a person should be nominated to await the ambulance and direct it to the scene
- the headteacher/office staff will contact the child's parents or emergency contact
- the child's record card should be obtained from the office so that it is available to the medical team to alert them to possible allergies and other medical conditions
- a member of staff should accompany the child in the ambulance if parents have not arrived

Once the child is in the care of the medical services the duty of care is passed to them. When the parents have been contacted and are in a position to take over, the responsibility of the school ceases.

Head injuries

Seek medical advice without delay if there is loss of balance, disorientation, double vision or slurred speech. Parents should always be informed if their child has received a bang to the head during the day using the red 'Bumped Head' letter. Children should be constantly observed for 24 hours following a bump to the head.

APPENDIX 9**ACCIDENT REPORTING PROCEDURES**

Full guidance can be found in the Health and Safety: Policy and Guidance Section B which should be read in conjunction with the County Health and Safety Manual section R (RIDDOR). Both these manuals can be found online at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

Accidents to employees

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

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

A local accident book located in the First Aid Room (with sheets also in every classroom) is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

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

All major incidents will be reported to the Headteacher and the Governing Body. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

APPENDIX 10

HEALTH AND SAFETY INFORMATION & TRAINING

COMMUNICATION OF INFORMATION

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

The Education Health and Safety Team provide competent health and safety advice for Community, special and VC schools.

All staff will be regularly reminded of the need to be aware of Health and Safety issues through staff meetings (where it will be a standard agenda item), school internal Health and Safety newsletters and by displaying Health and Safety newsletters that are received and any other useful information on a dedicated notice board in the staffroom.

HEALTH AND SAFETY TRAINING

Staff Training

Training needs will be reviewed annually and relevant training provided if necessary. A record will be kept of all courses attended or training undertaken.

A copy of the Health and Safety Policy will be given to all new employees as part of their induction pack and they will be required to sign to say they have received the document, read and understood it. The Policy will be explained to new employees along with other information during their induction meeting.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Employees will be provided with:

- ❖ update training in response to any significant change
- ❖ training in specific skills needed for certain activities
- ❖ refresher training where required

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

Governors

A copy of the Health and Safety Policy will be given to all governors and governors on the Finance and Premises Committee will be encouraged to attend Health and Safety courses provided by School Governance.

APPENDIX 11

PERSONAL SAFETY / LONE WORKING

Lone working means working alone after hours, at weekends or during school holidays.

The Site Manager, Headteacher and Senior Leadership Team have been issued with keys to the school and are able to come into school during holidays, weekends and evenings. However, apart from the Site Manager, staff are not expected or recommended to be alone in the school.

All staff should:

- Where possible plan to be in school with at least one other person and when this is not possible inform one person off site of the times they will be in school and then inform them of their safe return.

The person off site should be told what to do in case of non-return:

- ❖ Check that staff member has not returned home
 - ❖ Try to contact staff member
 - ❖ Check school in case of accident or arrange for someone else to do so
 - ❖ Alert emergency services if appropriate as to possible emergency situation
 - ❖ Inform Headteacher if there has been an accident or incident
- Take all appropriate steps to keep themselves safe when working alone.
 - Keep the inner main school door shut so that unauthorised persons cannot gain access.
 - Ensure they do not put themselves or others at risk.
 - All working at height (eg involving ladders) should only be done when accompanied by another person on site.
 - Any potentially dangerous work (eg working with electricity, strimmers, and other machinery) must only be done when accompanied by another person.
 - Ensure they have access to a telephone or mobile phone while on site.
 - Report any incidents or situations where they may have felt 'uncomfortable'. Good communication between colleagues in terms of personal safety is essential.

Home Visits

Staff carrying out home visits must always:

- ❖ visit in pairs if possible
- ❖ take into account any information known about the family being visited
- ❖ notify the school office of their visit giving time of visit and address
- ❖ ensure they have access to a mobile phone

Key Holder Call Out

Key Holder should:

- ❖ should be accompanied by another person when attending empty premises where there has been an incident or suspected crime
- ❖ should not enter the premises unless they are sure it is safe to do so
- ❖ take a torch if it is a night time call out
- ❖ have a mobile phone

Key Holders should never put themselves at risk by tackling an intruder or entering a building where they think an intruder is present.

APPENDIX 12

WORK EQUIPMENT

Work Equipment

The Provision and Use of Work Equipment Regulations require that hazardous work equipment is suitable for the working environment, is properly maintained and used safely.

Work equipment on site which could be covered by these regulations are: ladders, trimmers, shredder, laminators, photocopier, cleaning equipment, maintenance tools, etc. Staff should visually check all equipment before use and report any faults or concerns to a member of the office staff who will arrange for the equipment to be repaired or replaced. Ladders and stepladders will be visually checked every six months by the Site Manager, who will update the Ladder Register accordingly (Ladder Register kept in the 'Checks and Tests' file in the office).

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by PH Limited. Records of the results of these checks are kept in the school office ('Checks and Tests' file).

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

Major fixed wiring circuits will be checked at least once every five years. The last check was carried out by PH Ltd.

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by staff for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

The play equipment and PE apparatus and equipment is checked annually by John Harrison who then prepares a report on any defects found that need action.

APPENDIX 13

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

In our school the Site Manager is the nominated person responsible for substances hazardous to health. He will 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 chemicals are appropriately and securely stored out of the reach of children and .
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Control of Substances Hazardous to Health (COSHH)

Substances hazardous to health include any chemical labelled 'very toxic', 'toxic', 'harmful', 'corrosive' or 'irritant'.

Hertfordshire Supplies have carried out risk assessments for all items that they supply. A sheet detailing generic assessments of items used in the classrooms is available in every classroom and main stock cupboard. A sheet detailing generic assessments of cleaning materials is available in the Site Manager's room. Individual sheets for specific items used in school can be found in the 'Risk Assessment' file in the school office. A log of chemicals used in school together with quantities held and storage arrangements is also kept in this file.

Staff should only use cleaning substances that have been provided by the school as the Site Manager/Office staff will have obtained COSHH sheets for these items. This covers items such as washing-up liquid and cream cleaner and these items should be kept out of reach of children at all times. Soap, liquid hand-wash and hand sanitising gels are also covered by COSHH and these items will also be provided by the school with staff given specific instruction on their use.

COSHH also covers occupational risk of infection. A poster (issued by the HPA) containing a list of childhood illnesses is available in the office. Some childhood illnesses may be a risk to pregnant workers and children with low immunity due to illness or medication and staff will be made aware of the need to report instances of these illnesses to the Headteacher, Mrs Alison Atkinson, so that a risk assessment may be carried out if necessary.

The Site Manager has been trained in COSHH assessments.

APPENDIX 14**ASBESTOS**

The HCC Asbestos Policy, available on the Property Matters web site at:
www.hertsdirect.org/yrccouncil/hcc/resandperf/hertsprop/assetsteward

The school's most recent asbestos management survey was conducted on

The asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Site Manager's room and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACMs) within their work area.

Under no circumstances must staff drill or affix 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).

Any damage to materials known or suspected to contain asbestos should be reported to the headteacher or Site Manager who will contact the Asbestos Helpline on 0845 6030369 or asbestos@hertfordshire.gov.uk

The School's Asbestos Authorising Officers are Jane Allen, Fiona Mason and Alison Atkinson will be attending training during the Autumn Term. Refresher training is required 3 yearly.

Prior to any work commencing on the fabric of the building or fixed equipment (eg 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 authorising officers shall ensure:

- 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, eg 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

<p style="text-align: center;">APPENDIX 15</p> <p style="text-align: center;">MOVING AND HANDLING</p>

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.

Manual Handling of Loads

All work activities that involve the manual handling of loads which present a significant risk to health and safety of any persons must be reported to the Headteacher, Mrs Alison Atkinson, who will arrange for a risk assessment to be carried out. This includes activities where the load is quite small but the activity is of a highly repetitive nature.

Staff will be provided with appropriate equipment to reach items that are stored at height - heavy items should never be stored at height. 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.

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).

<p style="text-align: center;">APPENDIX 16</p> <p style="text-align: center;">CONTRACTORS</p>

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

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

The Site Manager / Headteacher / Business Manager are responsible for monitoring areas where maintenance / building contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed maintenance / premises projects

Where the school undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects in our school are managed by the Site Manager/Headteacher/Business Manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

On completion of the contract, any relevant documentation will be obtained from the contractor, eg electrical test certificates, gas safety certificates, etc.

<p style="text-align: center;">APPENDIX 17</p> <p style="text-align: center;">WORKING AT HEIGHT</p>

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

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

A register of access equipment is maintained and all equipment is regularly inspected and maintained;

<p style="text-align: center;">APPENDIX 18</p> <p style="text-align: center;">DISPLAY SCREEN EQUIPMENT AND ICT EQUIPMENT</p>

Display Screen Equipment (DSE) User

The HSE criteria will be used to determine which staff are considered DSE users. Risk assessments will be carried out and reviewed annually for these staff in line with Hertfordshire County Council's Visual Display Unit (Display Screen Equipment) Code of Practice. Employees affected will also be informed of their rights to eyesight tests and, where necessary, spectacles for VDU use paid for by the school.

Laptop Use

Prolonged use of laptops also should conform to the main DSE regulations. The design of laptops, such as smaller keyboards, joint keyboard and screen, etc. can mean that users adopt poor postures and are often less comfortable than at a standard desktop machine.

Consideration will be given as to where and how laptops are utilised, where these are intended to be used for prolonged spells a separate keyboard and mouse could be used and the laptop raised in height to enable the user to achieve the correct posture.

Wireless Local Area Networks (WLANs)

Wi-Fi is a particular type of wireless local area network (WLAN). With regard to the potential exposure of staff and pupils to radio frequency (RF) radiation HCC follows the advice of the Health Protection Agency (HPA).

HCC guidance relating to the use of Wi-Fi technology can be found at:

<http://compass.hertscc.gov.uk/pp/resandperpolproc/healthsafepols/hs/wifi/wifipm>

On the basis of current scientific information, exposures from Wi-Fi equipment satisfy international guidelines and the HPA does not consider there to be a problem with the safety of WLAN. Thus there is no reason why Wi-Fi should not continue to be used in schools.

E-Safety

Please refer to the 'Acceptable Use' Agreement and the e-Safety and Data Handling Policy

<p style="text-align: center;">APPENDIX 19</p> <p style="text-align: center;">VEHICLES</p>

Vehicle Movement

Since the expansion parents can park in the public car park within the school grounds.

They are regularly reminded to keep to the 5mph speed limit, only park in designated parking places and only use the disabled bay if they have a disabled badge or have special authorisation from either school.

Deliveries mainly take place outside of the beginning and end of the school day if possible. Parents are regularly reminded of the dangers of vehicles moving on site and the need to supervise their children when in their care.

Contractors working on site are asked not to move vehicles at beginning and end of the school day and, if absolutely necessary to do so, to make provision for supervising any vehicle movement.

<p style="text-align: center;">APPENDIX 20</p> <p style="text-align: center;">LETTINGS</p>

Lettings are managed by the Business Manager following HCC guidance.

The school has a Lettings Policy and hirers are given a hiring agreement which details any specific arrangements or restrictions.

APPENDIX 21

STRESS AND WELLBEING

INTRODUCTION

We are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the school, the headteacher is responsible for implementation and the school is responsible for providing the necessary resources.

DEFINITION OF STRESS

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

POLICY

- The school will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The school will consult with staff on all proposed action relating to the prevention of workplace stress.
- The school will provide training for all managers and supervisory staff in good management practices.
- The school will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The school will provide adequate resources to implement the agreed stress management strategy.

RESPONSIBILITIES

Headteacher

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Occupational Health and Safety Staff

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

Human Resources

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with headteacher.
- Accept opportunities for counselling when recommended.

Role of the Resources Committee

- The Resources Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Resources Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

<p style="text-align: center;">APPENDIX 22</p> <p style="text-align: center;">LEGIONELLA</p>

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

A water risk assessment of the school has been completed by Nemco Utilities Ltd and the Site Manager 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 was converted to mains water in August 2012 and there is no longer a cold water storage tank.

The risks from legionella are mitigated by basic operational controls and thus the following checks are 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 (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 (school does not have any showers)
- Stored cold water tanks are inspected for compliance and safety on an annual basis (none on site)