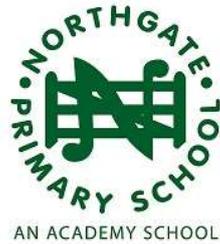


HEALTH AND SAFETY POLICY



Northgate Primary School

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1. Statement of Intent

The Governing Body of Northgate Primary School Trust 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, and/or issued to, all members of staff. A physical reference copy is kept in the staffroom, whilst an electronic copy is located on our Compliance system.

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.
- Behaviour and emotional support policy
- Supporting Pupils with Medical Needs Policy
- Reducing restraint and restrictive intervention policy
- Accessibility Policy
- Equality Statement

Name: Mrs Jane Tanner.....

Signature: .....
Headteacher

Date Agreed: 11/12/2024

Name: Mr Laurence Foote.....

Signature: .....
Chair of Governors

Date Agreed: 11/12/2024

2. Organisation

As the employer, the Governing Body has overall responsibility for Health and Safety at Northgate Primary School.

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

2.1. Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. The Governing Body fulfils 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 Local Authority's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

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 Governing Body will receive regular reports from the Headteacher / Business Manager /Site Manager as appropriate, 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.

- Hertfordshire County Council's Health and Safety Team
Tel: 01992 556478
healthandsafety@hertfordshire.gov.uk

The Governing Body will provide access to competent health and safety advice via the HCC's Health and Safety Team as required by the Health and Safety at Work Act 1974.

2.2. 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 Local Authority 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 the Governing Body 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 Headteacher to the Site Manager overseen by the Business Manager.

Within key stages this task is further delegated to the relevant leaders.

2.3. Responsibilities of Other Staff Holding Posts of Special Responsibility

Deputy Head	Upper KS2 Leader
Assistant Head	Educational Visits Coordinator
EYFS Leader	Subject leaders
KS1 Leader	
Lower KS2 Leader	

- Apply the school's health and safety policy to their own key stage or area of work
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as 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 responsibility
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher/Site Manager 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

2.4. 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.

Third Party Responsibilities for Health & Safety on site at Northgate Primary School are as follows:

- Little Ladybirds Pre-School
- Early Birds & Night Owls

All Hirers of the premises, both during the school day or in the evening, are given a copy of this policy and required to adhere to it. They are sent a revised copy each time it is updated.

3. Risk Assessments

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. They are all available on the school central server for staff to inspect and refer to as necessary.

The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments. All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

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

3.1. 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 relevant line manager or class teacher. Such risk assessments will be reviewed on a regular basis.

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

3.2. Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant subject leaders using the relevant codes of practice and model risk assessments.

Whenever a new scheme is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use i.e., scheme of work / lesson plan etc.

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

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN 978-0-86357-426-9.
- Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>.

4. Matters dealt with through other policies

Issue	Appropriate policy
Offsite visits	Educational visits policy
First aid and medication	Supporting pupils with medical conditions policy
Staff health	Health and attendance policy
Managing abusive adults on school premises	Policy for managing abusive, aggressive or violent parents/carers/visitors
Fire evacuation	Fire evacuation policy
Intimate care	Intimate care policy

Work experience	Work experience policy
Emergency procedures	Emergency Response Plan

5. Health and safety monitoring and inspection

Weekly and daily checks of the site will be conducted by the Site Manager.

A formal inspection of the site will be conducted on a termly basis and is undertaken by the Health & Safety Governor who will be accompanied by the Site Manager.

Inspections of individual departments will be carried out by Phase Leads or nominated staff.

The person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher / Health & Safety Governor where applicable. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager overseen by the Business Manager.

A named governor will be involved in monitoring the school's health and safety management systems on at least 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 on the [Grid](#).

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

6. Local arrangements

6.1. Accident reporting procedures

6.1.1. Accidents to employees

As the employer, all employee accidents, no matter how minor, must be recorded on our medical administration system which are available for the Governing Body to review. More significant incidents, as detailed below, must also be reported to HCC using the online reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

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

Our medical administration system, is used to record all minor incidents to non-employees.

More significant incidents as detailed above must also reported to HCC using the online accident reporting system.

- 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 where the injured person has to be taken to hospital after they have left the premises. This must be reported on Solero as soon as the school is aware of the hospital treatment
- Accidents arising from premises / equipment defects
- Parents / carers will be notified immediately of all major injuries.
- Pupil / student accident records are to be retained for a minimum of 3 years after their 18th Birthday.

6.1.3. All Accidents

All major incidents will be reported to the Headteacher and Governing Body.

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.

6.1.4. 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/>:

- 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. within 10 days of the incident occurring
- 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) within 15 days of the incident occurring

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

6.2. 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 the [Supporting pupils at school with medical conditions](#) policy. Also see summary guidelines for administering medications in the Staff Induction documents.

Individual health care plans (IHCP)

Information about Individual health care plans can be found in the 'Supporting pupils at school with medical conditions policy.'

Also see 6.8 regarding First Aid.

6.3. Asbestos

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy.

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

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

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 Site Manager as the authorising officer shall ensure:

- that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of ACM within their work areas.
- 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 Local Authority via asbestos@hertfordshire.gov.uk.

Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are the Site Manager / Business Manager and refresher training is required every 3 years.

6.4. 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 in to the school's signing in access system and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

6.4.1. School Managed Projects

Where the school undertakes projects direct the Governing Body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Site Manager on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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

When considering the appointment of contractors outside of Hertfordshire frameworks, the Site Manager will undertake appropriate competency checks prior to engaging a contractor i.e., they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

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

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

6.5. Control of hazardous substances

Northgate's nominated person(s) responsible for substances hazardous to health is the Site Manager.

The site manager will ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- if required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.

- all substances 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.
- ensure 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.).

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).

6.6. 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.

6.7. Electrical safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager.

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

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

The inspection and testing will be conducted by the Site Manager who is fully trained and responsible for keeping an up-to-date inventory on the 'Every' system of all relevant electrical appliances and for ensuring that all equipment is available for testing. The Site Manager will carry out the inspections on a room-by-room basis as part of a rolling programme throughout the year, ensuring that each piece of equipment has been tested bi-annually.

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.

An electrical installation condition report (fixed wire test) will be conducted by a competent contractor on a maximum of a 5-year cycle.

Records of these inspections and certification will be maintained by the Site Manager and remedial works arising acted upon in a timely manner.

6.7.1. Emergency lighting systems

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Tindall Security (01992 505169).

6.7.2. Fire alarm system

Fire alarm call points will be tested weekly in rotation. This test will occur on a Monday morning at 8.00am. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Tindall Security (01992 505169).

A fire alarm maintenance contract is in place with Tindall Security and the system tested 6 monthly by them.

6.7.3. Fire drills

Fire drills will be undertaken termly and results recorded in the fire log book.

6.7.4. Fire fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

6.7.5. Details of Service Isolation Points (i.e., gas, water, electricity)

Gas	-	Main school kitchen by gas meter
Gas	-	Kiosk located by the double green gates in the hedge
Gas	-	Emergency shut off in kitchen beside door to dining hall
Electricity	-	IT Server Room off Dining Hall, distribution boards located around the school in Class 11 cupboard, Lavender room, assembly hall cupboard, Puffins cupboard and Class 4 cupboard.
Electricity	-	Two emergency shut off points in kitchen inside entrance door
Water	-	Outside Toilet at the back of the Boiler House

6.7.6. Fire Fighting Equipment

Regular in-house checks ensure that all firefighting equipment remains available for use and operational. Fire Guard Services undertake an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager who will in turn contact Fire Guard Services (0870 240 4604).

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

6.8. First aid and medication

The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits. See separate documents for current first aiders.

Portable first aid kits are taken on educational visits.

If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.

Travel kits are also located in the Medical Room. The Medical Lead is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

Also see 6.2 regarding Adminstrating medication and Health Care Plans.

6.8.1. AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:

- Inside Main Entrance on the wall opposite the School Office Door and in the library.

The Medical Lead checks the AED on a monthly basis and in accordance with user manual.

6.8.2. 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 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 England on 111) and, in the case of pupil with the parents/carers.

6.8.3. Important contact details of other relevant medical departments

Herts & Essex Community Hospital	Bishop's Stortford	01279 655191
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Princess Alexandra Hospital	Harlow	01279 444455
School Nurse	Ware	01920 443793
	Bishops Stortford	01279 973681
		01279 973692
		03001237572

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

6.9. Infection control

The school follows UKHSA guidance '[Health protection in education and childcare settings](#)' and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of '[Health protection in education and childcare settings](#)'

In the event of an outbreak, the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#).

6.10. Legionella

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 on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/ or building footprint.

6.10.1. Responsibility of the Site Manager is to ensure:

- Water is heated and stored to 60 degrees centigrade at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers)
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Primec Ltd and tank water temperature recorded.

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

6.11. Lettings / Shared use of premises

Lettings/Hirings are managed by the Hirings Administrator to ensure all relevant paperwork and safeguarding checks are in place. All completed hirer documentation, including all relevant forms are stored electronically.

The Hirings Administrator will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See Hiring agreements and third-party access - Hertfordshire Grid for Learning (thegrid.org.uk). Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

The school has a Hiring policy which details all statutory checks for Hirers, including safeguarding procedures. There is also reference to the Hirers responsibility for first aid provision and notification of fire and emergency arrangements.

6.12. 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.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Site Manager, and where such activities cannot be avoided a risk assessment will be conducted by the Site Manager 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.

6.12.1. Paediatric Moving and Handling

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

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

6.13. Lone working

Staff are encouraged not to work alone in school.

Staff working outside of normal school hours must obtain permission of the Headteacher and register with the Site Manager. See Home visits / lone working risk assessment.

6.14. Means of escape

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

6.15. Information and training

6.15.1. Communication of Information

Information and guidance on how to comply with the Local Authority's health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the [H&S pages of the Grid](#).

The Health and Safety Law poster is displayed in the school main office.

The Governing Body, as the employer, have entered into a contract with the Education Health and Safety Team, Tel: 01992 556478 who provide competent health and safety advice as required by the Health and Safety at Work etc. Act 1974.

6.15.2. Health and Safety Training

All employees will be provided with:

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

- refresher training where required.

Any new instructions or restrictions will be communicated to all staff via staff meetings, recorded in the minutes and highlighted as part of the standard cycle of policy review. Each member of staff is also responsible for drawing the Headteachers' / 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.

All training records will be held on SIMs and National College. The Business Manager is responsible for co-ordinating health and safety training needs and 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.

6.16. Premises and work equipment

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

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

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

The Site Manager also ensures that specialised equipment such as floor polishing machinery etc. is restricted to those users who are authorised or have received specific training for which the Site Manager keeps a training log.

6.16.1. School staff responding to alarm call outs

The school has a contract with Oakpark Security Services Ltd (01206 793673) who are the nominated key holders and first response for out of hours alarm activation. If a member of staff, who is also a nominated key holder, is also contacted to attend an alarm activation they should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

6.16.2. Planned Maintenance / Inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring in the Site Manager's office. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

6.16.3. Curriculum Areas

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

6.16.4. External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment are also subject to an annual inspection by a competent contractor {e.g., John Harrison}.

6.17. School swimming in public

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP)) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2))
- Pupil / swimming teacher ratios
- Rescue / lifeguard provision provided
- Changing provision / arrangements

For pools deeper than 1.2m staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming.

The Educational Visits Co-ordinator (Deputy Head) will ensure that adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

6.18. Stress and 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's management standards](#).

The mental health and wellbeing of school staff is supported through partnership with our occupational health service and employee assistance provider. The service enables the school to proactively address health concerns, and provide practical advice on issues that might impact their wellbeing and performance. The Business Manager is responsible for managing the service and advising staff on how to access the various options available.

Staff can also raise concerns through their Performance Appraisal system, which is carried out by their Line Managers. If staff feel they cannot raise their concerns directly with their Line Manager they can make an appointment with the HR Lead in school, the Business Manager.

6.19. 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 e.g., site staff, ICT technician etc.

The establishments' nominated person 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, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces are properly controlled.

6.20. Vehicles on site

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

The vehicle access gate must not normally be used for pedestrian access and will be closed at 8.40am when all staff should be on site. If staff enter or leave the school car park during the school day, they must ensure that they close the gates behind them.

A risk assessment is in place for pedestrian / vehicle segregation.