



# Tenterfield Nursery School

## Health & Safety

Based on Model Policy	HCC Model Health & Safety Policy for Schools,		
Review body:	FGB		
Date issued:	Sept 2021		
Review frequency:	Annually		
Review Date:	Sept 2022		
Target audience:	All Stakeholders		
Signed Headteacher:	Vicky Beare	<i>Vbeare</i>	13.09.21
Signed Chair of Governors:	Dan Roach	<i>DR</i>	13.09.21

### Values



### Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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## HEALTH AND SAFETY POLICY

### PART 1. STATEMENT OF INTENT

The Governing Body of Tenterfield 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 school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept on the shared drive and with Office Manager. All staff will be shown a copy as part of induction programme.

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

This policy statement supplements:  
Hertfordshire County Council's (HCC) Health and Safety Policy.  
Supporting pupils with medical needs  
Lone Working Policy  
Fire Risk Assessments  
Behaviour Policy  
Offsite risk assessments

Agreed on behalf of Tenterfield Governing Body:

.....

Chair of Governors

*Vbeare*

.....

Headteacher

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## PART 2. ORGANISATION

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

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

### Responsibilities of the Governing Body:

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the Education Health and Safety Manual.

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

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

### Further Information

For further information and guidance contact: the Health and Safety Team

Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

### Responsibilities of the Headteacher:

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

### The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.

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- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

Responsibilities of other staff holding posts of special responsibility

- The health and safety governor/chair will carry out a termly audit on the school site using the HCC preferred report to present to the governing body and be aware of and ensure the staff follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Legionella testing – Karen Stagg
- Emergency lighting checks – (Herts County Electrical -Contractor)
- COSHH checks – Karen Stagg
- Fire alarm testing – Katie McLaughlin
- First aid kits – Office staff, Nicola Grimwood
- Kitchen checks – WA Staff

All staff across the school will:

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

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### Responsibilities of employees:

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

### All employees have responsibility to:

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

## PART 3. LOCAL ARRANGEMENTS

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Intimate Care Procedures
Appendix 8	-	Accident Reporting Procedures
Appendix 9	-	Health and Safety Information and Training
Appendix 10	-	Personal safety / Lone Working
Appendix 11	-	Premises Work Equipment
Appendix 12	-	Flammable and Hazardous Substances
Appendix 13	-	Asbestos
Appendix 14	-	Moving and Handling
Appendix 15	-	Contractors
Appendix 16	-	Work at Height
Appendix 17	-	Display Screen Equipment
Appendix 18	-	Vehicles

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Appendix 19	-	Lettings
Appendix 20	-	Stress
Appendix 21	-	Legionella
Addendum - COVID-19 risks		

## APPENDIX 1

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Senior Leadership Team following guidance contained in the Education Health and Safety Manual and are approved by the headteacher.

Risk assessments are available for all staff to view and are held centrally in a central shared folder on the school server 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 headteacher or assistant head. 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.

## APPENDIX 2

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

Visit leader

EVC

Headteacher

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>

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The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) [iVicky Beare & Holly Brankin] who will check the documentation and planning of the trip and if acceptable refer the visit for approval.

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

### APPENDIX 3

#### HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by Dan Roach / Karen Stagg.

Inspections of individual areas will be carried out by Headteacher or nominated staff.

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

A named governor Dan Roach will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the [Education Health and Safety Manual.

Inspections will be conducted jointly with the headteacher if possible.

### APPENDIX 4

#### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Education Health and Safety Manual. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

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On hearing the fire alarm sound –

- Stop what you are doing.
- Encourage children to go outside to under the trees quickly and calmly.
- Quick sweep of the room / toilets to ensure all children are out.
- Shut outside doors behind you.
- Ensure your group are all together under the tree and hold hands.
- Count your children to ensure all children are present.
- Put your hand in the air to let members of staff know that all your group are there. • Use walkie Talkie/ Signal to staff over the fence that everyone is present.
- If you are not with your key group (in another part of the building) evacuate to the nearest meeting point.
- If there is a group whose adult is in another part of the building, please ensure that there is another member of staff there to register them.

### Emergency Procedures

Fire and emergency evacuation procedures are across the school and at least one per room. 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 contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by Karen Stagg and updated to the LA via Solero system.

### Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

### Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.

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

Details of service isolation points (i.e. gas, water, electricity) Plant room / Kitchen

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Karen Stagg , as appropriate for consultation.

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## Appendix 5

### Fire Prevention, Testing of Equipment

Katie McLaughlin is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the heads office.

#### FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur before or after the end of the school day on a Friday.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Clymac.

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

#### FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment remains available for use and operational.

Chubb undertakes an annual maintenance service of all fire fighting equipment. Last service Dec 2020

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb.

#### EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken [insert name and telephone number of contractor]

#### MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## APPENDIX 6

#### FIRST AID AND MEDICATION

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

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

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

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Sarah Barber 26/01/2019  
Vicky Beare 26/01/2019  
Sarah Cox 26/01/2019  
Ann Day 26/01/2019  
Danni Dormer 26/01/2019  
Nicola Grimwood 26/01/2019  
Katie McLaughlin 26/01/2019  
Helen Stevens 26/01/2019  
Stacie Wood 26/01/2019

First aid qualifications remain valid for 3 years. Karen Stagg will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

- Rainbow room
- Nurture toilets
- School office.

Karen Stagg in conjunction with Nicola Grimwood is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

Lister Hospital 01438 314333

Administration of medicines

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

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

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Front office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by in the office, and with the child's medication.

All non emergency medication kept in school are securely stored in a cabinet in the rainbow room and refrigerated meds kept in clearly labelled container within fridge in the nurture kitchen with access strictly controlled.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., one will be kept in the classroom and a second will be kept in the school office clearly labelled.

### Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. 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 the SENCo

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

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

## APPENDIX 7

### INTIMATE CARE PROCEDURES

The child's key worker will support a child needing to be changed or needing help to be changed.

The Adult will inform another member of staff that they are going to change the child.

The Adult will take the child to the designated toilet/changing area. The area should remain partially open but the child's dignity should be respected at all times.

Staff should use appropriate protective clothing and equipment, (gloves, blue roll to line nappy changing mat, sensitive baby wipes, nappy sacks, and antibacterial hand gel). Staff to wear

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mask, this does not need to be a water repellent mask unless the child has diarrhoea or sickness.

Staff should protect their backs and move children following any 'Moving and Handling policy' guidance necessary.

Staff will double bag any nappies, wipes or soiled clothing and dispose of waste items in the designated nappy bins immediately outside. Ensure area is thoroughly cleaned.

Where possible staff will use the children's own clothes if they need to be changed if not they will use spare clothes and ask the parent to wash and return them for their next session. Wet clothes to be double bagged and put in child's bag.

Only creams which have been medically prescribed will be administered with prior parental consent obtained.

Whilst changing the child the adult will communicate calmly and clearly, offering reassurance if necessary.

If a child refuses help, is distressed or is unwell the parents/carers will be contacted and support plan put in place.

Staff will inform parents/carers when they collect their child if they have been changed that day.

If staff notice any marks or injuries on the child, they will follow the 'Child Protection Policy' and notify the Designated Senior Person immediately.

There may be occasions when a child needs to be changed for reasons other than soiling (e.g. muddy, wet). In those circumstances the following procedure should be followed:

Staff will encourage children to clean and dress themselves offering support, verbal direction and providing clothing and wipes etc.

If a child asks/indicates they need help it will be offered.

If a child has tried to clean themselves but it has not been totally successful, the adult will take over to ensure they are clean and comfortable.

Staff will inform parents/carers when they collect their child if they have been changed that day, and ask them to bring spare clothes for the following session.

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## APPENDIX 8

### ACCIDENT REPORTING PROCEDURES

#### Accidents to employees

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

Where HCC is the employer then all employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

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

Local accident books both in the Rainbow room first aid cupboard and in the school office is used to record all minor incidents to non-employees. More significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

#### All Accidents

All major incidents will be reported to the Headteacher and the Governing Body.

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

#### Reporting to the Health and Safety Executive (HSE)

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

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

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

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

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

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

## APPENDIX 9

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

The governor's resources committee meeting once per term and actions are feedback at the full governing body meetings to all governors termly.

The resources committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

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

#### Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the staff room .

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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:

- \* induction training in the requirements of this policy;
  - \* update training in response to any significant change;
  - \* training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records will be kept in the school office.

Karen Stagg is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
- refresher training where required.

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

#### APPENDIX 10

#### PERSONAL SAFETY / LONE WORKING

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

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

#### Lone working

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

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

Staff working outside of normal school hours must obtain permission of the headteacher and sign in and out of the school premises.

Where lone working cannot be avoided, ie opening or closing the premises and preparing for breakfast club, staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone until the children and other adults are on site.

Pre-start home visits must be organised in advance and booked into the school diary – full names and address details must be included. Staff must visit in pairs and a mobile phone number must be available for the duration of the visit.

School staff responding to call outs

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

## APPENDIX 11

### PREMISES AND WORK EQUIPMENT

All staff are required to report to Headteacher of Karen Stagg with any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Karen Stagg is responsible for identifying all plant and work 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. Staff must comply with notices detailing danger.

### 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 the school office by Helen Talbot (Key areas for compliance are outlined on the Grid and the DfE's Good Estate Management for schools ) )

### Electrical Safety

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All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Karen Stagg

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

This inspection and testing will be conducted by Plowright Hinton annually.

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

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

A fixed electrical installation test (fixed wire test) will be conducted by Plowright Hinton every 5 years. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

#### External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and Dan Roach will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by John Harrison PE outdoor & gymnastic co.

## APPENDIX 12

### 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).

The Headteacher is responsible for COSHH, in conjunction with Karen Stagg and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.

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- 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.

Where persons may be affected by their use on site, Karen Stagg is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

#### APPENDIX 13

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 16/07/2013.

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

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 (ACM) within their work areas.

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.)

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

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Vicky Beare & Karen Stagg and refresher training is required 3 yearly (refresher training due 2024)

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

The headteacher / asbestos authorising officers shall ensure:

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- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

## APPENDIX 14

### MOVING 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.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

#### Paediatric Moving and Handling

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

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

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## APPENDIX 15

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

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

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

### School managed projects

Where the school undertakes projects direct, the governing body is considered the 'client' and therefore has additional statutory obligations. Such projects are managed by the Headteacher who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

This would include whether CDM1 regulations will apply.

To ensure contractor competency the school will consider using a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml> When considering the appointment of contractors outside of Hertfordshire frameworks the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

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.

1 CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

## APPENDIX 16

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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 contractors are permitted to use ladders for medium/high level work.

General staff may only work at low level height and must use a kick stool or small step ladder to avoid overstretching.

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

#### APPENDIX 17

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

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

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

#### APPENDIX 18

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

The vehicle access gate must not normally be used for pedestrian access.

Where there are contractors on site, restrictions will be placed on vehicles entering and exiting the site during busy times of the day to ensure pupil safety.

#### APPENDIX 19

Lettings are managed by Karen Stagg following HCC guidance.

The allocation of premises to the Family Centre is covered by agreement with Herts County Council.

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## APPENDIX 20

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

Stress and wellbeing are covered at the school resources committee meeting in addition to the headteacher monitoring staff workloads through performance management, mentoring, personal development plans and membership of an Employee Assistance Programme through the schools advisory service.

## APPENDIX 21

A water risk assessment of the school has been completed on [insert date] by [insert name of contractor]. [Insert name/role] is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

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

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

If water sampling for bacteria levels is undertaken provide details of frequency.

### Addendum to H&S policy

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

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

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

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

The Headteacher will:

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

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

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

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

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

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

All staff will:

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

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

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

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

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

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- wear face coverings where recommended;
- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- keep occupied spaces well ventilated.
- promote and engage asymptomatic testing, where available.

In the event of any infection the school will:

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

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

Confirmed cases in a child or staff member will be notified to Public Health England Health protection team 0300 303 8537 Option 1, HCC and [COVID-19IMTRota@hertfordshire.gov.uk](mailto:COVID-19IMTRota@hertfordshire.gov.uk)  
Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.

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