



**Leventhorpe**  
a business and enterprise academy

## **Governing Body Policy**

**Policy Title:** Health & Safety

**Policy no:** R 6

**Committee:** Resources

**Staff Link:** W. Shannon

**Due for Review:** Summer 2019

(Review period – every three years – on the basis that the appendices to this Policy are seen semi-annually)

# HEALTH AND SAFETY POLICY

## Leventhorpe School

### PART 1. STATEMENT OF INTENT

The Governing Body of Leventhorpe School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the 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, and/or issued to, all members of staff via a link to the shared 'O' drive and to the Governing Body and the Clerk to the Governing Body via email.

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

[Insert signature]

[Insert signature]

Tony Evans, **Chair of Governors**

Jon Locke, **Headteacher**

[Insert date]

[Insert date]

## **PART 2. ORGANISATION**

As the employer the Governing Body has overall responsibility for Health and Safety at Leventhorpe, an Academy 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 are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these 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 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 school's Health and Safety Governor is the Health & Safety Link Governor.

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. As the employer they will provide access to competent H&S advice via the Education Health and Safety Team, Tel: 01992 556478 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 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 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 authority to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the SLT and the Business Manager. Within departments this task is further delegated to the relevant Head of Department.

### **Responsibilities of other staff holding posts of special responsibility**

The SLT and the Heads of Department will:-

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report/ record these inspections.

- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and students 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, recorded and investigated.

### **Responsibilities of employees**

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

All employees 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**

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

- Section 1 - Risk Assessments
- Section 2 - Offsite visits
- Section 3 - Health and Safety Monitoring and Inspections
- Section 4 - Fire Evacuation and other Emergency Arrangements
- Section 5 - Fire Prevention, Testing of Equipment
- Section 6 - First Aid and Medication
- Section 7 - Accident Reporting Procedures
- Section 8 - Health and Safety Information and Training
- Section 9 - Personal safety / lone Working
- Section 10 - Premises Work Equipment
- Section 11 - Flammable and Hazardous Substances
- Section 12 - Moving and Handling
- Section 13 - Asbestos
- Section 14 - Contractors
- Section 15 - Work at Height
- Section 16 - Display Screen Equipment
- Section 17 - Vehicles
- Section 18 - Lettings
- Section 19 - Minibuses
- Section 20 - Stress
- Section 21 - Legionella
- Section 22 - Swimming pool
- Section 23 - Work Experience
- Section 24 - Purchasing/hiring of Plant or Equipment
- Section 25 - Discipline Procedures
- Section 26 - New and Expectant Mothers at Work
- Section 27 - Business Continuity Plan (BCP)

<b>RISK ASSESSMENTS</b>
-------------------------

**General Risk Assessments**

The school conducts and documents general risk assessments for all activities presenting a significant risk. Please see generic template at the end of this policy (Appendix to Section 1).

Completed risk assessments are available for all staff to view and are held in the Finance Office.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or student(s) are held centrally on that individual's file.

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

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the most relevant member of staff 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 - scheme of work/ lesson plan etc.

The school has 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 the school as sources of model risk assessments:

- [BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [Topics in safety, 3<sup>rd</sup> 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/> ]

---

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

**OFFSITE VISITS**

Leventhorpe School uses Evolve, the online notification and approvals system and includes advice on self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. 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 Deputy Headteacher with responsibility for offsite visits will submit all relevant paperwork and risk assessments relating to the trip to the school's Trips Officer (Deputy Heads' Secretary) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring back to the Deputy Headteacher.



## SECTION 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly on two levels, namely, SLT and Maintenance Personnel. Relevant feedback will be given to the Premises Officer.

General monitoring activity will be carried out by Heads of Department as well as all other staff.

Significant reported issues will result in a written report which will be submitted to the Headteacher who will ensure that remedial action is delegated to the appropriate person. Non significant issues will be resolved without the requirement for a report.

The Health & Safety Link Governor will review the school's health and safety management systems and report to the full Governing Body meetings.

## SECTION 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented which follows guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the Finance Office and will be reviewed on an annual basis.

#### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed 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 visible.

Emergency contact and key holder details are maintained by the Premises Officer and updated to the security company, Tindall Security.

#### **Fire Drills**

- Fire drills will be undertaken termly and results recorded electronically on the dedicated Outlook Calendar managed equally by the Sims/Data Manager, the Pastoral Admin Officer and the Premises Officer.

## **Fire Fighting**

- 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.

### **Details of service isolation points (i.e. gas, water, electricity):-**

Gas –School, gas shed at front of site

Leisure Centre gas – green box by Caretaker's bungalow

Electricity – School, main intake electric cupboard by front reception

Leisure Centre electricity – ground floor plant room of Leisure Centre

Water – School and Leisure Centre, front of school by main road.

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

An inventory of these will be kept by the Heads of Department/Caretaker Manager as appropriate for consultation.

## **SECTION 5**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The Business Manager is responsible for ensuring that the electronic diary records for the Fire Drill are kept up to date and that the following inspection/maintenance is undertaken and these inspection records are located in the Caretaker Manager's Office.

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Wednesdays at 6.45pm for 30 minutes. Any defects on the system will be reported immediately to the alarm contractor/electrical engineer, Tindall Security on 01992 505169.

A six monthly fire alarm maintenance contract is in place with Tindall Security.

#### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks will be carried out by maintenance staff to ensure that all fire fighting equipment is operational and checks will be made for any evidence of tampering.

An annual maintenance service is carried out by a contractor on all fire fighting equipment.

Defective equipment or extinguishers that need recharging will be taken out of service and reported to the contractor for action.

## **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly by maintenance staff and recorded. A full discharge test and certification of the system is undertaken annually by a contractor.

## **MEANS OF ESCAPE**

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

## **SECTION 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):**

<b>Member of Staff</b>	<b>Date of Issue</b>	<b>Date of Expiry</b>	<b>Ext.No.</b>
Nicole Burrell	September 2013	September 2016	x175
Susan McKenzie	April 2016	April 2019	x128
Jackie Howard	May 2016	May 2019	x114
John Bambury	March 2014	March 2017	x115
Sarah Wheatley-Davis	October 2015	October 2018	x157
Rachel Doran	February 2016	February 2019	x104
Gill Blair-Park	November 2015	November 2018	x130
Lee Adams	January 2014	January 2017	x115
Chris Moore	January 2014	January 2017	x115
Vicki Eldred	September 2013	September 2016	x108
Sophie Murphy	September 2013	September 2016	x152/108
Carol Hayward	October 2014	October 2017	Textiles Rm15
Fiona Stretton-Emerson	November 2015	November 2018	x113

#### **TRAINED TO EMERGENCY AID LEVEL (6 hr):**

As above.

See also the Schedule of Health and Safety Training, Appendix to Section 6.

First aid qualifications remain valid for 3 years. The Business Manager 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:**

All the first aiders listed above have a first aid kit in their work location.

The School/Medical Secretary is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits/ those in vehicles, 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 students.

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, in the case of a student, the parents/carers.

Relevant contact numbers:-

School Nurse – 01279 827909

Princess Alexandra Hospital A&E – 01279 827000

Herts & Essex Hospital Minor Injuries – 01279 655191 x4298

### **Administration of medicines**

All medication will be administered to students in accordance with the DfE document "[Supporting pupils at school with medical conditions](#)"

The school will, at the request of the parent/carer and with the consent of the Headteacher, administer medication prescribed by a medical practitioner.

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

All non-emergency medication kept in school are securely stored in a lockable cupboard in the Student Services office, refrigerated meds are kept in a clearly labelled container within a fridge in the Student Services Office and access is strictly controlled. All students 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 Student Services Office and 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 students 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 School Nurse.

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

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

## SECTION 7

### ACCIDENT REPORTING PROCEDURES

#### **Accidents to employees**

In the event of an employee accident, an accident form is completed and signed by the Headteacher. This form is kept in the Student Services Office in the Staff Accident Book. Absence of seven days or more will be reported to the HSE – see below.

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

A local Accident Book kept in the Student Services office is used to record all incidents to students and non-employees:-

- Minor injuries.
- 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 Headteacher and the Health & Safety Link 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 student 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 seven days or more (including W/E's and holidays).

**Any incident notified to the HSE will be reported to the Education Health and Safety Team. All details will be kept in a file in the Student Services Office.**

## SECTION 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### **Consultation**

The relevant sub committees of the full Governing Body meet half termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

There are no staff appointed Safety Representatives for the teaching Trade Unions.

#### **Communication of Information**

Detailed information on how to comply with the LA'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 Staff Room.

As an Academy the Governing Body as the employer provides access to competent H&S advice via the 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.

Training records will be kept in the individual's personal file. The 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.

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

## SECTION 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 with the police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the students and staff feel safe.

#### **Lone working**

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

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

Staff working on the premises during school closed hours must obtain permission of a senior member of staff and register with site staff by signing in and out of the school premises.

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. For staff conducting home visits, expected control measures to be considered are: mobile phone contact, notifying a colleague of visit details, expected time of return/end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

#### **School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague, if possible. They should not enter the premises unless they are sure it is safe to do so. After two intruder alarm confirmations from the monitoring station, the Police are automatically called. The Site Manager will enter the building with a colleague and the police if applicable.

## SECTION 10

### PREMISES AND WORK EQUIPMENT

#### **Statutory inspections**

Planned Maintenance, regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors (key areas for

compliance are outlined on the Grid). Records of such monitoring will be kept in the Finance and Premises Office by the Premises Officer.

Equipment restricted to those users who are authorised have received specific training and these records will be kept in the individual's personal file in the Personnel Manager's Office. Please also see attached Schedule of Health and Safety training details.

All staff are required to report to the Caretaker 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.

### **Curriculum Areas**

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas 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 Caretaker Manager.

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 annually by Project Solver Ltd.

The Caretaker 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. This is available in the Caretaker Manager's Office as well as the Finance Office.

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. The Caretaker Manager is trained to carry out these ad hoc tests.

A fixed electrical installation test (fixed wire test) will be conducted by an electrical contractor on a five year cycle (last test was March 2011, next one is due by the end of 2016).

### **Design and Technology equipment**

This equipment will be checked daily before use for any apparent defects, and D&T staff will conduct a formal termly inspection of the equipment. This equipment is subject to an annual inspection by Design & Technology Services.

### **PE equipment**

External equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and PE staff will conduct a formal termly inspection of the equipment. Internal PE



equipment is subject to an annual inspection by Design & Technology Services.

## SECTION 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) Heads of Department 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.) In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Business 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 students.
- 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 Manager/Premises Officer 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*).

### RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in ‘Managing Ionising radiations and Radioactive sources in schools’.

- HCC’s Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Head of Physics. They are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

## SECTION 12

### 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 Caretaker 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.

## SECTION 13

### ASBESTOS

An asbestos management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in August 2015.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Finance and Premises Office by the Premises Officer.

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.** (Even stapling/pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to any of the authorising officers who will contact HCC's asbestos team, [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

The School's Asbestos Authorising Officers are Wendy Shannon (Personnel Manager), John Bambury (Caretaker Manager) and Susan Miller (Premises Officer) and refresher training is provided every three years.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.) either by contractors or school staff, one of the Asbestos

Authorising Officers **must** check the asbestos log and establish whether permission to work can be given.

The 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)

## SECTION 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 reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. In the case of long term projects, this procedure will be discussed at a pre-contract meeting and maybe delegated to the contract Site Manager.

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

#### **School managed projects**

Where the school undertakes projects directly, the Governing Body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Premises Officer and a Consultant, if required, who will ensure that, where necessary, 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.

When considering the appointment of contractors, the Premises Officer and/or the Consultant 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.

## SECTION 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 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 individuals role e.g. site staff, drama, ICT technician etc.

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

---

<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations 2015 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 addition, a Designer/Principal Designer must be appointed along with a Principal Contractor/Contractor. In such instances it is recommended that an agent be used to work on the school's behalf.

- 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;
- Students must be supervised by an authorised user.

## SECTION 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).

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

## SECTION 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only. However the school accepts that for safety reasons access is required by parents/guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

Other management of vehicles on school site is 10mph speed restriction (signage in place) and out of school hours delivery, if necessary, for large equipment or materials.

## SECTION 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Premises Officer following HCC guidance. The

school has a Lettings Policy in place which is available on the shared 'O' drive. A copy is also printed on the back of the Lettings booking form including information on first aid provision. The school also holds a Premises Licence. A Facilities Hire Fire Safety form is provided with each letting. Copies of these documents are at the end of this policy (Appendix to Section 18/Lettings Booking Form, Policy and Fire Safety Form).

## SECTION 19

### MINIBUSES

The Business Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.<sup>3</sup> (For the list please see Appendix to Section 19.)

The Business Manager is responsible for ensuring that regular checks of the vehicles are carried out. Staff using the minibus are responsible for a visual check prior to use and the reporting of any known faults. Staff are also responsible for informing the school of any prosecutions/penalty points on their driving licence and, in addition, an annual check of licences will be made by the school.

One minibus owned – insurance, service, MOT, breakdown service kept up to date (AK56 HPP).

One minibus on lease (YR13 YHE) – this is checked every 17 weeks and maintained by the leasing company, Castle Minibus. Insurance is the school's responsibility.

## SECTION 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 stress through risk assessment, in line with the HSE and HCC's management standards.

The Governing Body have arranged medical cover for all staff with the company Benenden who offer advice and counselling, if needed. The person with responsibility for this is the Personnel Manager.

## SECTION 21

### LEGIONELLA

---

<sup>3</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

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 Nemco and the Caretaker 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 should be reviewed where significant changes have occurred to the water system and/or building footprint. The Caretaker Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted.

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
- If applicable, stored cold water tanks are inspected for compliance and safety on an annual basis by a contractor

## SECTION 22

### SWIMMING POOL

The local East Herts District Council has been appointed to undertake the responsibility of ensuring that the pool is managed.

A risk assessment has been carried out by the management company, Everyone Active. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from Everyone Active staff and are available to all groups hiring the facility.

Lettings agreements are managed jointly by the school in school allotted time and the management company, Everyone Active, outside of school allotted time. Each letting will have a completed lettings agreement and a risk assessment for the activity, completed by the hirer and returned to the school/management company. The school/management company must ensure that the hirer knows and understands the NOP and EAP.

Pool plant operations and water testing is carried out by Everyone Active who hold a Pool Plant Ops Certificate and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). Kingfisher and East Herts Council will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

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

The ASA Guidance for School Swimming recommends that staff should have completed appropriate specialist qualifications as identified in Safe Practice in School Swimming. Those teaching aquatics should hold recognised and current qualifications e.g. ASA National Curriculum Training Programme. Head of PE and the management company, Everyone Active will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions provided.

## SECTION 23

### WORK EXPERIENCE

#### Secondary level only

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities. The Futures Adviser is responsible for managing and co-ordinating such activities.

This will include ensuring work experience is appropriate and thus necessitate some proportionate checks on their health and safety:-

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks by a competent person(s)<sup>4</sup>/supplier(s). The company, Safety for Work, will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.

---

<sup>4</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.



- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser/Education H&S Team at the earliest possible opportunity.

## SECTION 24

### PURCHASING/HIRING OF PLANT OR EQUIPMENT

When purchasing or hiring any item of plant or equipment, it is important that, as well as economic factors such as cost, consideration should be given to the safety and health implications of the operation of that equipment. Some of the implications are as follows:-

- Noise emissions
- Adequate guarding of dangerous parts BS5304
- Skills of employees required to operate it
- Ease of maintenance
- Electrical safety

## SECTION 25

### DISCIPLINE PROCEDURES

The Governing Body has a statutory duty to ensure that safe systems of work are provided for employees and contractors. In complying with that duty, the Governing Body relies upon its employees/contractors to follow health and safety instructions and rules. Unfortunately, it is foreseeable that, on occasion, some persons will be reluctant to carry out instructions or obey rules. The Health and Safety at Work etc. Act 1974 imposes a statutory requirement on employees to follow any instructions issued by the employer, in order for the employer to comply with their health and safety duties. The Governing Body has a Discipline Procedure that will allow any unsafe behaviour to be dealt with in a quick and fair way.

**NEW AND EXPECTANT MOTHERS AT WORK****Legal Requirement**

The Management of Health and Safety at Work Regulations 1999 (as amended 2002) contain a specific requirement to take particular account of risks to new and expectant mothers when assessing risks at work.

**Definitions**

A new or expectant mother means an employee (or contractor's employee) who is pregnant and who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined in the Regulations as "delivered a living child or after 24 weeks of pregnancy, a still-born child".

**Introduction**

Pregnancy should not be equated with ill-health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by carrying out a risk assessment specifically for the employee (or a contractor's employee), so that we can co-operate and co-ordinate in terms of health and safety. This risk assessment should be carried out when informed that an employee is pregnant. A written certificate can be requested from a registered medical practitioner or registered midwife confirming the pregnancy.

Once notified, the Headteacher will formally request a full risk assessment be carried out by the Personnel Manager. A copy of the assessment is to be given to the employee concerned and to the Headteacher for retention in the employee's personal file. A risk assessment form will be completed, bearing in mind specific threats to the health of the mother and child. Any recommended actions will be acted upon. A further review will take place on the return to work after the maternity leave period. A copy of this document is included at the end of this policy (Attachment to Appendix 26).

**BUSINESS CONTINUITY PLAN (BCP)**

A copy of the Business Continuity Plan is held by each member of the Senior Leadership Team and is electronically held in the shared staff 'O' drive under Policies/School Procedures and Statements/Emergency Plan/BCP Sections 1-4. The purpose of this document is to assist the School to define an incident response structure that would be required in the event of an incident occurring at the School. In doing so it outlines the key roles and responsibilities in responding to and recovering from an incident.