Health & Safety Policy

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Chair of Management Committee:	D Hughes
Reviewed by:	H Nash/ R Pieterse (HCC Policy adopted)
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Ratified by:	Management Committee
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Document Control/ Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
001	Risk Assessment Updated reference to BS 4163 minor amendment in 2022	July 2024
	Offsite Visits Made clearer that use of Evolve is recommended for all visits, should be ensured school are clear on how its used locally.	July 2024
	Monitoring Cross reference to App 10 included for premises compliance issues	July 2024
	First aid - AEDs Minor update to reflect DfE guidance and recommendation schools register AEDs nationally	July 2024
	Premises compliance Minor change to wording and links to GEMS and HCC trackers updated	July 2024
	Radioactive Sources Updated reference to L93 to reflect Sept 2022 minor revision	July 2024
	Asbestos Link to incident procedure added, made clearer that an annual review of asbestos management plan required as a minimum	July 2024
	Stress Minor change to risk assessment wording	July 2024
	Legionella Minor change to risk assessment wording, assessments to be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid.	July 2024
002	Reviewed, minor changes to wording.	19/09/2025

Contents

1. Introduction 4
2. Writing a Policy Statement 4
4. Further Information 5
5. HEALTH AND SAFETY POLICY 7
PART 1. STATEMENT OF INTENT 7
PART 2. ORGANISATION 7
PART 3. LOCAL ARRANGEMENTS 10
APPENDIX A – Risk Assessments 11
APPENDIX B – OFFSITE VISITS 12
APPENDIX C - HEALTH AND SAFETY MONITORING AND INSPECTION 13
APPENDIX D - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS 14
APPENDIX E - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT 15
APPENDIX F - FIRST AID AND MEDICATION 16
APPENDIX G - ACCIDENT REPORTING PROCEDURES 19
APPENDIX H - HEALTH AND SAFETY INFORMATION & TRAINING 21
APPENDIX I - PERSONAL SAFETY / LONE WORKING 22
APPENDIX J - PREMISES AND WORK EQUIPMENT 23
APPENDIX K - COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES) 25
APPENDIX L - ASBESTOS 26
APPENDIX M - CONTRACTORS 28
APPENDIX N – WORK AT HEIGHT 29
APPENDIX P - LIFTING AND HANDLING 30
APPENDIX Q - DISPLAY SCREEN EQUIPMENT (DSE) 31
APPENDIX R – MINIBUSES 33
APPENDIX S - STRESS / WELLBEING 34
APPENDIX T - LEGIONELLA 35
APPENDIX U - WORK RELATED LEARNING 36
APPENDIX V - INFECTION CONTROL 37

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

1. Introduction

This document provides a customisable template to assist schools in producing a written health and safety policy.

The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer, it's for the Governing Body / Board of Trustees of Foundation, VA and Academy[1] schools to determine whether to adopt such arrangements.

Schools should ensure the policy is customised to fit their individual circumstances.

Significant customisation will be required for those schools where the Local Authority (LA) is not the employer (VA, Foundation, Academy etc.).

2. Writing a Policy Statement

Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.

Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.

The safety policy should be signed and dated by the head teacher / chair of governors.[2]

The main points required in a Health and Safety Policy Statement are:

a. Part 1 Statement of Intent

Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

b. Part 2 Organisation (roles and responsibilities)

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Headteacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, School Business Managers, Site Managers, Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

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1 References to academies should be taken to include free and studio schools.

2 References to governors should be taken to mean whoever is responsible for fulfilling governance functions

It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

c. Part 3 Arrangements

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

DfE Health and Safety: advice for schools provides further information on areas for inclusion in a school health and safety policy.

Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.

It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. Premises, Resources etc).

Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years)

Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

4. Further Information

For further information and guidance contact: the Health and Safety Team Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

A summary of changes from the previous version of the model policy (V7 October 2019) is provided below.

UPDATES

Page number	Section	Details of change
August 2022 update		
P11	Risk assessment	Added retention of risk assessments for minimum of 5 years, any relevant risk assessments linked to pupil incidents to be retained for a minimum of 3 years after their 18th birthday
P13	Fire	Added that Fire risk assessments are to be undertaken by a competent person
P15	First aid	Footnote updated to reflect DfE defibrillator scheme
P17	Accidents	Schools should aim to report pupil / non-employee RIDDOR reportable incidents to the HSE within 10 days of the incident occurring.
P21	COSHH	Added that Records of exposure to hazardous substances in the workplace should be kept for up to 40 years
P25	Work at height	Updated link to LA455 Safe Use of Ladders and Stepladders –new guidance jointly produced by the Ladder Association and the Health and Safety Executive (HSE).
P27	Lettings	Hyperlink updated removed reference to COVID-19 supplementary conditions of hire
P28	Stress / wellbeing	Updated text and reference to DfE wellbeing Charter
P31	Infection Control	New section added, DfE H&S responsibilities and duties for schools suggests inclusion of 'proportionate control measures for health infections' within policy

5. HEALTH AND SAFETY POLICY

Stevenage Education Support Centre & North Herts Education Support Centre

PART 1. STATEMENT OF INTENT

The Governing Body of the Stevenage & North Herts ESCs will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under 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 reference copy is kept on a shared drive.

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.
Supporting Pupils with Medical Needs Policy

PART 2. ORGANISATION

As the employer the Local Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

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

Responsibilities of the Governing Body

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

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

A Health & Safety Governor [Iain Sillars] 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 Head(s) of Centre /School Business Manager(s) 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.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Head(s) of Centre

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Head(s) of Centre.

The Head(s) of Centre has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA 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 Head(s) of Centre may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Head(s) of Centre to the School Business Manager(s) whilst responsibility for overseeing Health and Safety in subject classrooms is delegated to individual subject staff.

Responsibilities of other staff holding posts of special responsibility

The Health and Safety Coordinator and School Business Manager(s) will:

- Apply the centre'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 or School Business 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.

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 Centre'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

Detailed information on the LA's expectations are provided in the Education Health and Safety Manual.

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Minibuses
Appendix 19	-	Stress
Appendix 20	-	Legionella
Appendix 21	-	Work Experience
Appendix 22	-	Infectious diseases

APPENDIX A – Risk Assessments

General Risk Assessments

The centre conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager(s) following guidance contained in the Education Health and Safety Manual and are approved by the Head(s) of Centre.
http://www.thegrid.org.uk/info/healthandsafety/manual.shtml

Risk assessments are available for all staff to view and are held centrally in P:\STAFF DOCUMENTS\Health and Safety\Risk Assessments (SESC) or T:\Shared Files\Policies and CDP (NHESC) 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.

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).

Individual Risk Assessments

Specific assessments relating to staff member(s) or student(s) are held on that individual's file and will be undertaken by the Head(s) of Centre, Assistant Headteacher(s) or School Business Manager(s). 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 subject teachers using the relevant codes of practice and model risk assessments detailed below.

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

All LA schools have a subscription to CLEAPSS and their publications are used 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:

- BS 4163:2021+A1:2002 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 2016' Association of PE 'AfPE' http://www.afpe.org.uk/

APPENDIX B – OFFSITE VISITS

HCC 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
Head(s) of Centre

HCC's policy for the management of Learning outside the classroom and offsite visits is available here https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml

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.

The use of Evolve is recommended for all visits. Evolve is used for the planning and approval of offsite visits, including transportation. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the Centre's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Head(s) of Centre for approval.

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

APPENDIX C - HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a 6 monthly basis and be undertaken / co-ordinated by Iain Sillars and the Health & Safety Coordinator.

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 Head(s) of Centre. Responsibility for following up items detailed in the safety inspection report will rest with Head(s) of Centre.

A named governor [Iain Sillars] will be involved in monitoring the Centre'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 in the Education Health and Safety Manual.

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

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX D - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head(s) of Centre is responsible for ensuring the centre's fire risk assessment is undertaken by a competent person and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Education Health and Safety Manual.

The fire risk assessment is located in the centre'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 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 centre's emergency response plan by the School Business Manager(s) and updated to the LA via Solero.

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)

Gas – Boiler room

Electric - Main Distribution Board in Boiler room

Water - Mains riser tap in Boiler room

Details of chemicals and flammable substances on site.
An inventory of these will be kept by the subject teachers as appropriate for consultation.

APPENDIX E - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Health & Safety Coordinator is responsible for ensuring that the centre'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 the reception office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Wednesday or Thursday at 12pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer. SESC - BJC; 01438 722900, NHESC – Essentials; 0844 800 5725.

A fire alarm maintenance contract is in place with BJC/Essentials and the system tested 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.

BJC/Essentials 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 BJC/Essentials.

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: SESC - BJC; 01438 722900, NHESC – Essentials; 0844 800 5725.

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 F - FIRST AID AND MEDICATION

The centre 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):

SESC – Heidi Nash (expires Jan 2027)

NHESC – Louise Carroll – April 2025 (expires May 2028)

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

SESC:

Heidi Nash (expires Jan 27)

Sarah Lockyer (July 25)

NHESC:

Louise Carroll (expires October 2027) - First Aid at Work trained

Lynne Brown (expires 04 September 2026)

Lisa Grose (expires 22 April 2028)

Claire Clarke (expires 04 September 2026)

Mel Allen (expires 22 April 2028)

Harry Laing (expires 22 April 2028)

Tracey Nicholson (expires 22 April 2028)

Zoe Saunders (expires 22 April 2028)

Jason Honey (expires 22 April 2028)

Christina Charalambou (expires 22 April 2028)

James Anson (expires 04 September 2026)

First aid qualifications remain valid for 3 years. Our Health and Safety Co-ordinator 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:

SESC	NHESC
Front Reception Office	Front Reception Offices
KS3 Staff Room	Staff Rooms
KS3 Cooking Room	Kitchens
KS4 Cooking Room	Construction Room
Construction Room	Centre Vehicles
Minibus	

The Health & Safety Coordinator is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

Front reception offices checked by The Health & Safety Coordinator weekly. Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

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 0845 4647) and, in the case of pupil with the parents/carers.

Hospital A&E department: 01438 314333; School Nurses: 01438 781404

Administration of medicines

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

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

The Reception Office staff are 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 office staff.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the reception office, refrigerated meds kept in clearly labelled container within staffroom fridge with access strictly controlled. All students 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 a cupboard in reception and clearly labelled.

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.

AEDs (automated external defibrillators) **ARE LOCATED IN THE OFFICES[3]:**

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

[3] See DfE guidance on AEDs defibrillator provided to all schools without one by end of 22/23 academic year.

IHCPs are in place for those students 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 enrols / on diagnosis being communicated to the school and will be reviewed annually by the Head(s) of Centre.

All staff are made aware of any relevant health care needs and copies of health care plans are available in student files.

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

APPENDIX G - ACCIDENT REPORTING PROCEDURES

Accidents to employees

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

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

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

A local accident book [kept in reception] is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- 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.

Student(s) 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 Executive Headteacher and Governing Body/ Health and Safety Governor. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Executive 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 students.

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

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

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX H - HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Centre has a health and safety link Governor who meets with the School Business Manager(s) and reports back to the Management Committee members.

The link Governor meets termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

Staff meetings are held weekly, 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 in the Education Health and Safety Manual, which is available for reference via the Grid.

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

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

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 and highlighted as part of the standard cycle of policy review.

Training records will be kept in staff personnel files and in the online Health & Safety records. The Head(s) of Centre 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 Head(s) of Centre 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 Head(s) of Centre / 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 I - PERSONAL SAFETY / LONE WORKING

The centre 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 Head(s) of Centre. The centre will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the centre's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in the centre. 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 Head(s) of Centre /their line manager and 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, e.g. for staff conducting home visits or if they are not attending the centre, some expected control measures would include: mobile phone contact, notifying a colleague of visit details, arrival, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Emergency contacts are the Head(s) of Centre, School Business Manager(s), Security and BJC/Essentials.

APPENDIX J - PREMISES AND WORK EQUIPMENT

All staff are required to report to the Head(s) of Centre 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 Head(s) of Centre 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.

Planned maintenance / inspection
Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors.

Oversight of premises compliance issues is the responsibility of the SBM(s) this is achieved by the use of the HCC compliance tracker.

Curriculum Areas
Subject teachers 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 the Head(s) of Centre.

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 Switched Electrical Ltd.

The School Business Manager(s) 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.

A fixed electrical installation test (fixed wire test) will be conducted by MJ Electrical Services Ltd (01704 893384) on a maximum of a 5 year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.
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 the Health and Safety Coordinator will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is also subject to an annual inspection.

APPENDIX K - COSHH (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) subject teachers are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.). In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Head(s) of Centre.

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.

Where persons may be affected by their use on site, the Head(s) of Centre 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*).

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

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

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in 'Managing Ionising radiations and Radioactive substances in schools and colleges' November 2019 Edition (minor revisions Sept 2022).

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science;
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC;
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Science teacher.

APPENDIX L - ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The centre's most recent asbestos management survey was conducted in September 2019(SESC) and in January 2015 (NHESC).

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

The Head(s) of Centre 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 centre's asbestos authorising officers and the area immediately evacuated and closed / locked off. The school has a incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf)

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The centre's asbestos authorising officers are The School Business Manager(s) and the Health and Safety Coordinator. 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 centre staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Head(s) of Centre / 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) as part of the school's asbestos management plan.
- 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 centre's asbestos management plan is kept up to date, reviewed at least annually 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 M - CONTRACTORS

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

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

The Centre Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students 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 centre undertakes projects direct, the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Head(s) of Centre/School Business Manager(s) on the centre'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 centre 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 http://www.thegrid.org.uk/info/premises/property.shtml

When considering the appointment of contractors outside of Hertfordshire frameworks the School Business Manager(s) or Health and Safety Coordinator will undertake appropriate competency checks prior to engaging a contractor.

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 centre, 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 N – 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. See also LA455 - The Ladder Association

The establishments nominated person(s) responsible for work at height is (are) the Health and Safety Coordinator (SESC) and Jason Honey & Daryl Smith (NHESC).

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.

All staff are to check the condition of the stepladder against the inspection sheet in the storage cupboard before use.

Staff need to advise the centre office of the use of the stepladder before use including where and what for.

APPENDIX P - 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 Head(s) of Centre 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 students 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 students 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 Q - 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

APPENDIX R – 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. Staff on duty at the beginning of the day and reception office monitor all vehicles coming onto site and leaving.

APPENDIX R – MINIBUSES

The Centre Business Manager(s) maintain(s) 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 the HR Administrator 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.

The Health and Safety Coordinator is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows County Guidance.

[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 S - STRESS / WELLBEING

The centre and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the HSE management standards

The centre will

- demonstrate good practice through a step-by-step risk assessment approach ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The Centre's wellbeing / mental health lead[6] is Amy Sawyer

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.
Education staff wellbeing charter - GOV.UK (www.gov.uk)

Systems are 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, access / referral to Occupational Health etc.

[6] **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to access and apply for your grant. senior mental health training lead guidance.
This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health

APPENDIX T - LEGIONELLA

A water risk assessment of the school has been completed by Nemco Utilities (SESC), BISON (NHESC); and the Health and Safety Coordinator is responsible for ensuring that the identified operational controls are being conducted and recorded in the centre'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.

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 and tank water temperature recorded.

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

APPENDIX U - WORK RELATED LEARNING

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 centre retains a duty of care for all students undertaking such activities.
The Assistant Headteachers/ Pastoral Lead (NHESC) are 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 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)[7]
- 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 / school employer at the earliest possible opportunity.

[7] 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.

APPENDIX V - INFECTION CONTROL

1 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.
6
7 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

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' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever