



Health & Safety Policy

Please note that is policy is subject to the Trust Notification Policy; please refer to the Trust Notification Policy in relation to Trigger events

PART 1. STATEMENT OF INTENT

The Directors of the St Francis of Assisi Catholic Academy 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.

The Local Governing Body of each school will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled. The Local Governing Body are responsible for ensuring health and safety management systems are in place and effective.

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

Specific roles and responsibilities for the Local Governing Body, Headteacher and employees of each school are found in Part 2.

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 Local Arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and shared on the school and Trust website.

This policy statement and the accompanying organisation and arrangements will be reviewed every year.

This policy statement supplements include, where applicable in each school:

- Anaphylaxis Policy
- Asbestos Policy

- Behaviour Policy
- Educational Visits Policy
- Emergency Management Plan
- Expedition Code of Practice
- Fire Evacuation Policy
- Government Guidance for Driving Minibus
- Lone Working Policy
- Minibus Policy
- Protocol for Dealing With Injuries on the Sports Field
- Snow Procedures

[Insert signature]

[Insert signature]

Mr Gaspare Nicolini **Chair**

Andrew Celano **CEO**

October 2021

October 2021

APPROVED BY TRUST OCTOBER 2021

DUE FOR REVIEW SEPTEMBER 2022

PART 2. ORGANISATION

In Academy schools, the responsibility for health and safety rests with the Board of Directors as the employer.

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

Responsibilities of the Trust

The Director responsible for Health and Safety in the Trust (Chris Long) will work with the CEO and Lead Governors from each School Governing Body on Health and Safety matters. The monitoring of the Trust will be via predominantly a Dashboard-style approach to reviewing the risk areas in each school. In the fullness of time, Statlog may present an alternative level of monitoring.

At a school level, duties and responsibilities are set out as below

Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed 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 at each school **{school to insert name}** has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

The Trust as the employer provides access to competent health and safety advice via James Ottery at HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk 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 Board of Directors' health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the Trust 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 Trust and 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 Board of Directors as the employer 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.

Responsibilities of other staff holding posts of special responsibility (school to insert names)

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

Responsibilities of employees

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

All employees have responsibility to:

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

been trained to use.

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

PART 3. LOCAL ARRANGEMENTS

Each Trust school will detail its own approach to the items listed in these appendices. Necessary arrangements in each school should include managing the topics listed in these appendices, but must not be limited to these topics alone. Schools may not reduce the breadth and effectiveness of the arrangements outlined in the appendices, but should personalise them as required. Each school will therefore form its own Part II to this overarching Health & Safety Policy. The Part II will consist of detailed arrangements for the following items and any other necessary matters to manage in respect of safety.

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses

- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming and pools
- Appendix 23 - Work Experience

Addendum - COVID-19 risks

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by [insert name/role] following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher/ [individual with delegated authority].

Risk assessments are available for all staff to view and are held centrally in [insert location e.g. school office, shared drive/ folder etc.] these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by [relevant line manager] / [insert name /role].

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.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by [relevant Heads of Department / Faculty] / [subject teachers] / [Subject Co-ordinator / leader] 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] / [syllabus] etc.

All schools should take a subscription to [CLEAPSS](#) where necessary and use their publications as sources of model risk assessment within Science, Art and DT.

See

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

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

Secondary schools

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- ASE, Safeguards in the school laboratory,2006 (11th Edition), <http://www.ase.org.uk/> ISBN 978-0-86357-408-5
- Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>

APPENDIX 2

OFFSITE VISITS

The Trust has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

The Trust has approved the offsite visits arrangements in place in each school, but may eventually form an overarching policy.

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required] / [The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) [insert name (s)] who will check the documentation and planning of the trip and if acceptable refer the visit for approval to [the Headteacher] / [insert name / role of individual with delegated authority] for approval.

The Trust recommends that the EVC should attend training and refresher training every 3 -5 years.

Where a separate school policy for learning outside the classroom and offsite visits exists provide a cross-reference / link to this.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a [termly] / [6 monthly]¹ basis and be undertaken / co-ordinated by [insert name / role].

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the [Headteacher] / [insert name /role]. Responsibility for following up items detailed in the safety inspection report will rest with [insert name / role].

A named governor [insert name] 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.

¹ Cycle time for formal documented site inspection should be based upon risk, larger schools and/or those with higher risks should be undertaken termly.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#)

The fire risk assessment is located [\[insert location\]](#) / [\[in the school's fire log-book\]](#) and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in [\[the staff handbook\]](#) / [\[separate guidance\]/ \[school's emergency response plan\]](#) 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. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by [\[insert name/role\]](#) and updated to the Trust as necessary.

Fire Drills

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

Fire Fighting

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

Details of service isolation points (i.e. gas, water, electricity) [\[insert locations\]](#)

Details of chemicals and flammable substances on site.

An inventory of these will be kept by [\[Caretaker/site manager\]](#) / [\[Heads of Department\]](#) as appropriate, for consultation. (See COSHH Appendix 11)

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

[Insert name / role] is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in [insert location].

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on [day/time]
Any defects on the system will be reported immediately to the alarm contractor / electrical engineer [insert name and telephone number].

A fire alarm maintenance contract is in place with [insert name] and the system tested [annually] / [6 monthly] by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

[insert name of contractor] undertakes 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 [insert name of contractor]

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 [insert name and telephone number of contractor]

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.

APPENDIX 6

FIRST AID AND MEDICATION

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

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):

[Insert Names/ date of training /Extension Numbers]

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

[Insert Names/ date of training /Extension Numbers]

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

[Insert Names/ date of training /Extension Numbers]

OTHER TRAINING IN EMERGENCY FIRST AID ² (6 hr):

[Insert Names/ date of training /Extension Numbers]

First aid qualifications remain valid for 3 years. [Insert Name] 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:

[Insert location (s)]

[Insert Name] 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.

[AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS³: [Insert location(s)]. [insert name / role] checks the AED on a [weekly/ monthly] basis (some AEDs may require additional checks for functionality check the user manual and add accordingly)]

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 Direct 111) and, in the case of pupil with the parents/carers.

Provide details of any other relevant contact numbers of Hospital A&E departments, schools nurse

² Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

³ There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

etc.

Administration of medicines

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

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

[Insert name / role] is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by [Insert Name / role]

All non-emergency medication kept in school is securely stored [provide details of location e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in [insert location], and clearly labelled.

[The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.]

[The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g. Epipen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.]

Individual Health Care Plans (IHCP)

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. 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 [Insert Name(s) / role]

All staff are made aware of any relevant health care needs and copies of health care plans are available [detail location]

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses.

All employee incidents must be reported to the Headteacher of each school and where serious (e.g. qualifying for reporting to HSE) to the Trust via the CEO before the reporting is submitted.

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

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

A local accident book [detail location] is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to the Trust as outlined above.

- 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.

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

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

All Accidents

All major incidents will be reported to the Trust via the CEO, the Headteacher and [the Governing Body/ Health and Safety Governor].

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

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

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923, and the Board of Directors via the CEO prior to reporting.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or

substances were used or due to a lack of supervision / organisation etc.

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

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

Insert details of any school health and safety committees, frequency of meetings, membership etc.

The *[insert relevant sub-committee: e.g. Resources / Premises / HR etc.] / [full governing body]* meets *[insert cycle: termly / half termly]* to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff is/are [insert name(s) where safety reps are present]

Staff meetings are held *[insert frequency]* and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#).

The Health and Safety Law poster is displayed in *[state location(s)]*.

In Academy Schools, the Trust as the employer provides access to competent H&S advice via HCC'S H&S team (James Ottery) as required by the Health and Safety at Work etc. Act 1974.

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 *[in writing], [via staff meetings and recorded in minutes]* and highlighted as part of the standard cycle of policy review.

Training records will be kept *[in / by insert location / name]*.

[insert name /role] is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

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

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

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

Lone working

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

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

Staff working outside of normal school hours must obtain permission of [the Headteacher / senior member of staff / their line manager] and [register with site staff] / [sign 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.

[detail any other relevant / specific arrangements for lone working off site, e.g. for staff conducting home visits, expected control measures would include: 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 alarm 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. [Detail any specific call out arrangements here e.g. where a key-holder service is used who will either attend for you or collect a key-holder to attend together.]

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to **[insert name/role]** 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.

[Insert name/role] is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is **[detailed in the register] / [listed here] / [labelled accordingly]**.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by **[insert location / name]** (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Curriculum Areas

[Heads of Department / Faculty] / [Subject Co-ordinator / leader] are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

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 **[insert name / role]**.

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

All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by **[insert contractor name] / [insert name of a trained member of staff]** frequency of inspection and testing.

[Insert name/role] is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

An electrical installation condition report (fixed wire test) will be conducted by **[insert contractor**

name], [on a maximum of a 5 year cycle] / [an annual inspection and 20% physical test of wiring will be undertaken in order to provide a full set of results over a 5 year period].

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

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 [insert name/role] will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment is also subject to an annual inspection by [insert contractor Name.]

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 /Faculty] / subject leads / co-ordinators] 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/are [insert name(s) / role (s)].

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 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.

PPE

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

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

Secondary level only

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in [‘Managing Ionising radiations and Radioactive substances in schools and colleges’](#) November 2019 Edition.

- HCC’s Radiation Protection Officer is the preferred 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 [insert name], [detailed responsibilities are provided in the Science Department H&S Policy] / [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.]

ASBESTOS**APPENDIX 12**

TRUST ASBESTOS MANAGEMENT POLICY STATEMENT: An asbestos survey and management plan is in place for the school in accordance with the **Trust's wish that each school continues to adopt HCC's asbestos policy**. The school's most recent asbestos management survey was conducted on **[insert date]**.

The Trust expects that the Governing Body and Headteacher continue to discharge the responsibilities outlined for the dutyholder. The dutyholder is defined by the Trust and HSE as the organisation that has clear responsibility for the maintenance or repair of non-domestic premises, for example through an explicit agreement such as a tenancy agreement or contract.

The Governing Body and Headteacher must ensure that the requirements within these documents are full adhered to and met:

<https://www.gov.uk/guidance/asbestos-management-in-schools/requirements-for-managing-asbestos-and-who-this-guidance-is-for>

<https://www.hse.gov.uk/services/education/asbestos-checklist.pdf>

The school's asbestos log (including school plans, asbestos survey data and a site specific management plan) is held **in / by [insert location / name]**.

The Headteacher will 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 asbestos containing materials (ACM) within their work areas.

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 ACM may result in the release of fibres into the air.)

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 Barkers LLP via the CEO.

The school's asbestos authorising officers are **[insert names, (minimum of 2 people)]** and refresher training is required 3 yearly.

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.
- 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.

APPENDIX 13

CONTRACTORS

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

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

[Insert name/role] is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)⁴ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by **[insert name / role] / [insert agents / property consultants name]** 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 - Hertfordshire Grid for Learning \(thegrid.org.uk\)](#)

[when considering the appointment of contractors outside of Hertfordshire frameworks [insert name / role] / [insert agents / consultants name] 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.

⁴ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

APPENDIX 14

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 lightweight 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, drama, ICT technician etc.**

The establishments nominated person(s) responsible for work at height is (are) **[insert name / role]**

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 is properly controlled.

[Detail any other specific restrictions on staff using steps and ladders, restrictions on use by pupils, contractors etc.]

APPENDIX 15

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 **[insert name/ role]** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

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

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

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

Advice on the use of DSE is available via the [Grid](#)

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers 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.

A risk assessment is in place for pedestrian / vehicle segregation **Detail any local arrangements for the management of vehicles on site, e.g. staff supervising entrance gates at beginning/ end of school day, restrictions on vehicle movement at certain times, reversing vehicles, any special arrangements for deliveries etc.**

APPENDIX 18**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by **[insert name]**.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. ([COVID-19 supplementary conditions of hire](#) available for school to adapt on the Grid)
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.

[reference any other school policy / detail any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc.]

APPENDIX 19

MINIBUSES

[insert name] 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 via the [DVLA](#).⁵

[On an annual basis individual staff will be required obtain a check code from the [DVLA](#) and provide this to [insert name] in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence]

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) issued by the HCC Road Safety Unit.

[insert name] is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses following advice in [Minibuses in Hertfordshire | Hertfordshire County Council](#)

⁵ 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.

APPENDIX 20

STRESS / WELLBEING

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

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. [Performance Management, mentoring, personal development plans, membership of an Employee Assistance Programme (e.g. Carewell, Schools Advisory Service) etc.

APPENDIX 21

LEGIONELLA**TRUST LEGIONELLA MANAGEMENT POLICY STATEMENT:**

The Trust expects that the Governing Body and Headteacher to undertake the control measures in this appendix. The Governing Body and Headteacher must ensure that all requirements in respect of HSE Legionella Guidance are in place at the school:

<https://www.hse.gov.uk/pubns/indg458.pdf>

A water risk assessment of the school has been completed on [insert date] by [insert name of contractor]. [Insert name/role] is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and 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 calorifiers);
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by [insert contractors' name] and tank water temperature recorded.

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

If water sampling for bacteria levels is undertaken provide details of frequency.

APPENDIX 22

SCHOOL SWIMMING

Primary school swimming in public / secondary schools

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 schools with swimming pools

The Headteacher will ensure that the pool is managed in accordance with the LA's guidance [Safe Practice in School Swimming](#), HSE Managing Health & Safety in Swimming Pools publication (MHSSP) <https://www.hse.gov.uk/pubns/priced/hsg179.pdf> and [PWTAG](#) (Pool Water Treatment Advisory Group) Standards and Guidance.

A swimming pool risk assessment has been carried out by [insert name/role] and is reviewed annually.

The PSOP (Normal Operating Procedures (NOP) and Emergency Action Plans (EAP)) are available from [identify location] and reviewed annually.

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

Pool plant operations and water testing is carried out by a competent person [insert name], who holds [insert qualification e.g. an ISRM National Pool Carers Certificate], and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). [Insert name / contractor] will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

Swimming lessons will be delivered by a qualified swimming teacher (Swim England level 2 Teaching Swimming (formerly ASA level 2)).

At primary level the Headteacher will ensure that class teachers expected to undertake swimming teaching activities have completed swimming teaching as part of their Initial Teacher Education (ITE and have experience and confidence which is appropriate for the level of swimming instruction undertaken] for pools deeper than 1.2M staff **must** have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming E.g. Swim England National Curriculum Training Programme (NCTP) Teacher of School Swimming.

At secondary level the head of PE will ensure all staff expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance.

[insert name/role] (School's swimming coordinator) will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

Lettings agreements are managed by [insert name/role] who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the PSOP.

APPENDIX 23

WORK RELATED LEARNING**Secondary level only**

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, 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. [Insert name/role] is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise [YC Hertfordshire]/ [insert name] to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)⁶
- 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.
- 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.

Any incidents involving students on work placement activities will be reported to the placement organiser and Trust at the earliest possible opportunity.

⁶ 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. 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.

COVID-19 Addendum to H&S policy

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

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

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

The Headteacher will:

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

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

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

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

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

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

Ensure the school has an outbreak management plan outlining additional measures that may be required in the event of an outbreak in the school

All staff will:

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

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

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

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

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

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- Ensure good hygiene procedures are in place and in line with national guidance;
- Maintain appropriate cleaning regimes ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- Keep occupied spaces well ventilated.
- Follow public health advice on self-isolation and managing confirmed cases.
- Promote asymptomatic testing.

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