

Date of Review:
Autumn 2025

Date of Next Review:
Autumn 2026



HEALTH AND SAFETY POLICY Howe Dell School and Day Care

PART 1. STATEMENT OF INTENT

The Governing Board of Howe Dell School & Day Care 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 all members of staff on induction.
A reference copy is kept in the staffroom and on the shared drive.

Annual review recommended in line with DfE Governance guide , every 2 years is the maximum period for review, sooner in the event of any major change.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

Pro-Social Behaviour Policy

Offsite Visits Policy

Reducing the Need for Physical Intervention Policy

Signed: Date:

Rick Xu
(Vice Chair of Governors)

Signed: Date:

Tracy Prickett
(Executive Headteacher)

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Board

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

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

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

A Health & Safety Governor (Rick Xu) 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 Board.

The Governing Board will receive regular reports from the Executive Headteacher and/or Facilities Manager to enable them to provide and prioritise resources for health and safety issues.

Where required, the Governing Board will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety following Health and Safety at Work Act 1974.

Responsibilities of the Executive 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 Executive Headteacher.

The Executive Headteacher has responsibility for:

- Co-operating with the LA and Governing Board 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 Board on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- 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.

The Executive Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of the Deputy Headteacher

The Deputy Head teacher will take on the responsibilities when the Executive Headteacher is off site, again with support from the Facilities Manager.

Responsibilities of the Day Care Manager

The school is also the lead agency of the Day Care and this retains overall responsibility for Health and Safety. The local arrangements of this policy will apply. The day-to-day management of health and safety within the Day Care is the responsibility of Alison Reck (Day Care Manager). Where Day Care have alternative procedures in place (e.g., for risk assessment, first aid provision etc). The provision will develop their own local health and safety arrangements to supplement those of the school.

Responsibilities of the Facilities Manager

The Facilities Manager will be responsible for:

- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Board.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Ensuring that all defects in the buildings and grounds are dealt with promptly via in house means or contractors as required.
- The site is kept as secure as possible at all times. The security system will be monitored, and any problems will be reported and rectified as soon as possible.
- Daily, weekly, monthly checks of systems and firefighting equipment are recorded. Along with emergency evacuation tests and records
- Regularly carrying out safety checks of the school grounds and logging any discrepancies, repairing, and maintaining equipment where possible.
- Compiling and updating a COSHH inventory of all chemicals kept on site and any COSHH assessments that are required.
- Regularly checking air and water temperatures.
- Monitoring, adjusting settings using the BMS system.
- Liaise with the Head and/or contractors/surveyors as appropriate.

- Supervising the facilities team in their daily duties.
- Working with the Head and Governor Board to fulfil the duties of the facilities staff.
- Create and monitor policies and procedures relating to Health and Safety, premises, grounds.

The Facilities Manager and the Cook (HCL) will be particularly responsible for the kitchen area. Matters of concern, having been reported to the Head, may be the responsibility of Hertfordshire Catering Ltd, who will need to be informed.

The Facilities Manager and facilities staff in conjunction with the cleaning staff will be responsible for the cleanliness of the whole school.

Midday Supervisory Assistants using the playground and field area should report dangers to the Facilities Manager or Facilities staff in the first instance.

Responsibilities of Extended Schools' Manager

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

Responsibilities of Employees

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

All school staff will be made aware/and explained where to find, a copy of this document and will be expected to comply, at all times, with the procedures it contains.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns

immediately to their line manager.

- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. LOCAL ARRANGEMENTS

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances (COSHH)
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	School Swimming
Appendix 23	-	Work Experience (Secondary level only)
Appendix 24	-	Infectious diseases

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk within the School Site. These are co-ordinated by The Facilities Team following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Executive Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Facilities Office and on shared drive, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager, class teacher or Inclusion Team. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department/Subject leads using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

All LA schools have a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

In addition, the following publications are used within the school as sources of model risk assessments:

Primary schools

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

APPENDIX 2

OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#) – depending on who is leading the visit

[EVC](#) – Naomi Griffiths

[Executive Headteacher](#) – Tracy Prickett

See HCC's policy for the [management of Learning outside the classroom and offsite visits](#)

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

The use of Evolve is recommended for all visits

Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Naomi Griffiths, who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Executive Headteacher.

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

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

An inspection of the site will be conducted on a Monthly basis and be undertaken / co-ordinated by the Facilities Manager.

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by Chair/Member of the Finance & Resources Committee.

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

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

A named governor (Rick Xu) will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to the relevant sub-committee and full governing board meetings.

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

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

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

The fire risk assessment is located in the Facilities Office 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 staff handbook and in the school's emergency response plan, and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

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

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the Facilities Manager and updated to the LA via Solero

The school has arrangements in place for the evacuation of people with specific needs and where required the Inclusion Team is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

Fire Drills

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

Fire Fighting

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

Details of service isolation points

Gas – Main Boiler House (outside the backdoor of the main kitchen)

Water – Main Boiler House (outside the backdoor of the main kitchen)

Electric – Electrical Intake (outside the backdoor of the main kitchen)

Details of chemicals and flammable substances on site.

An inventory of these will be kept by The Facilities Manager as appropriate, for consultation.
(See COSHH Appendix 11)

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Facilities Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in Facilities Office.

FIRE ALARM SYSTEM

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

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb Fire & Security.

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

FIRE FIGHTING EQUIPMENT

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

Chubb Fire & Security undertakes an annual maintenance service of all firefighting equipment.

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

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Plowright Hinton Ltd.

MEANS OF ESCAPE

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

APPENDIX 6

FIRST AID AND MEDICATION

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

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

Please refer to list of names kept in the Medical Room.

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

Please refer to list of names kept in the Medical Room.

For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

FIRST AID IN A SCHOOL SETTING (6 hours)

Please refer to list of names kept in the Medical Room.

First aid qualifications remain valid for 3 years. An allocated member of The Inclusion Hub Team 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:

Medical Room in Main Office.

MSA Leaders are responsible for regularly checking that the contents of first aid boxes, are complete and replenished as necessary.

[AEDs (Automated External Defibrillator) ARE LOCATED AT THE FOLLOWING POINTS:

Main School Reception.
EYFS Entrance Small Office.

The Facilities Team check the AED on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm)
Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

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.

Local Hospital Emergency Units

Welwyn Garden City Urgent Care
Lister Hospital (Stevenage)

Administration of medicines

System for acceptance and administration based on DfE guidance

Pupils with medical needs clearly identified & appropriate protocols developed. Yearly Healthcare Plan renewed for students.

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

The school office staff are responsible for accepting medication and checking all relevant Parents / carers have provided information prior to administering.

The main school office Staff will keep records of administration by filing the parent's authorisation in the child's file.

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

Emergency medication and devices such as asthma inhalers, are always readily available to children and not locked away. These are kept in green bags in classrooms and clearly labelled.

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

The school also holds emergency Calpol and Piriton (the school seek parental consent before administering and all information is logged on CPOMS)

Individual Health Care Plans (IHCP)

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Inclusion Hub team.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the Inclusion Hub team. All IHCP will be added to CPOMS and relevant staff informed.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

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

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

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

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

A local accident book (Main School Office) 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.

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 Executive Headteacher and the Health and Safety Governor.

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

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

Incidents involving a fatality or major injury (to employees, see specified reportable injuries from HSE) 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/>

- 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 / organization etc, within 10 days of the incident occurring.
- 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) within 15 days of the incident occurring.

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

The FGB (Finance and Resources) meet bi-annually to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The appointed Trade Union representatives are:
 NEU – Naomi Griffiths
 Unison and NASUWT do not have representatives.

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

Communication of Information

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

The Health and Safety Law poster are displayed in the Main School Office and by Day Care entrance.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools as required by the Health and Safety at Work etc. Act 1974]

Health and Safety Training

All employees will be provided with:

- Shown where to find a copy of this policy and induction training in the requirements of it.
- 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 email and highlighted as part of the standard cycle of policy review.

Training records will be kept in the Facilities Office/Personnel File /logged on the schools MIS system. The Facilities Manager and/or Line Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Executive 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 Executive 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 9

PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to their Line Manager or the Executive Headteacher. These incidents will also be reported to the Local Authority and the Governing Board.

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

Lone working

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

- Ensure the Facilities Manager is aware they are on site.
- Take all appropriate steps to keep themselves safe when working alone.
- Ensure they have means to summon help in an emergency.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they have felt 'uncomfortable'. Good communication between colleagues, in terms of personal safety is essential.

A Lone Working Risk Assessment is in place.
Home Visits are not to be undertaken alone.

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 the permission of their line manager, inform the Facilities Manager and sign in/ out of the school premises

School staff responding to alarm call outs

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

Facilities team and Senior Leadership have access to opening/closing site.

First point of contact for Intruder Alarm Activation is SAMSIC Security, then Facilities Manager.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

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

Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Facilities team 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. Equipment restricted to those users who are authorised / have received specific training.

Planned maintenance / inspection

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

Curriculum Areas

Cluster leads / Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).

All staff will conduct a basic visual inspection of plugs, cables, and electrical equipment prior to use. Damaged/defective equipment must not be used and will be reported to the Facilities team.

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 Plowright Hinton Ltd.

Interim IT/Facilities Manager 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. Staff should speak to the Facilities Team if unsure.

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

PE and 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 the Facilities team 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 11

<h3>FLAMMABLE AND HAZARDOUS SUBSTANCES</h3>
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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 all areas the establishments nominated person responsible for substances hazardous to health is The Facilities Manager

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

PPE

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

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

APPENDIX 12

ASBESTOS

No asbestos on site as new build 2007

APPENDIX 13

CONTRACTORS

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

All contractors must report to main 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 Facilities team are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

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

Where the school undertakes projects direct the governing board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Executive Headteacher on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://www.thegrid.org.uk)

When considering the appointment of contractors outside of Hertfordshire

¹ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

Frameworks, the Facilities Manager/Executive Headteacher will undertake appropriate competency checks prior to engaging a contractor. To check they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

APPENDIX 14

WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.
When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.
Basic instruction is provided to all staff who use ladders / stepladders, see <http://www.hse.gov.uk/pubns/indg455.htm>.

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

The establishments nominated person responsible for work at height is The Facilities Team

The Facilities Manager 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 15

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

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

Paediatric Moving and Handling

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

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

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) 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).

Appointments must be approved by the Executive Head Teacher before attending, and a valid receipt for the test/glasses obtained for reimbursement.

Advice on the use of DSE is available via the [Grid](#)

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to School/Day Care staff, Day Care parents, disabled/special needs and visitors only and not for general use by parents / carers when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Executive Head Teacher.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.the-grid.org.uk/)

Relevant public liability cover must be in place and checked by the school.

All lettings will adhere to the safeguarding policies and procedures including KCSiE 2023.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

APPENDIX 19

MINIBUSES

The school does not own a mini bus.

APPENDIX 20

STRESS / WELLBEING

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

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. performance management, mentoring, personal development plans, membership of an Employee Assistance Programme.

The school uses two companies for Health and Wellbeing Services. Education Mutual and Education Support. These offer a counselling service, physiotherapy amongst other services. They also offer an Employee assistance programme, which includes support for issues at home and work, financial guidance and legal enquiries. Details of both of these are displayed in the staff room. Individuals work specifics decides what programme can be used.

Day Care use SAS insurance who offer a package of well-being support services.

The school's wellbeing / mental health leads² are Tracy Prickett and Sheryl Wall

consider suitable training for this role such as mental health first aid training or senior mental health training The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant.](#) [senior mental health training lead guidance.](#)

This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health.

APPENDIX 21

LEGIONELLA

A water risk assessment of the school has been completed on 13th January 2022 by Nemco Ltd. The Facilities Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed on a regular cycle and specifically where/whenever there is a reason to suspect it is no longer valid. Significant changes have occurred to the water system and/ or building footprint etc.

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 degrees Celcius 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).

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

APPENDIX 22

SCHOOL SWIMMING

Primary school swimming in public

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

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

APPENDIX 23

WORK RELATED LEARNING

Applies at Secondary level only

APPENDIX 24

INFECTION CONTROL

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.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

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.