



St John's Church of England Primary School

Health and Safety Policy

This policy is based on the Hertfordshire model Policy No CSF0035

Date Approved: November 2016

Headteacher: Mrs Helen Langeveld

Chair of Governors: Mrs Julie Griffiths

Review Date: November 2017

Love, Respect, Value

St John's Church of England Primary School is committed to high expectations for all and to embracing equality.

HEALTH AND SAFETY POLICY

St John's Church of England School, Watford

PART 1. STATEMENT OF INTENT

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

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff on the shared drive.

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

This policy statement supplements:

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

Supporting pupils with medical needs.

Behaviour policy

Child Protection Policy

Safeguarding Policy

Signature

Signature

Julie Griffiths **Chair of Governors**

Helen Langeveld **Headteacher**

Date:

Date:

PART 2. ORGANISATION

As the employer the Governing Body has overall responsibility for Health and Safety in a Free school.

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

Responsibilities of the Governing Body

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

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Mrs Julie Griffiths Chair of Governors

Mrs Helen Langeveld Headteacher

St John's C of E Primary School is using the online Health & Safety Resource already in place for St John's Church. This is Sevron for the creation of non-education Risk Assessments. Sept 2016 Health and Safety Management is being done manually but will be moving to an online system. (Every - Health and Safety Task Management.)

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

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Governing body as the employer provides access to competent H&S advice via Health and Safety Executive as required by the Health and Safety at Work etc Act 1974.

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

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

The task of overseeing health and safety on the site has been delegated by the head to the Watford Girls Grammar School Caretaking service.

Responsibilities of other staff holding posts of special responsibility

Due to the limited number of staff in the first few years until further notice the Headteacher will:

- Apply the school's health and safety policy to all areas 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 Governing Body of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

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

been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

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 Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
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	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	Work Experience

RISK ASSESSMENTS

General Risk Assessments and Curriculum Activities

The school conducts and documents risk assessments for all activities presenting a significant risk. Risk assessments for curriculum activities will be carried out by class teachers and/or activity leaders using the relevant codes of practice and model risk assessments. Evolve is used for offsite trips. These are co-ordinated by the EVC (Mrs Vix Moore) and are approved by the Headteacher. The Headteacher will approach the Health and Safety Governor for quality assurance. Generic Risk Assessments are stored on The Drive and are sourced mainly from [Education Health and Safety Manual](#) - Herts grid.

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

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Headteacher / Helen Langeveld.

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 which may impact upon their work.

Maternity

A member of staff should inform the headteacher in writing as soon as possible that she is pregnant or breastfeeding. Pregnancy is not equated with ill health it is an every day part of life and therefore normal health and safety management procedures should be able to cope with its health and safety implications. However, further consideration will need to be given to ensure that none of the working conditions can cause harm to her or her child.

It is a legal duty for employers to carry out an assessment of the potential risks to an expectant or nursing mother and their child, in line with the Management of Health and Safety at Work Regulations 1999, and to put in place all reasonably practicable measures to manage any risks identified.

St John's C of E is a subscribed member of CLEAPSS to fulfil our legal obligation to providing technical informaton to our empolyers. Their publications¹ are used as sources of model risk assessment within science and DT.

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

In addition the following publications are available within the school as sources of guidance for model risk assessments:

Primary schools

- 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

St Johns C of E 'Offsite and Residential Policy' follows the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and all offsite visits will be planned following this guidance available via
<http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

'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 member of staff planning the trip will submit all relevant documents and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (Mrs Vix Moore) who will check the documentation and planning of the trip.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be co-ordinated by the Headteacher, Helen Langeveld and the Caretaker, Mr Martin Kovalic. This may also involve the Health and Safety Governor Mr Greg Clough.

The person(s) undertaking inspection will complete a report in writing and submit this to the head teacher, Helen Langeveld. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher, Helen Langeveld and the Premises Governor Committee.

A named governor, Mr Greg Clough, will undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Pro forma inspection checklists can be found on The Drive.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance from the Complete Fire Safety company. The fire risk assessment is located on Every with the recording of the fire log book. This will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed on The Drive in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

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 Mr Greg Clough and updated to the Headteacher and Chair of Governors.

Fire Drills

- Fire drills will be undertaken termly and results recorded on Every.

Fire Fighting

- 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 must ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff will 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)

Gas (room 2) and electricity (room1) are located downstairs in the outside boiler room basement.

Water - outside front door on the street (1metre to left)

There is also water isolation in the kitchen.

There are manual isolation devices on individual taps.

Bomb incident

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore in the event of an incident the SMT will decide on appropriate actions considering the situation and follow the evacuation procedure. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.

There will be a designated site for evacuation due to a bomb that may be different to the fire evacuation site. This site will be known to all staff and governors but not stated in the policy for safety reasons.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Mr Martin Kovalic the caretaker and Mr Greg Clough Health and Safety Governor, as appropriate, for consultation. An inventory will be held in the cleaners cupboard and on Every.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Mr Martin Kovalic 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 on Every.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday at 5.45 pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Steve Chilley gbe installations ltd. 020 8324 2355

Estcourt Road - the fire alarm will be tested annually in liaison with the Church.

FIRE FIGHTING EQUIPMENT

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

'Complete Fire Protection' 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 the Headteacher.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by 'Steve Chilley gbe installationsLtd 07834 967395'.

MEANS OF ESCAPE

The schools primary exit route is the main front door. The side door and garden gate give emergency access to Sutton Road via the neighbours garden. Where possible the main front door will be favoured. Both routes give access to the fire assembly point by Sutton Road Car Park. Exit routes must never be obstructed.

APPENDIX 6

FIRST AID AND MEDICATION

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

TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

TRAINED TO EMERGENCY AID LEVEL (6 hr):

Mrs Helen Langeveld, Mrs Anna Pyatt, Miss Sara Gregory

All staff to be trained/re trained January 2017

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

Mr Alex Handley September 2017

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

First Aid Room

Mobile bag in Classroom

Kitchen for catering staff

The Admin Assistant is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits are complete and replenished as necessary.

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

No staff are to transport a child via any other transportation than an ambulance.

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

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

Watford Hospital 01923 244366

Administration of medicines

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

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

The Business manager Mrs Vix Moore 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 The Business Manager Mrs Vix Moore.

All non emergency medication kept in school are securely stored.

Either in the locked cupboard in the school office or refrigerated meds kept in clearly labelled container within the fridge in the staff room with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the non locked cupboard in the office, and will be clearly labelled.

Health Care Plans

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENCO, Mrs Anna Pyatt.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the staff room in a sealed file.

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

Spillages and Body Fluids

All spillages should be cleaned up immediately and the area clearly marked to prevent slipping. The best way to prevent possible infection is to avoid contact with body fluids. However, as this is not always possible, these hygiene guidelines have been written to help employees deal with bodily fluids safely.

Your Skin

Your first line of defence is your skin - germs cannot get through it unless it is cut or broken.

Cover cuts/scrapes with a waterproof plaster after washing with soapy water and drying the area thoroughly.

If the plaster begins to come away at the edges, remove it, wash, dry, and replace it with a new plaster.

If you develop a skin disease, such as eczema or dermatitis, especially on the hands, immediately consult with your own doctor or your local Medical Centre before accepting an instruction to clean up bodily fluids.

Bodily Fluids Disposal Kits should be available and used as per the instructions, and are the preferred "initial response". If you do not have one, follow these instructions;

Before dealing with any body fluid spillage you must put on a pair of rubber or disposable gloves.

If you are clearing a large spillage you must also wear a disposable plastic apron.

If your gloves or apron become cut or torn, dispose of them safely and put on new ones at the earliest opportunity.

If you are in the middle of clearing up a spillage, STOP, wash and dry your hands before putting on a new pair of gloves.

Disposable gloves and aprons are available. Floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping.

Spillages On A Flat Surface

Cover the spillage completely with a layer of absorbent material (newspaper, kitchen roll, toilet paper, floor cloth, paper towels).

Using a suitable disinfectant (if necessary, diluted with water) and clean the area of the spillage.

Remember to add the disinfectant to the water, not the water to the disinfectant (to avoid splashes).

If you get disinfectant on your skin, wash it off at once with plenty of fresh running water.

If the disinfectant is likely to damage the surface, use hot water with plenty of soap or detergent lather and clean as above.

Dispose of cloths/material used as infected waste.

Extensive Spillages

If the spillage is very extensive, as for example in a toilet with a lot of urine on the floor, the entire area should be mopped with plenty of very hot water containing soap or detergent.

Mop up as much of the liquid as possible then clean the area with a suitable disinfectant solution if available.

Dealing With Dried Vomit

Dried vomit should be soaked with hot water and soap/detergent, left to soften, and disposed of as for infected waste.

Then the surface should be washed clean as above.

Dealing With Human Faeces

Where possible faeces may be scraped up (e.g. using a dustpan or shovel) and put down a toilet.

Diarrhoea should be dealt with as for dried vomit or as a normal spillage.

Splashes Of Bodily Fluids

If you do get splashed with another person's body fluid on an area of unbroken skin, wash it off immediately.

If you can, use hot soapy running water for three to five minutes and rinse and dry well.

If you are allergic to soap use plenty of plain water.

REMEMBER - tears are not a problem but saliva and phlegm may be.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

All employee accidents will be recorded on Scholarpack and all accidents other than minor accidents will be reported to the Governing Body.

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

All accidents to pupils and other non-employees will be recorded. All incidents will ultimately be transferred onto Scholarpack but where necessary or more practical initial recording may be in an accident log book which is held in the central office.

All major incidents:

- 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.

will be reported to the headteacher and the Health and Safety Governor. Parents / carers will be notified immediately of all major injuries.

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

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

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 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).

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Buildings and Resources governor committee

The Finance & Resource committee meets twice a term with a standing agenda item to discuss any health, safety and welfare issues affecting staff, pupils or visitors.

As the school grows there will be a Safety Representative from a teaching Trade Union on the staff.

Communication of Information

The Health and Safety Law poster is displayed by the staff kitchenette.

Health and Safety Training

All employees will be provided with:

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

Training records will be kept in the MIS system.

The School Business Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits. Every will be used as a system to ensure reviews are done in time. The Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the headteacher. The school will work in partnership with the Governing Body and the 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 but when necessary should follow the Lone Working Policy.

School staff responding to call outs

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

The school mobile with the School Business Manager will be published as the first contact point for nominated key holders. Greg Clough Governor and Landlord will be second. Robin Davis Governor and Landlord will be third. Helen Langeveld Headteacher will be fourth. These will be shared with the closest neighbour, the employee neighbours and the two opposite pubs.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

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

The School Business 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 recorded in Scholarpack.

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 managed in Every.

Curriculum Areas

Teachers are responsible for ensuring that the School Business Manager and Headteacher are made aware of any maintenance requirements for new equipment are identified and implemented.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the School Business Manager and will be logged in Every.

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

This inspection and testing will be conducted by the Site Management Team regularly.

The School Business 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.

External play equipment

External play equipment will only be used when appropriately supervised.

Any equipment will be visually checked before use for any apparent defect.

PE and Play equipment is subject to an annual inspection by the Site Manager.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "***Control of Substances Hazardous to Health Regulations 2002***" (COSHH Regulations).

Within curriculum areas (in particular science and DT) teachers are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

St John's C of E is a member of CLEAPSS.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health- Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children and
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).

- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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

ASBESTOS

APPENDIX 12

An asbestos survey and management plan is in place for the building. The most recent asbestos management survey was conducted on 6 September 2016 for the Parochial Church Council of St John's Church ('the PCC').

The asbestos log (including plans, asbestos survey data and site specific management plan) is held in hard copy in the school office and online within the Every system.

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. A summary stating where the asbestos is will be signed by all staff.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from a Responsible Person. The cement board will not release fibres but best practise will be adhered to ie no stapling or drilling.

Any damage to materials known or suspected to contain asbestos should be reported to the H&S Governor who will take appropriate action including consulting the PCC's asbestos contractors for advice if necessary.

The school's Responsible Person is Helen Langeveld and the PCC's Responsible Persons are Greg Clough, Governor and Churchwarden and Robin Davis Governor and Churchwarden and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, radiators etc), either by contractors or school staff, one of the Responsible Persons **must** issue a permission to work form and upload it to Every having confirmed that the contractor or staff member have first registered with Every and confirmed that they have read the asbestos management plan and register and provided a suitable method statement.

The headteacher or other Responsible Person shall ensure:

- That the asbestos register is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is recorded in Every and that a permission to work form is uploaded once those undertaking the work

have registered and confirmed that they have read the asbestos management plan and register.

- 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 PCC's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to and authorised by the PCC.

APPENDIX 13

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.

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

Paediatric Moving and Handling

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

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

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 14

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 wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager, and in their absence the School Business 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

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the EFA 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 CDM² 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 EFA that they understand and abide by health and safety regulations.

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

WORK AT HEIGHT

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

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction would be provided to all staff if they communicate a need to use ladders or stepladders. It is not anticipated that staff will need to use ladders as all maintenance activities will be the responsibility of the contracted Site Manager.

Information on ladders can be found here: <http://www.hse.gov.uk/pubns/indg455.htm>

² 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.

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

The establishments nominated person(s) responsible for work at height is the 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 all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

APPENDIX 17

VEHICLES ON SITE

N/A

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

N/A

APPENDIX 19

MINIBUSES

N/A

APPENDIX 20

STRESS / WELLBEING

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

Staff have access to free pastoral support ie counselling through the Teacher Insurance for supply.

Through a high quality Performance Development cycle staff development is supported and staff wellbeing highlighted and supported.

Pastoral support is available through the Incumbent.

APPENDIX 21

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 has been completed by Assisi Environmental 2/2/16 and the Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed 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 and all showers (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 [insert contractors name]

APPENDIX 22

SWIMMING POOL

Children will learn swimming skills at a swimming pool off our site. All risk assessments that are necessary will be checked that they are in place and teaching will be undertaken by 3rd party trained swimming teachers.

APPENDIX 23

WORK EXPERIENCE

N/A