

Applecroft School



Health and Safety Policy

Person Responsible:	Deputy Headteacher
Review Cycle:	Annually
Date of Issue:	February 2026
Review Date:	February 2027

Health and Safety Policy

1) Introduction:

School Vision:

'To be a positive and inspiring community that nurtures each individual and empowers leaders for life'.

School Mission Statement:

'Nurturing Potential, Inspiring Minds, Changing Lives'.

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience.

2) Statement of Intent:

The Board of Trustees of Applecroft School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work 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 establishment's organisation and its 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 by all members of staff and copies are available on the school website.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis and in line with DfE Governance Guidance.

This policy statement supplements Hertfordshire County Council's Health and Safety Policy (updated January 2025) and should be read in conjunction with the following:

- Offsite Visits Policy
- Supporting Pupils with Medical Needs Policy
- Administering Medicines Policy
- Behaviour and Discipline Policy.

3) Organisation:

As the employer, The Board of Trustees has overall responsibility for Health and Safety at Applecroft School.

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

Responsibilities of The Board of Trustees:

The Board of Trustees 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 the 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 Health and Safety 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

The school's Health & Safety Trustees have 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 Board of Trustees.

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

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

The Board of Trustees currently has access to competent H&S advice via HCC's Health and Safety Team (Tel: 01992 556478) as required by the Health and Safety at Work Act 1974.

Responsibilities of the Headteacher:

Overall responsibility for the day-to-day management of health and safety, in accordance with The Board of Trustees, Health and Safety Policy and procedures, rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the Education & Skills Funding Agency (ESFA) and The Board of Trustees 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 proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions

- Reporting to The Board of Trustees on health and safety performance and any safety concerns/issues that may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition
- Reporting to the ESFA any significant risks that 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.

At Applecroft School, the task of overseeing health and safety on the site has been delegated by the Headteacher to the school's Finance and Business Manager and the Site Manager.

Responsibilities of other staff holding posts of special responsibility:

- Apply the school's health and safety policy to their own area of work
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher 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 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 of Applecroft School 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
- Cooperate 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 the Site Manager
- Report immediately to the Finance & Business Manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

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

4) Local Arrangements:

The following list of arrangements covers the key elements of a Health and Safety policy. Please refer to the Education Health and Safety Manual, see link below which covers many other risk areas, code of practice and guidance notes.

- 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 - Personal Safety / Lone Working
- Appendix 9 - Health and Safety Information and Training
- Appendix 10 - Premises and 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 - Stress/Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - School Swimming and Pools
- Appendix 22 - Work Experience
- Appendix 22 - Infectious Diseases

Detailed information is given in the [Education Health and Safety Manual](#) produced by Hertfordshire County Council.

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Paul Wyatt, Deputy Headteacher and Nigel Gallacher, Site Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally on the school's network, Google Drive and paper copies in the Deputy Headteacher's Room. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Odette Coe, Finance and Business Manager and kept by Paul Wyatt, Deputy Headteacher.

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 Curriculum Leaders using the relevant codes of practice and model risk assessments detailed below. Copies of these risk assessments are placed in each classroom and reference made to them in lesson plans where appropriate.

Applecroft School has a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

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

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

- [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/>]

OFFSITE VISITS

The school has adopted the Outdoor Education Advisory Panel's) [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](#)

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 school uses Evolve for all offsite visits; relevant risk assessments, participant's names etc. will be attached electronically as required. The school also has their own set of standard operating procedures and risk assessments for local learning areas (these are routine / low risk activities taking place near the school).

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

EVCs should attend training and refresher training every 3-5 years.

A [separate policy for offsite visits](#) exists to provide a cross-reference.

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken and coordinated by Odette Coe, The School's Business Manager and Nigel Gallacher, Site Manager.

The person(s) undertaking inspection will complete a report in writing and submit this to Lisa Withe, Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Odette Coe, Finance & Business Manager.

Two Trustees will be involved in monitoring the school's health and safety management system termly and report back to the Finance and Premises Committee and Full Trustee 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

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 the ['Fire safety risk assessment: Educational premises'](#) and the [Grid](#). The fire risk assessment folder is located in the Site Manager's office and reviewed on an annual basis.

The Fire Risk assessment is located on Google drive, the school's network and a copy in both the Site Manager's and Deputy Headteacher's Offices.

Emergency Procedures

Fire and emergency evacuation procedures are detailed during the induction process, included in the staff handbook, in the school's emergency response plan and a summary posted in each 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 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 the Site Manager and reviewed by the Finance & Business Manager annually.

The school has arrangements in place for the evacuation of people with specific needs and where required the class teacher / 1:1 LSA 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 a record kept in the Fire log book with evaluations and next steps.

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 (i.e. gas, water, electricity)

Water - At the end of the Finance Office corridor

Gas - South Boiler House (by the kitchens)

Electricity - Room adjacent to the Medical Room of the Children's Centre

Details of chemicals and flammable substances on site

An inventory of these will be kept by the Site Manager, as appropriate, for consultation.

INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

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

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Mondays between 7am and 7:30am.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer Peter Cook of CAMS Fire & Security 01438 740 840.

A fire alarm maintenance contract, which includes an annual service and test, is in place with CAMS Fire & Security.

FIRE FIGHTING EQUIPMENT

Prevent Fire Ltd undertakes an annual maintenance service of all firefighting equipment - contact details: Beacon Innovation Centre, Beacon Park, Gorleston, Norfolk, NR31 7RA. Telephone Number: 01493 448092.

On a weekly basis the Site Manager checks that all firefighting equipment is operational and available for use and that there is no evidence of tampering.

Defective equipment or extinguishers that need changing are taken out of service and reported directly to Prevent Fire Ltd.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly, in house, by the Site Manager and annually, a full discharge test and certification of the system will be undertaken by CAMS Fire & Security. Telephone number: 01438 740840

Test records are located in the site's fire log book located in the Site Manager's office.

MEANS OF ESCAPE

On a daily basis, the Site Manager checks for any obstructions on exit routes and ensures all exit doors are operational and available for use.

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 (and therefore the school's Lead First Aiders):

Odette Coe (Finance & Business Manager) & Gill Williams (Finance Assistant).

TRAINED TO EMERGENCY FIRST AID AT WORK LEVEL:

Jale Apicella, Claire Armstrong, Susan Banks, Skye Barker, Jane Buck, Natalie Clementson, Sarah Edlin, Laura Enrico - Slee, Stacey Flack, Nigel Gallacher, Sarah Hardy, Hannah Kenworthy, Debbie King, Hannah Korchynska, Lyn Lamaison, Rijvana Mohamed Ali, Sarah Nolan, Fiona Parnham, Bradley Passade, Michelle Russouw, Felicity Ryall, Tania Sharaaz, Sylwia Spolnicka, Donna Syrett, Helen Van Hek, Victoria Vilka, Vikki Wake and Paul Wyatt

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):

Carly Mitchell, Anya McGrath, Martina Noskova, Emma Reid, Debbie Rea, Stephanie Mendes, Fern Warden and Eloise Yates.

First aid qualifications remain valid for 3 years. The School's 'First Aider at Work' representatives will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BAGS ARE LOCATED AT THE FOLLOWING POINTS:

- Attached to the wall in the main hall and small hall
- First Aid cupboard or sink areas of each classroom
- The Den
- The medical area located in the Finance Office
- Teachers to carry first aid bags to all outdoor P.E. lessons

Our Lead First Aiders checks all first aid bags half-termly. At break times, first aid is available in the outside theatre and is taken out by the designated first aider on call that day.

AN AED (automated external defibrillator) IS LOCATED AT THE FOLLOWING POINTS:

- On the door of the PTA cupboard
- On the wall of the main hall opposite the nursery

Transport to hospital: If the First Aider or Headteacher 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. The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS 111 line or the Urgent Care Centre based at QEII Hospital (via the Lister hospital switchboard 01438 314 333).

Blood Spillages

HCC guidance on protection from blood borne viruses and basic infection control will be followed. Any blood borne materials will be disposed of via the sani-bins which are located in both ladies' toilets and the disabled toilet.

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 (prescribed or non-prescribed) to children under 16 without a parent/carer's written consent except in exceptional circumstances.

The school office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Once the cycle of medication has been carried out the completed record is filed and stored in the red 'Medicine' folder in the school office. When medicine is administered, a record of it is recorded on the 'Record of Medicine Administered to an Individual Child' form.

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

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the child's classroom and are clearly labelled.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) as appropriate.

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, Assistant Headteacher and/or Lead First Aider and specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year when a child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the school.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the Finance / Medical Office, school staffroom and in the relevant Class Teacher's classroom.

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

ACCIDENT REPORTING PROCEDURES

Accidents to employees

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

All employee accidents, no matter how minor, must be reported using the online accident reporting system hosted on Solero. Hard copies of completed forms must be kept in an employee's accident report folder which is located in the school office.

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

A local accident book, located in the Finance & Medical Office, is used to record all minor incidents to non-employees. More significant incidents, as detailed below, must also be reported using the online accident reporting system hosted on Solero.

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

All Accidents

All major incidents will be reported to the Headteacher immediately, and in their absence, the Deputy Headteacher, and the Board of Trustees. Parents / carers will be notified immediately of all major injuries via an email / phone call. If a child receives a head bump, they are provided with an orange wrist band. Wearing a wrist band will ensure all adults are aware that a child has bumped their head.

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

The Headteacher has nominated the Deputy Headteacher to investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury (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/> 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 weekends and holidays).

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

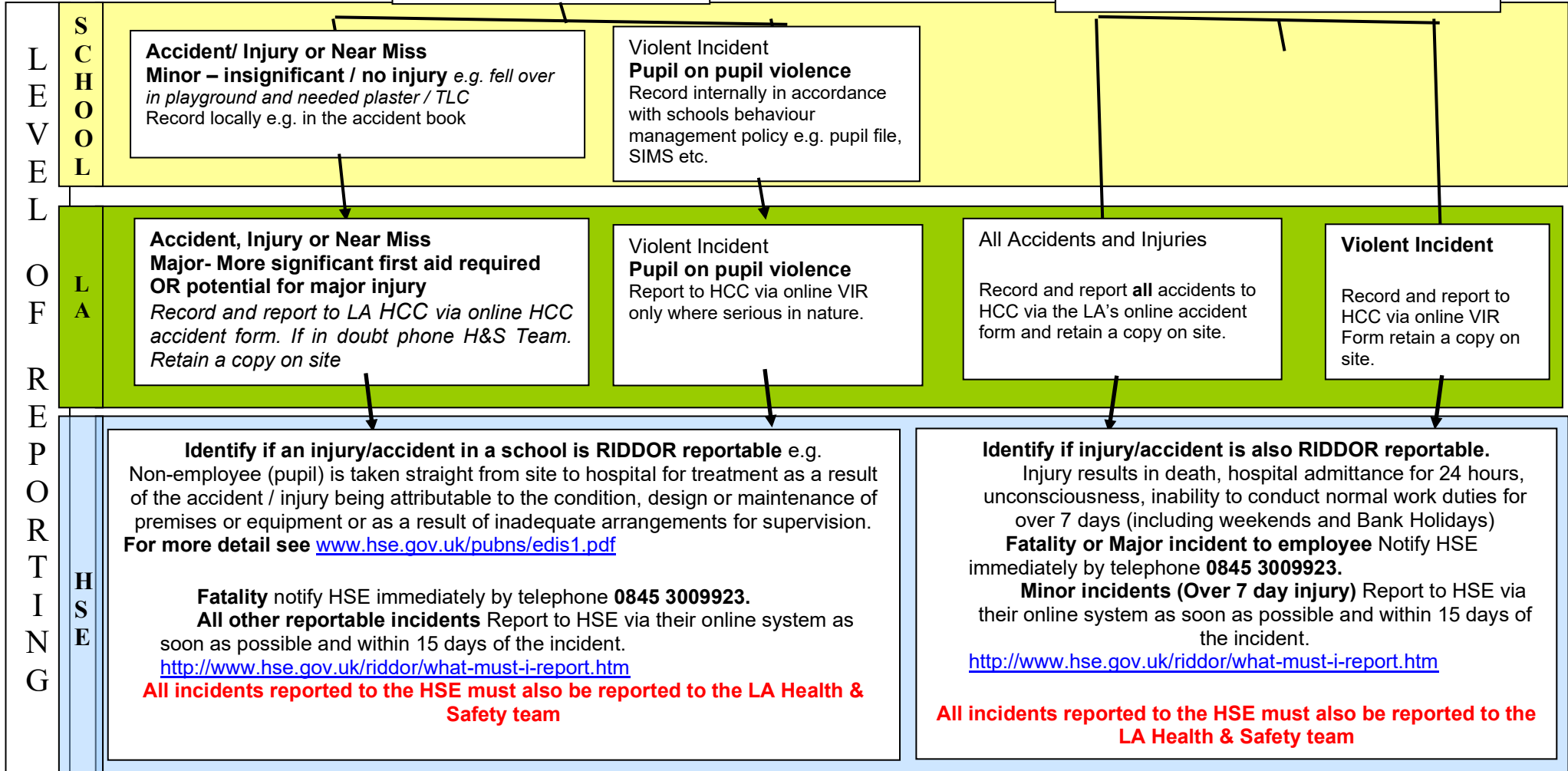
School Accident Reporting Procedures

NON EMPLOYEES

Pupils
Visitors to site
Parents/Carers

EMPLOYEES

This includes volunteers, part time, temporary or a self-employed person working on your site



THE REPORTING OF EMPLOYEE INCIDENTS TO THE LA IS ONLY MANDATORY FOR COMMUNITY AND VC SCHOOLS

- *Adult (18yrs plus) accident records need to be kept for at least three years.*
- *Pupil accident records need to be kept for three years from their 18th birthday, therefore, until they are 21.*

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Health & Safety appears as an agenda item on all meetings of the Finance & Premises Committee - meetings are held once every half term.

The Board of Trustees meets at least termly where reports from the Finance & Premises meetings are discussed and any health, safety and welfare issues affecting staff, pupils or visitors are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representatives on the staff are Paul Wyatt (NASUWT) and Ben Chemelal (NEU).

Communication of Information

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

The Health and Safety Law poster is displayed in the front entrance area.

The Board of Trustees, as the employer, provides access to competent Health and Safety advice via Hertfordshire County Council's Health and Safety Team, Tel: 01992 556478, as required by the Health and Safety at Work Act 1974.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Senior Administrator.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training with regards to health and safety.

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.)
- refresher training where required

Any new instructions or restrictions will be communicated to all staff via staff briefings which are recorded in minutes and uploaded onto the school's Google Drive under Briefings and Communication for all staff to read.

Training records will be kept in staff personnel files held in the Finance Office. The Deputy Headteacher is responsible for coordinating health and safety training needs.

The school keeps a record of all Health and Safety training that takes place. This is overseen by the Deputy Headteacher who ensures that any refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's and their 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.

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 / Headteacher.

These incidents will also be reported to The Board of Trustees.

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

Lone working

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

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

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's permission and notify them on each occasion when lone working will occur.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes although this should never be carried out alone), notify a colleague of their whereabouts and the estimated time of return (it is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar).
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Finance & Business Manager and/or the Site Manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

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

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

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 by the Site Manager and can be found in his office (key areas for compliance are outlined on the [Grid](#) and the DfE's [Good Estate Management for schools](#)). On a daily basis the external area of the site is inspected.

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 Nigel Gallacher, the Site Manager.

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 the Site Manager in accordance with the identified cycle.

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted by a competent chosen contractor on a 5 year cycle, PHS Electricals. Records of this inspection and certification will be maintained and remedial works arising acted upon in a timely manner.

P.E. 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 Site Manager will conduct and record a formal [termly inspection](#) of the equipment.

P.E. and Play equipment is subject to an annual inspection by a competent person John Harrison at P.E./Gymnasia Inspections.

COSHH (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*" (the "COSHH" Regulations).

Within curriculum areas (in particular Science, DT and Art) Curriculum Leaders are responsible for the control of substances hazardous to health and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Site Manager (Nigel Gallacher).

He will ensure:

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

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

ASBESTOS

An asbestos survey, register 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 in October 2016.

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

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

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

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Nigel Gallacher and Odette Coe and refresher training is required ever 3 years.

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 asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are added to the plan

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 the school office in the main entrance where they will be asked to show their ID (and DBS if relevant), sign in and be issued with, and asked to wear, an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#) applies to all building, demolition, repair and 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 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 school's behalf.

Where the school undertakes projects directly, The Board of Trustees are considered the 'client' and therefore have additional statutory obligations. These projects, as long as only one contractor is involved, are managed by the Finance & Business Manager on the school's behalf who will ensure landlord's 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 will undertake appropriate competency checks (the degree of competence required will depend on the work to be done) prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](#) [when considering the appointment of contractors outside of Hertfordshire Frameworks, Odette Coe, will undertake appropriate competency checks prior to engaging a contractor i.e. 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.

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 used to store only light-weight and rarely-used items. When working at height (including accessing storage or putting up displays) appropriate step ladders 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 / step ladders

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

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

The establishment's nominated person(s) responsible for work at height is Nigel Gallacher - Site Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces are properly controlled.

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 site manager, Nigel Gallacher 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.

DISPLAY SCREEN EQUIPMENT (DSE)

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

Those staff identified as DSE users shall be 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 via the [Grid](#).

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. The car park gates are kept shut between 8:30am until 3:30pm, Monday to Friday. When vehicles arrive and depart from the school site there is an expectation that the gates are closed and locked behind them.

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Odette Coe - Finance & Business Manager and Nigel Gallacher - Site Manager. They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

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

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.

Lettings are restricted to using school's electrical equipment. If they are using their own equipment it must be PAT tested (evidence is sought on an annual basis). Lets are only allowed to use specified areas and are informed where first aid provision is. Lets are informed of the procedures for fire and emergency arrangements.

STRESS / WELLBEING

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

Detailed systems are in place within the school for responding to individual concerns e.g. Performance Management Appraisals, mentoring, buddying and staff able to speak to the Senior Leadership Team in order to access a well-being service funded by the school. The school's insurance has access from the School's Advisory Service which can be found in their Wellbeing booklet.

LEGIONELLA

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

A water risk assessment of the school was completed in April 2021 by Helmore Industrial water Treatment. The site manager is responsible for ensuring that the identified operational controls are being conducted and undertakes monthly water readings which are 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 recorded.

- Water is heated and stored to 60°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;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Helmore Industrial Water Treatment and tank water temperature recorded.

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

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

For schools with swimming pools

The Headteacher will ensure that the pool is managed in accordance with the LA's guidance [Safe Practice in School Swimming](#), HSE Managing Health & Safety in Swimming Pools publication (MHSSP) <https://www.hse.gov.uk/pubns/priced/hsg179.pdf> and [PWTAG](#) (Pool Water Treatment Advisory Group) Standards and Guidance.

A swimming pool risk assessment has been carried out by Hatfield Swim and Leisure Centre and is reviewed annually.

The PSOP (Normal Operating Procedures (NOP) and Emergency Action Plans (EAP)) are available from Hatfield Swim and Leisure Centre and reviewed annually.

All staff are to ensure that they are familiar with the PSOP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

Swimming lessons will be delivered by a qualified swimming teacher (Swim England level 2 Teaching Swimming. (formerly ASA level 2)

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.