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## **St Michael's C of E VA Primary School**

**As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.**

**“St Michael's is an inclusive school and respects and values the diversity of the Community”.**

# **Health and Safety Policy**

**Approved by the Resources Committee: March 2016**  
**Frequency of Review: Annually**  
**Next Review Date: March 2017**

**MODEL HEALTH AND SAFETY STATEMENT FOR  
SCHOOL ESTABLISHMENTS**

**HEALTH AND SAFETY POLICY  
St Michael's C of E VA School**

**PART 1. STATEMENT OF INTENT**

The Governing Body of St Michael's School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the 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 to, all members of staff.

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

This policy statement supplements:

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

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#).

Signed:

Pauline Wiley **Chair of Governors**

Alison Rafferty, **Headteacher**

Date:

## **PART 2. ORGANISATION**

As the employer, the governing body has overall responsibility for Health and Safety in Voluntary Aided Schools.

**At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.**

### **Responsibilities of the Governing Body**

The Governing Body is responsible for health and safety matters and is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Appointing a Health & Safety Governor, Piers Carlisle, to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body;
- Reviewing the establishment's Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to Department for Education (DfE), or other body as necessary, any hazards which the establishment is unable to rectify from its own budget;
- Providing access to specialist advice on health and safety which the establishment may not feel competent to deal with, via James Ottery as required by the Health and Safety at Work etc Act 1974;
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment.

### **Responsibilities of the Headteacher:**

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

The Headteacher has responsibility for :

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds;
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to HCC any hazards 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 on health and safety issues;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognizing the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.

The 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 Headteacher from the overall day to day responsibilities for health and safety within the establishment.

**Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility, e.g. Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc.**

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Department for Education (DfE), British Association of Advisors and Lecturers in Physical Education (BAALPE) etc and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular 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;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Monitor their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

## **Responsibilities of employees**

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they 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 the establishment 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 the Headteacher.
- Report immediately to the Headteacher 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.

### **PART 3. ARRANGEMENTS**

- 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 Supporting Pupils with Medical Conditions
- 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
- Appendix 12 - Asbestos
- Appendix 13 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Snow and Ice
- Appendix 22 - Individual Healthcare Plan Template
- Appendix 23 - Medicines Administration Forms
- Appendix 24 - Locations of Isolation Points

Detailed information is given in the [Education Health and Safety Manual](#)

## RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Headteacher and the School Office following guidance contained in the [Education Health and Safety Manual](#).

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

### Individual Risk Assessments

Specific risk assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager or member of staff. 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.

### Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by Headteacher following guidance contained in of the [County Health and Safety Manual](#).

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

### Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.



All LA schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science and DT.

In addition the following publications are used within primary schools as sources of model risk assessments:

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ]
- [National Society for Education in Art & Design (NSEAD)
  - <http://www.nsead.org/hsg/index.aspx> ]
- [ Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/> ]

## APPENDIX 2

### OFFSITE VISITS

The LA 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 <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

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. [Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required]

The school's Educational Visits Co-ordinator is Alison Rafferty (the Headteacher).

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 who will check the documentation and planning of the trip and if acceptable approve the visit in her capacity as headteacher.

OEAP guidance should be read in conjunction with Hertfordshire's Policy Statement for the Management of Learning Outside the Classroom (LOtC) and Offsite Visits. The Policy Statement and a link to the National Guidance

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

can be found on Herts Direct at: [www.hertsdirect.org/lotcoffsitevisitsguidance](http://www.hertsdirect.org/lotcoffsitevisitsguidance)

## HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken by the Health & Safety Governor.

Inspections will be conducted jointly with the establishment's health and safety representative – the School Office manager - if possible.

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

The health and safety governor will undertake an audit of the school's health and safety management systems on an annual basis and report back to the Resources Management sub-committee and full governing body meetings.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is located in the risk assessment file and reviewed on an annual basis.

### EMERGENCY PROCEDURES

#### Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the fire log and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff and included in the school's

induction process.

Evacuation procedures are 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 Headteacher and updated to the LA via Solero.

### **Fire Drills**

- Fire drills will be undertaken termly, and a record kept in the fire log book;

### **Fire Fighting**

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

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

**Details of service isolation points** (i.e. gas, water, electricity) are listed in Appendix 24 and displayed on a notice in the School Office and also in the caretaker's cupboard. Plant isolation points are in the boiler room.

### **Details of chemicals and flammable substances on site.**

An inventory of these will be prepared by ACS Ltd and kept in the School Office as appropriate, for consultation.

## **APPENDIX 5**

<h3><b>FIRE PREVENTION, TESTING OF EQUIPMENT</b></h3>
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The School Office 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 School Office.

### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by a notified staff member and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on Mondays between 12.45pm-1.45pm.

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer AAI Security System (Redcare) tel: 020 8207 9000

A fire alarm maintenance contract is in place with AAI Security System (Redcare) tel: 020 8207 0900 and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by AAI Security System (Redcare) tel: 020 8207 0900

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

Weekly checks by the School Office that all fire fighting equipment is available for use and correctly positioned throughout both sites.

AAI Security Systems undertakes an annual maintenance service of all fire fighting equipment

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

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked weekly by a notified staff member, once installed, and annually a full discharge test and certification of the system will be undertaken by AAI Security.

Test records will be located in the site's fire log book, held in the School Office.

### **MEANS OF ESCAPE**

Daily checks by staff for any obstructions on exit routes and to ensure all final exit doors are operational and available for use.

<b>FIRST AID AND SUPPORTING PUPILS WITH MEDICAL CONDITIONS</b>
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All staff regularly attend first aid training, ideally every two years. Staff in the Early Years are also trained in paediatric first aid. Any new staff joining the school are sent on courses being run by other schools. **First aid qualifications remain valid for 3 years. The School Office will ensure that refresher training is organised to maintain competence to the following levels:**

- Emergency First Aid at Work Level (4hrs)
- EYFS Standard Paediatric First Aid (12hrs).

**First Aid training records are held on file in the School Office.**

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

Office and outside Disabled Toilet at Top School, the Kitchen at Lower School

The School Office is responsible for regularly checking that the contents of first aid boxes (including travel kits) are complete and replenished as necessary. A check should be made at least termly.

**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 and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

**The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.**

Contact numbers:

Hospital A&E departments

St Albans Minor Injuries	- 01727 897182
Watford	- 01923 217758 or 01923 217842
Schools nurse	- 01727 891301
NHS 111	- 111

## **Blood Spillages**

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

## **Supporting pupils at school with medical conditions**

### **Individual healthcare plans**

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the headteacher in consultation with the parent / carer – see Appendix 22 – and will be updated as appropriate.

Whilst medical advice may be sought by the parent, the Headteacher will retain the final view as to the approach to be taken to support the pupil during school hours, and will ensure appropriate staff training and medication is available as required.

All staff are made aware of any relevant healthcare needs and copies of health care plans are available in the School Office.

## **Managing medicines on school premises**

All medication will be administered to pupils in accordance with the DfE document "**Supporting pupils at school with medical conditions**" **1<sup>st</sup> September 2014 and utilising templates as included in Appendix 22. Detailed arrangements are provided in a separate policy.**

No member of staff will administer any medication unless a parental agreement form has been completed by the parent / carer - Appendix 23. In all cases the Staff member should countersign this and confirm that the medicine is in date and is in the original container with the appropriate label of origin and the pupil's name and dosage details are understood.

The School Office is responsible for accepting medication and checking all relevant information has been provided by parents/ carers prior to administering. Records of administration will be kept by the School Office.

Where appropriate and after discussion with the parent/carer as part of the Individual healthcare plan, the head teacher may agree that a pupil is able to take responsibility for managing their own medicine and administration of the same.

If a child refuses to take medicine or carry out a necessary procedure the Headteacher should revert to administration via the School Office as outlined below.

The Headteacher will ensure that:

- All non-emergency medication kept in school is stored safely and securely with access strictly controlled (in a lockable cupboard in the School Office, refrigerated meds kept in clearly labelled container in fridge in School Office). All pupils know how to access their medication.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. These should be stored in the School Office for pupils in Top School and in the Kitchen for those in Lower School.
- While pupils are using the Paddock a nominated member of staff will carry an insulated bag (WITHOUT cool-block) containing emergency medication that is visible and immediately accessible, if required.
- For School trips or days away from the School, the Headteacher and responsible Member of teaching staff shall ensure this is undertaken when outside of school premises, e.g. on school trips.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) and a record of this training will be kept in the school office.



<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

All employee accidents, no matter how minor, must be reported to the LA using the online accident reporting system hosted on Solero.

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

A local accident book located in First Aid cupboard in the corridor at Top School and at Lower School is used to record all minor incidents to pupils any more significant incidents, as detailed below, must also reported to HCC using the online accident reporting system hosted on Solero:

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

All major incidents will be reported to the head teacher and the Governing Body. Parents/ carers will be notified immediately of all major injuries.

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

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

**Reporting to the Health and Safety Executive (HSE).**

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

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the

premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.

- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including w/e's and holidays)

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

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**CONSULTATION AND COMMUNICATION OF INFORMATION****Consultation**

The Resources Management Committee meets twice a term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the full Governing Body.

**Communication of Information**

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

The Health and Safety Law poster is displayed in the school office and the main entrances of both schools.

The Governing body as the employer provides access to competent H&S advice via James Ottery as required by the Health and Safety at Work etc Act 1974]

**HEALTH AND SAFETY TRAINING**

*Health and safety induction training will be provided and documented for all new employees by Headteacher.* The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with :

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

Training records are kept in the School Office. The Headteacher 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 (for example in first aid) 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 attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.*

<b>PERSONAL SAFETY / LONE WORKING</b>
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The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

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

### **Lone working**

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 proposed lone working activity is necessary.

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

Where lone working cannot be avoided staff should:

Staff working outside of normal school hours must obtain permission of the Headteacher or Deputy Headteacher prior to each occasion when lone working will occur.

Ensure they do not put themselves or others at risk. (Refer to - Herts Grid for Learning - Guidance on Personal Safety in the Health and Safety Manual).

Where lone working cannot be avoided staff should 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), 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.)

Nominated key holders attending empty premises where there has been an incident or suspected crime should only do so with a colleague. 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.

<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report to the office, 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 School Office 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 kept in the School Office.**

#### **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 School Office** (Key areas for compliance are outlined on the [Grid](#))

#### **Curriculum Areas**

**Subject Co-ordinators** are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

#### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the School Office.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Plowright Hinton Ltd. 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 annually.

The School Office 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 subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Greenhills on a 5 year cycle.

### External play equipment

The external play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and **the Health & Safety Governor** will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by T & B.

### Curriculum

Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### List of Equipment on Premises

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD ( E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	ACS Ltd	ACS Ltd	ACS Ltd	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	ACS Ltd	ACS Ltd	ACS Ltd	School to determine following manufacturers' advice
Grounds maintenance equipment	None on site	n/a	n/a	n/a

Gas appliances (includes school catering equipment, boilers, food tech etc.)	Fordhams/ school	Fordhams/ School	Fordhams	Annually
PE and play equipment	School	School	Approved contractor (T&B)	Annually
Water heater and water cooler	Cooleraid	Cooleraid	Cooleraid	Annually
Portable electrical equipment (to include staffroom/kitchen equipment)			Approved contractor (Plowright Hinton)	Annually
Water storage and circulation	Clearwater	Clearwater/ School	Approved contractor	Annually



<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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 2004” (the “COSHH” Regulations).***

Within curriculum areas (in particular Science, DT and Art) Subject Leaders are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc. - currently being updated) are in place. To date, there are none in school.

***In all other areas the establishment’s nominated person(s) responsible for substances hazardous to health is ACS Ltd***

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed. A copy should be kept in a secure location in the school office, for reference.
- material safety data sheets are obtained from the relevant supplier for all such materials. Copies of the sheets should be kept in a secure location in the school office, for reference.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- 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.

Where persons may be affected by their use on site, **[insert name]** 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).*



<b>ASBESTOS</b>
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The HCC Asbestos Policy, available on the [Property Matters](#) (Herts Grid for Learning – login details required) web site will be followed. The school's most recent asbestos management survey was conducted in September 2014.

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

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

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

(Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to Alison Rafferty (Headteacher) who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

The school's Asbestos Authorising Officers are Alison Rafferty (Headteacher) and Alban Cleaning Services and refresher training is required 3 yearly.

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

The authorising officers shall ensure:

The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.

**All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

An annual visual inspection of asbestos containing materials on site is conducted during the Health and Safety inspections and recorded in the asbestos log.

The Headteacher / 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 notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Alison Rafferty (Headteacher).

## LIFTING AND HANDLING

### MANUAL HANDLING OF LOADS

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

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

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

## 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 school office where they will be asked to sign the visitors' book and show an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, local management arrangements and vehicle movement restrictions.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

### **School managed projects**

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by [insert name / position] / [insert agents name] who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

This would include whether CDM<sup>2</sup> regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at

<http://www.thegrid.org.uk/info/premises/property.shtml> [when considering the appointment of contractors outside of Hertfordshire frameworks [insert name / position] / [insert agents name] will undertake appropriate competency checks prior to engaging a contractor]

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

## **APPENDIX 15**

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

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

The school's nominated person(s) responsible for work at height is ACS Ltd.

The nominated person(s) shall ensure:

- all work at height is properly planned and organized;
- 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 is properly controlled.

**DISPLAY SCREEN EQUIPMENT**

Advice on the use of DSE is available in the [Education Health and Safety Manual](#).

All staff who habitually 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) shall have a DSE assessment carried out.

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 in the [Education Health and Safety](#) - Herts Grid for Learning.

[HCC DSE Risk Assessment Form](#) is available on Compass.

**VEHICLES**

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

The vehicular access gate is kept closed at all times. Vehicular access to the school is not allowed, except in the following circumstances:

Daily, the taxi uses the vehicular access to bring the hot meals and dining room staff. The taxi leaves the site immediately afterwards. There are no children in the yard when the taxi enters.



Any deliveries that require vehicular access must contact the office for the unlocking of the gates and any contractors who require access during school hours is advised not to move the vehicle until children are all inside the building.

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

## APPENDIX 18

### LETTINGS

Lettings are managed by office staff following [County council guidance and the school's Hirings Policy](#).

## APPENDIX 19

### STRESS

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

Individual concerns are dealt with through Performance Management, mentoring, staff able to speak to Headteacher / senior management, governors.

<b>LEGIONELLA</b>
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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 is scheduled for 11 April 2016 by **Clearwater** and **the School Office** is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

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

<b>SNOW &amp; ICE</b>
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(Taken from THE GRID, Hertfordshire County Council Health & Safety Guidance on Snow & Ice – Version 3, Jan 2014)

### Introduction

1. The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon schools, so far as is reasonably practicable, to ensure a safe means of access and egress from its premises.
2. It is a myth that schools cannot be held liable for failing to clear snow / ice unless an attempt at clearance has been made and then someone is injured.  
**As with any other risk the true position is that schools can be held liable for 'failing to act reasonably' in order to prevent accidents.**
3. Heads of establishments are responsible for ensuring that arrangements are in place to minimise the risks from snow and ice and a proportionate and prioritised approach should be taken to the clearance and treatment of routes within the school site.
4. All reasonable efforts should be made to ensure that the establishment remains open in the event of severe weather. Schools should follow the Snowline guidance in the event of severe weather <http://www.intra.thegrid.org.uk/info/snowline/> and use the Closure Notification System (CNS) to inform the Local Authority and parents of closures.

### Risk Assessment

5. Head teachers and premises managers must ensure that a suitable risk assessment and planned response are in place in advance of severe weather, prioritising which routes will be cleared / treated.
6. A generic risk assessment is available on the [Grid](#) , depending on the size and complexity of the site, supplementing your risk assessment with a very simple site plan showing the priority areas to be treated may be useful.
7. School site plans are available to download via the corporate property database on Technology Forge.  
<https://herts.technologyforge.com/>

8. All staff should be aware of the risk assessment / plan in place for severe weather and take responsibility for ensuring designated paths and access routes are utilised.

### **Clearing snow and ice**

9. As a guide to typical arrangements which should be in place:
  - Staff to be aware of their duties and responsibilities, it may be necessary for site staff to start work earlier on a particular day to commence a clearance / gritting plan.
  - Ensure adequate equipment is available (including rock salt, sand/grit).
  - Commence snow clearance as early as possible before it becomes compacted by people walking over it.
  - A route 1m wide should initially be cleared from the school gate to the main entrance.
  - Once a path has been cleared rock salt should be used to assist with the prevention of ice (where temperatures remain below freezing treat cleared paths with a mixture of rock salt and grit/ sharp sand)
  - Thereafter (as soon as practically possible) clear and treat similar paths between the main school building and other blocks, mobiles etc.
  - Other routes into the school may then be cleared and opened for use as and when possible.
  - Paths should be regularly checked throughout the day to ensure their continued safety.
  - Cleared paths should continue to be treated on a regular basis until the risk of ice has passed.
  - Additional care should be taken with sloping pathways and steps. A mixture of salt and grit/ sharp sand should be used to treat such surfaces (if the area does freeze again, has the advantage of leaving a residue, which provides a grip on surfaces)
  - **Where the Head teacher or premises manager has concerns over the safety of certain, routes, playgrounds etc, those areas may need to be taken out of use. If this is the case this must be clearly communicated to all staff, pupils, parents and visitors. (If necessary use signs/cones/tape to reinforce this)**
10. Use of Volunteers -There are no health and safety reasons which would prevent schools from enlisting the help of volunteers to assist them in clearing routes to school following heavy snowfall.
11. The school would have a basic co-ordination and supervision role, it would be for the individual volunteer to decide if they feel able to

undertake the activity safely and ensure they wear suitable clothing and footwear.

### **Outdoor Play**

12. There is a balance to be struck between the risks and benefits of offering children play opportunities, the fact that there has been snow-fall does not preclude pupils from playing outdoors.
13. Sensible judgements by Head teachers are all that is generally required in such circumstances to ensure pupils are not exposed to **significant** risk.
14. For example schools may decide to stagger playtimes or increase levels of supervision, ensuring pupils are aware of any specific rules (e.g. no throwing of ice balls) and have appropriate clothing and footwear.

### **Routes to school**

15. Whilst walking routes to schools are increasing, it is not practical to undertake salting on footways, or roads, to all schools in the county. Those schools serving the highest numbers of pupils are those most likely to be serviced by scheduled bus services or high usage footways so are likely to receive pre or post salting.
16. Live salting information for Hertfordshire's roads is available [online](#) or via [Twitter](https://twitter.com/herts_highways) (twitter.com/herts\_highways)
17. Problems with Hertfordshire's roads can be reported by visiting [www.hertsdirect.org/highwayfaults](http://www.hertsdirect.org/highwayfaults)

<p><b>INDIVIDUAL HEALTHCARE PLAN</b>  <b>St Michaels C of E VA Primary School, St Albans</b></p>
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Child's name		
Date of birth		Class
Child's address		
Medical diagnosis or condition		
Date		
Review date		

**Family Contact Information**

Name		
Relationship to child		
Phone no. (work)		
(home)		
(mobile)		
Name		
Relationship to child		
Phone no. (work)		
(home)		
(mobile)		

**Clinic/Hospital Contact**

Name		
Phone no.		

**G.P.**

Name		
Phone no.		
Who is responsible for providing support in school		

**PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION**  
**St Michaels C of E VA Primary School, St Albans**

The school/setting will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by		
Name of school/setting		
Name of child		
Date of birth		Class
Medical condition or illness		

**Medicine**

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Name/type of medicine <i>(as described on the container)</i>		
Expiry date		
Dosage and method		
Timing		
Special precautions/other instructions		
Are there any side effects that the school/setting needs to know about?		
Procedures to take in an emergency		

**Contact Details**

Name		
Relationship to child		
Address		
Daytime telephone no.		
I understand that I must deliver the medicine personally to	[agreed member of staff]	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in ac-

cordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_



**APPENDIX 23.B**

**SCHOOL RECORD OF MEDICINE ADMINISTERED TO ALL CHILDREN**  
**St Michael's C of E VA Primary School, St Albans**

Date	Child's name	Time	Name of medicine	Dose given	Any re- actions	Staff sig- nature	Print name

<p><b>ISOLATION POINTS - LOCATIONS</b></p>
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The isolation points for all utilities coming into the school can be found in the following locations:

Fuse Board – Corridors in both schools

Electricity – meter cupboard outside staff room at Top School

Water – in St Michael's Street, outside Top School and Jessamine Cottage

Gas – boiler room at Top School