



**BROOKLAND INFANT AND NURSERY SCHOOL**

**HEALTH AND SAFETY  
POLICY  
AND GUIDANCE**

Reviewed: September 2023

## **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.

# 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.

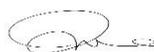
This Statement sets out how these duties will be conducted and includes a description of the roles and responsibilities within the school and the arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the appendices.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy will be on the Health and Safety noticeboard in the Staffroom and the policy is saved on the school's network (RMStaff - Policies).

This policy statement supplements

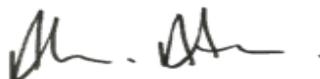
- Hertfordshire County Council's (HCC) Health and Safety Policy
- Brookland Infant and Nursery School's policies on:
  - Behaviour
  - Reducing the Need for Physical Restraint
  - Intimate Care
  - Medical Conditions in School
  - Acceptable Use
  - Online Safety
  - Safeguarding / Child Protection
  - Security

**Chair of Governors - David Warner**



**Date: 22/09/2022**

**Headteacher - Mrs Alison Atkinson**



**Date: 22/09/2022**

## HEALTH AND SAFETY POLICY AND GUIDANCE

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

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

### Responsibilities of the Governing Body:

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](http://hse.gov.uk)), namely:

- **Plan** - set the strategic direction for effective H&S management
- **Do** - ensure management systems deal with risks sensibly, responsibly and proportionately
- **Check** - monitoring and reporting processes are in place to ensure the school is compliant
- **Act** - undertake a formal review of health and safety performance

A Health & Safety Governor, Tony Mizon, 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's Resources Committee or direct to the Governing Body.

The Governing body will receive regular reports from the Headteacher / 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](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### Responsibilities of the Headteacher:

Overall responsibility for implementation of the school's health and safety in accordance with Hertfordshire County Council's Health and Safety Policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with Hertfordshire County Council and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to Hertfordshire County Council 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 and contract conditions.

The task of overseeing health and safety on the site has been delegated by the head to the Business Manager (Kelly Mehmet) / Office Manager (Jacquie Korcelik) / Premises Manager (Kevin Pritchard) / Assistant Head (Kathryn Mitchell). This task is further delegated to Year Group Leads and Subject Leads.

### Responsibilities of other staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher / School Business Manager of any problems they are unable to resolve within the resources available to them.

- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

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

All employees have responsibility to:

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

Lulu's Pre-School has a lease in place with Hertfordshire County Council to use the old Nursery Building. Under the current lease the school retains responsibility for repairs and maintenance but when the new lease is in place Lulu's will take over this responsibility. Lulu's is responsible for having a Health and Safety Policy and procedures in place as well as procedures for risk assessment and first aid provision. These policies should supplement the school's policies.

## 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 (including Lockdown) |
| 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 Reporting Procedures   |
| 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 | Contractors   |
| Appendix 16 | Working at Height   |
| Appendix 17 | Lifting and Handling  |
| Appendix 18 | Display Screen Equipment  |
| Appendix 19 | Vehicles on Site  |
| Appendix 20 | Lettings  |
| Appendix 21 | Work Related Stress   |
| Appendix 22 | Legionella  |
| Appendix 23 | Infection   |

# 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/Office Manager/Premises Staff following guidance contained on the H&S pages of the [Hertfordshire Grid](#) 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.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday).

### 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 (staff) or headteacher/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.

All pupils requiring additional assistance to access parts of the curriculum (short term or long term) will have an individual risk assessment carried out which will be available for all staff to view. They will also have a Personal Emergency Evacuation Plan (PEEP) in place.

### 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 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 assessment: -
  - 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, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>

Forest School activities have general and specific risk assessments available on the School's network.

## 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/>

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 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).
- 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.
- Ensure current Covid rules are being followed.

#### **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.

**APPENDIX 3****HEALTH AND SAFETY MONITORING AND INSPECTIONS**

A formal inspection of the site will be conducted on a termly basis and be undertaken by School Business Manager (Kelly Mehmet) / Jacquie Korcelik (Office Manager).

The person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher / SLT. Responsibility for following up items detailed in the safety inspection report will rest with Headteacher / SLT.

A named governor, Tony Mizon, 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 Resources Committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

**APPENDIX 4****FIRE EVACUATION & OTHER EMERGENCY ARRANGEMENTS****General Guidance**

- Fire precautions and procedures are monitored by Headteacher, the Business/Office Manager/Premises Staff.
- Fire alarm will be tested regularly by Premises Staff 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.
- Agency/Supply staff should be told of Fire procedure from year group lead.

**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 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 Year 2 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
  - ❖ Children's signing in and out file (File with yellow/blue pages)
  - ❖ Visitors signing in & out file
  - ❖ Fire Folder
  - ❖ Emergency Folder
  - ❖ 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

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

**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 opposite Oak Class
- Any staff in First Aid Room, staff toilets, photocopier room will exit with the children through the first fire exit door opposite Oak class
- 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 by Maple Class:
  - ❖ 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**

## Evacuation Procedures Individuals Requiring Additional Assistance

1. Under both fire safety legislation and the Equalities Act 2010 schools must have procedures in place to evacuate all person/s from the building independent of assistance from the emergency services.
2. A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons who frequently use a building. These must be tailored to the individual's needs and should be developed in discussion with the person concerned (and/or parents / carers in the case of pupils).
3. A proportionate approach should be taken to such PEEPs, additional guidance is available in the [Education H&S manual](#) (for example for a primary school with level access and a large number of direct exits to fresh air, the support required could easily be documented in a few simple bullet points).
4. Individuals and any additional assistance required to evacuate the building may already have been identified via your health care planning process and should also be referenced in your fire risk assessment.

### Fire Risk Assessment

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the [Grid](#). The fire risk assessment is located on the school's network (RMStaff - Health and Safety - Risk Assessments and in the school's fire logbook and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the previous pages 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 School Business Manager and updated to the Hertfordshire County Council via Solero.

**Details of service isolation points** (i.e. gas, water, electricity) in Emergency Folder in Office

**Details of chemicals and flammable substances on site** - An inventory of these will be kept as appropriate, for consultation. (See COSHH Appendix 12)

## LOCKDOWN PROCEDURES

When an incident occurs the priority is to safeguard those on-site (pupils, staff, parents, visitors) and alert the emergency services if necessary. Other organisations, such as the local authority, can then be informed as appropriate.

When responding to an incident the emergency services will need unrestricted access to the school site. If necessary the emergency services may request that parents are instructed to stay away from the school, as they could otherwise worsen the situation.

Lockdown should happen as quickly as possible after the signal has been given. If pupils are outside when the signal is given, staff need to take pupils to the nearest possible safe area (which could be the nearest classroom). All staff, but especially office staff, will be trained that when information is received about a situation that requires a lockdown response they activate the signal immediately.

Once inside their safe area, staff and students should:

- Stay away from doors and windows; firmly shut all doors and windows; turn off lights; turn off screens, close blinds
- Beware of sight lines (depending on the incident)
- Consider covering window if no blind (depending on the incident)
- Remain absolutely quiet
- Use fire register to ensure all children are accounted for
- Do not use mobile phones unless this is a means of communication, in which case they should be switched to silent

A debriefing will occur in all situations following an actual lockdown and communication with parents is a vital part of that.

## INSTRUCTIONS FOR LOCKDOWN

**As with all emergency situations individual staff must be prepared to use their own initiative and judgement when deciding what is a safe course of action**

To initiate a lockdown:

- Press 'page all' on the phone and broadcast the call sign '

Or (if requiring people to come in from outside)

- repeatedly blow the whistle three times to a count of three -
  1. Blow whistle for count of three - stop count to three
  2. Blow whistle for count of three - stop count to three
  3. Blow whistle for count of three - stop count to three

If you hear the lockdown signal:

- Staff to make sure all children return to their correct classroom if it is safe to do so (if in hall and not safe to move then keep children to back corner of hall out of sight of external window)
- If children are outside guide them to the nearest safe place (could be nearest classroom. If in forest school move into container or keep children out of sight)
- Ensure your external classroom door and all windows are firmly shut
- Use fire register to check all children are accounted for
- Let down blinds so that intruders cannot look in from outside
- Turn off lights and computer screens
- Turn mobile phones to silent
- Keep children as quiet as possible
- Anyone in the corridors should move to the nearest classroom
- Stay in safe areas until directed by emergency services or members of staff to move or evacuate
- If an evacuation occurs, everyone will be directed by the emergency services to a safe location - make sure fire register is with you and check all children are accounted for

**APPENDIX 5****INSPECTION / MAINTENANCE OF EMERGENC EQUIPMENT**

The Business/Office Manager and Premises Staff 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 Premises Staff. Any defects on the system will be reported immediately to the alarm contractor (Clymac 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 Premises Staff.

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

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked monthly in line with testing requirements by Premises Staff. These tests will be recorded. Annually a full discharge test and certification of the system will be undertaken by Ian Clarke Electrical.

**MEANS OF ESCAPE**

All staff are responsible for ensuring there are no obstructions on exit routes and at fire doors. Premises staff will ensure all final exit doors are operational and available for use. Combustible materials must be kept away from final exit doors.

**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 Business/Office Manager/Premises Staff 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 office staff/headteacher and then recorded in the maintenance log book. 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.
  - Staff 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**
  - Premises Staff will check all outside areas for litter, glass, etc. on a daily basis.
- **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 Caretaker'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

### **Forest School**

(see also specific Risk Assessments)

- A visual check of the Forest School area should be checked before use
- Children should be reminded of the Forest School rules before accessing the area
- Specific risk assessments are available on the Staff Shared Area
- All adults and children should wear suitable clothing that covers arms and legs to avoid tick bites and stinging plants

### **Safety on Climbing and Outdoor Equipment**

All outdoor climbing and riding equipment is checked annually by John Harrison

This equipment will be checked daily before use for any apparent defects, and PE Lead will conduct and record a formal [termly inspection](#) of the equipment.

- pupils should be educated about the use of climbing equipment
- play equipment will only be used when appropriately supervised
- 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
- 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**

- **Jacquie Korcelik has been trained to First Aid at Work Level (3 days)**
- **Most Early Years staff have been trained to EYFS Standard Paediatric First Aid (2 days) (a list of these staff is in each Early Years classroom window)**
- **Our Forest School Leader has been trained in Forest School First Aid (2 days)**
- **Most MSAs and TAs have been trained to Emergency Paediatric First Aid Level (6 hours)**

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.
- Each MSA/TA have their own first aid bum bag, it is their responsibility to ensure it is fully stocked.

An AED (automated external defibrillator) is located outside the Infant school office

All resources are checked at the end of each half term by one of the Office Staff, Jacquie 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.

**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 or on the playground for KS1 and in the outside area under the canopy 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 Forest School First Aid.

**Transport to Hospital**

Where a first aider/member of the SLT 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 Assistant Head, Miss Kathryn Mitchell, will be responsible for contacting the parents.

**Emergency Medication**

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

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

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

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 classroom stock cupboards and are clearly labelled.

**Precautions and General Notes**

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

**Treatment**

|   |  |
|---|--|
| <b>Grazes</b>                                     | <ul style="list-style-type: none"> <li>• Clean up with gauze and water</li> <li>• Only cover it if absolutely necessary using gauze secured with micropore tape</li> </ul>   |
| <b>Bumps and Knocks</b><br><br><b>Bumped Head</b> | <ul style="list-style-type: none"> <li>• Use ice packs for larger areas (10 minutes)</li> <li>• Use small ice pack or gauze and an ice cube for small bumps</li> <li>• Sit child down while dealing with them</li> <li>• Fill in a bumped head letter to go home (and give to class teacher)</li> <li>• Verbally inform class teacher</li> <li>• 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.</li> <li>• 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</li> </ul> |
| <b>Splinters / broken nails</b>                   | <ul style="list-style-type: none"> <li>• <b>DO NOT</b> cut broken nails - call parent</li> <li>• pull out splinters if you can with tweezers - if not call parents</li> <li>• Inform class teacher</li> </ul>  |
| <b>Eyes</b>                                       | <ul style="list-style-type: none"> <li>• Always use drinking water to clean out eye</li> <li>• Drip water from disposable cup or gauze into eye over a sink</li> <li>• Dispose of cup and gauze</li> </ul>   |
| <b>Mouth Injuries</b>                             | <ul style="list-style-type: none"> <li>• Always use drinking water in disposable cup</li> <li>• Use gauze to wipe around area</li> <li>• Dispose of cup after use</li> </ul>   |
| <b>Child feeling Sick</b>                         | <ul style="list-style-type: none"> <li>• If child feels sick, sit child down with sick bucket and give a drink of water (in a supervised area)</li> <li>• Bucket should have a bin liner in it for easy disposal</li> </ul>  |
| <b>Changing children</b>                          | <ul style="list-style-type: none"> <li>• Let another adult know if you are changing a child's underwear or nappy (see above for disposal of nappy)</li> <li>• Use wipes for cleaning children up</li> <li>• Dirty clothes into bag to go home</li> <li>• Log on form in First Aid Room or classroom</li> </ul>   |
| <b>Scabs</b>                                      | <ul style="list-style-type: none"> <li>• Cover with gauze secured with micropore tape</li> </ul>   |
| <b>Bites and Stings</b>                           | <ul style="list-style-type: none"> <li>• Clean with cold water and apply ice pack</li> <li>• Call for help immediately if you are worried about the child's reaction to the sting</li> <li>• Call for help if bite has broken the skin</li> </ul>  |

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 or non-prescribed 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. All prescribed and non-prescribed medication should be in the original container, the dosage must be clear and the medication must be in date. Medicine that is not prescribed will be accepted at the discretion of the school.
- Parents must bring the medication 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.

### **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 followed by #. 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 assistant head, Miss Kathryn Mitchell, 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 - Jacque Korcelik who will decide if an ambulance is required and then inform the headteacher or assistant head
- 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)**

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

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

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

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

**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

#### **Consultation**

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

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

The Resources Committee of the governing body meets termly to receive a report from the Headteacher about health, safety and welfare issues affecting staff, pupils or visitors.

#### **Communication of Information**

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

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

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

#### **Health and Safety Training**

All employees will be provided with:

- a copy of this policy 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.) matched to their work and responsibilities
- refresher training where required.

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

Training records will be kept in the school office and on staff individual records on Arbor. School Business Manager/Office Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher'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 11

### PERSONAL SAFETY / LONE WORKING

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

The Business Manager, Premises Staff, 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 Premises Staff, 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
- ❖ 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
- ❖ inform school office after last visit if not returning to school after final visit

**Key Holder Call Out** - (Kevin Pritchard, Jenny Fitzgerald, Alison Atkinson) should:

- ❖ be accompanied by another person when attending empty premises where there has been an incident or suspected crime
- ❖ 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

### PREMISES AND WORK EQUIPMENT

All staff are required to report to the school office (and record in the premises book) 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.

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

#### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept on the school's network. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#) )

#### **Electrical Safety**

**All staff must conduct a basic visual inspection of plugs, cables and electrical equipment prior to use.** Defective equipment must be reported to the school office.

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

Office staff are 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. The equipment must conform to UK regulations (this must be evidenced by school). If the equipment is new it does not need PAT testing before use. If the equipment is not new then it must be PAT tested before use. A log will be kept of this equipment.

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

Particular care should be taken with battery chargers as generally these should not be left on charge overnight.

#### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and PE Lead will conduct and record a formal [termly inspection](#) of the equipment. PE and Play equipment are also subject to an annual inspection by John Harrison.

**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 Business Manager/Premises staff are responsible for substances hazardous to health and 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.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years.

**Control of Substances Hazardous to Health (COSHH)**

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

Herts Fullstop 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 Business Manager/Premises Staff'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 Premises Staff/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.

The Business/Office Manager/Premises Staff 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](http://www.hertsdirect.org/yrccouncil/hcc/resandperf/hertsprop/assetsteward)

The school's most recent asbestos management survey was updated in March 2019

The asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Office 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 Business Manager/Premises Staff who will contact the Asbestos Helpline on 0845 6030369 or [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

The School's Asbestos Authorising Officers are Kevin Pritchard, Kelly Mehmet, Jacquie Korcelik. 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](mailto:asbestos@hertfordshire.gov.uk)

## APPENDIX 15

### CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance, insurance 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 Business Manager/Premises Staff / Headteacher 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**

The [Construction \(Design and Management\) Regulations 2015](#)<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

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 Premises Staff/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.

When appropriate the school will use 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.

## APPENDIX 16

### WORKING AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

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

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

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff. See also [LA455 - The Ladder Association](#)

The establishments nominated person responsible for work at height is Kevin Pritchard.

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.

## APPENDIX 17

### 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.**

#### **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).

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

Please also refer to the Reducing the Need for Physical Restraint Policy and Behaviour Policy.

**APPENDIX 18****DISPLAY SCREEN EQUIPMENT (DSE) and ICT****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' Agreements, the Online Safety Policy and Data Protection Policy.

## APPENDIX 19

### VEHICLES ON SITE

#### **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.

**APPENDIX 20**

**LETTINGS**

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, harassment and discrimination 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**

- Our school has purchased a support package provided by Optima to support managers and staff in this area
  - 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.

**Human Resources (HR)**

- 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.

**Mental Health Lead**

The school's Wellbeing and Mental Health Lead is Emily Cully. Sue Williams is the Deputy Lead. Tom Pritchard is a Mental Health First Aider.

**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.

**APPENDIX 22****LEGIONELLA**

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](http://www.thegrid.org.uk)

A water risk assessment of the school has been completed by BrodexTrident Ltd and Premises Staff are 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
- Stored cold water tanks are inspected for compliance and safety on an annual basis (none on site)

## APPENDIX 23

### INFECTION

The school follows UKHSA guidance ['Health protection in education and childcare settings'](#) and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of ['Health protection in education and childcare settings'](#) for example:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever