



St John's Church of England Primary School

Health and Safety Policy

This policy is based on the Hertfordshire model Policy No CSF0035 Reviewed Oct 19

Date Approved: 7th July 2021

Headteacher: Mrs Helen Langeveld

Chair of Governors: Mr Robin Davis

Review Date: July 2022

Love, Respect, Value

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

HEALTH AND SAFETY POLICY

St John's Church of England School, Watford

PART 1. STATEMENT OF INTENT for St John's C of E Primary School, 32 Clarendon Road, Watford, Herts, WD17 1JJ

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:

Supporting Pupils with Medical Needs Policy
Positive Behaviour Policy
Child Protection Policy
Safeguarding Policy

Signature

Signature

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

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

A Health & Safety Governor, Mrs Cheryl McMillan-Jackson, 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 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 Trust as the employer provides access to competent H&S advice via [HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974.]

HCC's Health and Safety Team, Tel: 01992 556478
healthandsafety@hertfordshire.gov.uk

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 proactively 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/ESFA 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 the 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 School Business Manager.

Where appropriate advice and actions are undertaken by the caretaker.

Responsibilities of other staff holding posts of special responsibility

The Headteacher will ensure staff:

- 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 the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Cooperate with school management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to 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
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Addendum - COVID-19 risks

APPENDIX 1

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 coordinated by one of the Educational Visit Coordinators and are approved by the Headteacher. The Health and Safety Governor should check for quality assurance. Generic Risk Assessments are stored in the Risk Assessment folder in the Headteacher's office 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 in the Headteacher's office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

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

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.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Subject Leader and class teachers using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use in the lesson plans.

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

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

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

Primary schools

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

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

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:<https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here:

<https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

'Evolve' will be used for the planning and approval of **all** offsite visits beyond the schools locality in central Watford. Walking to church, Blind Centre, High Street, Clarendon Road office etc have a paper risk assessment. Cassiobury Park Forest Days are done on Evolve. 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 Coordinator designated for the trip who will check the documentation and planning of the trip.

The designated EVC's will attend training and revalidate training every 3 - 5 years.

Health and Safety Monitoring and Inspection

A formal inspection of the site will be conducted on an annual basis and may be co-ordinated by the Headteacher, Caretaking staff, and/or the School Business Manager. This may also involve the Health and Safety Governor.

Informal site walks take place regularly between the School Business Manager and the Caretaker and are reported on through the Finance and Resources Committee meetings.

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

A named Governor 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.

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

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

Fire Evacuation and other Emergency Arrangements

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in '[Fire safety risk assessment: Educational premises](#)', '[Education Health and Safety Manual](#)' and 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 the alarm company and updated to the Headteacher and Chair of Governors.

Fire Drills

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

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. The priority is always to clear the building and ensure the safety of all. It is not expected for members of staff 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 (Plant Room) - located on the left facing side of the site.

Electricity (Plant Room) - located on the left facing side of the site.

Water (Plant Room) - located on the left facing side of the site.

There are manual isolation devices on individual taps.

Details of chemicals and flammable substances on site.

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

APPENDIX 5

Inspection /Maintenance of Emergency Equipment

The School's Caretaker 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. Complete fire system maintenance by a competent engineer from Aegis is required two times annually.

FIRE ALARM SYSTEM

Call-points checked daily for tampering.

Fire alarm call points will be tested weekly in rotation.

There are over 20 call-points on site to be tested.

Tests: Weekly check by caretaker, logged.

The alarm monitoring company is aware of this action.

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

Once a year the fire alarm system will be checked by a professional company.

All the call points are clearly marked and are located throughout the site.

FIRE FIGHTING EQUIPMENT

The site has multiple extinguishers, fire blankets, and a dry riser attachment.

Daily in-house checks that all fire fighting equipment remains in the correct place and has no signs of tampering which is recorded and logged

An annual maintenance service of all fire fighting equipment is undertaken by a suitable qualified company.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Headteacher. A replacement should be made as soon as possible.

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 a professional company.

The site has four floors each with their own emergency light testing panel.

MEANS OF ESCAPE

The site has 10 external escape routes on the ground floor, there are two staircases - one which leads directly to a fire exit.

All fire exits are well marked by lit signs and are open during school hours; the doors are maintained and never obstructed.

There are two fire exits which lead to the rooftop garden.

All members of staff are aware of the evacuation process; the staff will guide students out of the nearest exit and take them to the church car park directly neighbouring the school.

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

APPENDIX 6

First Aid and Medication

Please see separate First Aid Policy and Supporting Pupils with Medical Needs Policy

APPENDIX 7

Accident Reporting Procedures

Accidents to employees

All employee accidents, violent incidents and near misses will be recorded on Scholarpack and all accidents other than minor accidents will be reported to the Governing Body.

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

All accidents to pupils and other non-employees will be recorded. All incidents relating to pupils 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. Accidents related to members of the public visiting the site will be recorded in the office file alongside staff.

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

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

All Accidents

All major incidents will be reported to the Headteacher and the 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. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

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

APPENDIX 8

Health and Safety Information and Training

Consultation

The Finance and 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. ***The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.***

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

Communication of Information

The Health and Safety Law poster is displayed in the staffroom.

The Trust as the employer provides access to competent H&S advice via HCC'S H&S team (Education Health and Safety Team, Tel: 01992 556478 as required by the Health and Safety at Work etc. Act 1974.

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.

Any new instructions or restrictions will be communicated to all staff in writing and highlighted as part of the standard cycle of police review.

Training records will be kept on 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.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the 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

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

Staff working outside of normal school hours must obtain permission of the Headteacher.

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 phone etc.

School staff responding to call outs

There are several 'key holders' for this site, in the event of an alarm the Caretaker will be first contacted, if a key holder is unavailable the callout goes as follows: Caretaker, Alex Handley, Father David, Helen Langeveld. Key holders report if they will not be able to attend.

Attendants will remain safe by surveying the site for break in prior to entering, and ideally having a second person with them.

Key holders will search the building for possible causes of alarm activation, resolve the issue, when safe they will reset the alarm.

All callouts are reported and recorded.

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 kept by caretaker. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Curriculum Areas

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.

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

This inspection and testing will be conducted by a suitably qualified person/external company yearly.

The School Business Manager is responsible for keeping an up-to-date asset register 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. The caretaker will conduct a formal [termly inspection](#) of the equipment. PE wall equipment and Trim Trail Play equipment is subject to an annual inspection by a suitable contractor.

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 is the caretaker.

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.
- 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 Caretaker is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

APPENDIX 12

Asbestos

Due to being a new build in 2018 there is no asbestos on site.

APPENDIX 13

Contractors

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

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

The Caretaker 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 ESFA 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. The [Construction \(Design and Management\) Regulations 2015](#)³ applies to all building, demolition, repair and maintenance or refurbishment work.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the ESFA that they understand and abide by health and safety regulations.

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

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

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.

³ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

Work at Height

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders, see

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

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

The establishment's nominated person(s) responsible for work at height is the Caretaker.

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 are properly controlled.

Lifting and Handling

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

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

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.

Signs are displayed in all storage cupboards advising of the correct technique for lifting and handling and the usage of small steps.

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 an annual basis by a competent contractor. If the equipment were in use routinely that this would be increased to every six months.

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 DSE assessment carried out.

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

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

APPENDIX 17

Vehicles on Site

See risk assessment regarding vehicles on site.

APPENDIX 18

Lettings/Shared Use of Premises

Please speak to the School Business Manager for further details.

APPENDIX 19

Mini-buses

N/A

APPENDIX 20

Stress/Wellbeing

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 management standards.

Staff are signposted to free resources as applicable. Teaching Teachers have access to free pastoral support i.e. 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 Caretaker gives on-site tests for legionella monthly throughout the building at all water sources; this information is recorded and logged.

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

A full water risk assessment was carried out prior to the hand over of the site. An up to date temperature log is kept in the Caretaker's Office, and this includes every monthly legionella test since the handover period. It is the Caretaker's responsibility to carry out these monthly assessments, and ensure the results are within the regulations.

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

Swimming lessons will be planned as an offsite visit in line with the schools policy. The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP)) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- the level of training of the swimming teacher(s)
- Pupil/swimming teacher ratios
- Rescue/Lifeguard provision provided
- Changing provision / arrangements

APPENDIX 23

Work Related Learning

The University of Hertfordshire undertake all Safeguarding procedures to ensure all Student Teachers meet the necessary safeguarding requirements.

On School Premises, Identification is required along with a copy of their DBS, all student teachers undergo a Health & Safety Induction upon their arrival and prior to their start of work experience.

Where the school accepts students from other educational institutions in a work experience capacity, the school will assist in supporting the other education institution to fulfil their health and safety obligations. All students will undergo a Health and Safety Induction prior upon their arrival and prior to their start of work experience.

Addendum - COVID-19 risks

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

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

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

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

The Headteacher will:

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

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

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

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

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

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

All staff will:

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

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

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

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

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

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

In the event of any infection the school will:

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

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