



# **Windhill Academy Trust**

## **HEALTH AND SAFETY POLICY**

### **Policy Review**

The policy was last reviewed and approved by the Resources Committee on 6<sup>th</sup> November 2023.

It will next be reviewed in Autumn 2024 or sooner, if required.

## **PART 1. STATEMENT OF INTENT**

The Governing Board of Windhill21 will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept on the shared (T:/ drive.]

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

This policy statement supplements:

- Learning Outside the Classroom and Offsite Visits Policy
- Staff Stress Management Policy
- Minibus Policy
- Policy for Administering Medication
- Lettings Policy

## UPDATES

Page number	Section	Details of change
<b>April 2022 update</b>		
P11	Risk assessment	Updated reference to BS 4163 (Health and safety for design and technology in schools) a new standard was published on 31 <sup>st</sup> October 2021
	Addendum to H&S policy for COVID-19	Removal of pages 32/33 overarching statement on management of COVID risks
<b>August 2021 update</b>		
	Throughout	Hyperlinks to Grid updated. References to the Education H&S manual replaced with links to H&S pages of the Grid
P6	Organisation	Reference to HSE Managing for H&S HSG 65 (Plan, Do Check, Act) added
P11	Risk assessment	Updated link to 2020 version of Safe Practice in Physical Education, School Sport and Physical Activity.
P16	First Aid	NHS Direct number (111) added
P19	Consultation	Additional line added to reflect employees will be consulted on H&S matters.
P22	COSHH	Additional line on PPE for staff added
P28	Hire/lettings	Section updated
P30	School swimming	Updated hyperlinks added Swimming teaching qualification details added.
P32	Addendum to H&S policy for COVID-19	Text amended to reflect current DfE guidance and Step 4 of roadmap
<b>March 2021 update</b>		
P33	Addendum to H&S policy for COVID-19	Overarching statement on management of COVID risks updated in line with the revised DfE guidance from March 8 <sup>th</sup> 2021
<b>September 2020 update</b>		
P24	COSHH	Updated link to CLEAPSS document L93 Managing radioactive sources in schools Nov 2019
P31	School Swimming	Links to Swim England and PWTAG inserted
P33	Addendum to H&S policy for COVID-19	Overarching statement added as addendum to model policy in recognition of current circumstances due to COVID -19
<b>September 2022 update</b>		
	Risk Assessments	Updated reference to BS 4163 (Health and safety for design and technology in schools) a new standard was published on 31 <sup>st</sup> October 2021.
	Addendum to H&S policy for COVID-19	Addendum to H&S policy for COVID-19 - Removal of pages 32/33 overarching statement on management of COVID risks.
	H & S Governor	Updated

## **PART 2. ORGANISATION**

As the employer, the responsibility for health and safety rests with the Governing Board. Duties and responsibilities have been assigned to staff and governors as detailed below.

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

### **Responsibilities of the Governing Board**

The Governing Board 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 Local Authority's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](http://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 (Greg Foreman) 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 Board.

The Governing Board will receive regular reports from the Executive Headteacher and/or the School Business Leader in order to enable them to provide and prioritise resources for health and safety issues.

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

As the employer, the Governing Board currently purchases the services of the Hertfordshire County Council's Health and Safety Team (telephone: 01992 556478 and email: [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)) to provide competent health and safety advice as required by the Health and Safety at Work etc Act 1974.

### **Responsibilities of the Executive Headteacher**

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

The Executive Headteacher has responsibility for:

- Co-operating with the LA and Governing Board 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 Board on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable

condition.

- Reporting to the Governing Board 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 Executive Headteacher may choose to delegate certain tasks to other members of staff.**

The task of overseeing health and safety on the site has been delegated by the Executive Headteacher to the School Business Leader.

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

The School Business Leader will:

- Apply the school's health and safety policy to their own 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 Executive Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report and 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.
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### **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.

Early Birds, Night Owls and Appletree Pre School are based on the school site, providing out of school care services and a pre-school setting. The day to day management of health and safety within the organisation is the responsibility of Hayley Lynskey (Owner).

### **PART 3. LOCAL ARRANGEMENTS**

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

The following list of arrangements covers the key elements of the Health and Safety policy. Reference should be made to the County's Education Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

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	-	Minibus
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	School Swimming
Appendix 23	-	Lockdown

## RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Leader and Premises Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Executive Headteacher.

Risk assessments are available for all staff to view and are held centrally on the shared T:/ drive. 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 line manager or class teacher. Such risk assessments will be reviewed on a regular basis.

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

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the class teacher in consultation with the Executive Headteacher, using the relevant codes of practice and model risk assessments detailed below.

Whenever a new activity is adopted or developed all activities are checked against these and significant findings incorporated into lesson plans.

In addition to the generic/model risk assessments available on the Hertfordshire Grid for Learning, the following publications are used as sources of model risk assessments, as appropriate:

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



<b>OFFSITE VISITS</b>
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The Academy follows the Outdoor Education Advisory Panel's (OEAP) [national guidance](https://oeapng.info/) 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](#)

[Executive Headteacher](#)

See HCC's policy for the [management of Learning outside the classroom and offsite visits](#)

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 will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (**Deborah Mills, School Business Leader**) who will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Executive Headteacher.

Staff should refer to the School's Learning Outside the Classroom & Off Site Visits Policy when planning visits.

<p><b>HEALTH AND SAFETY MONITORING AND INSPECTION</b></p>
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A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Premises Manager and School Business Leader.

The person(s) undertaking inspection will complete a report in writing and submit this to the Resources Committee. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager and School Business Leader.

A named governor (Greg Foreman) 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 Resources Committee and full Governing Board 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.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Executive 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 in the risk assessment file in the School Business Leader's office, in the school's fire logbook and a copy is found on the shared T:// drive. It will be reviewed on an annual basis.

### Emergency Procedures

Fire, lock-down and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom and communal area. 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 by the School Business Leader and are passed to the local Police use in an emergency.

### Fire Drills

Fire drills will be undertaken termly and results recorded by the Executive Headteacher in the fire drill log kept on the shared T:// drive on the school server.

### 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.

### Lock-down

Details of the lock-down procedure can be found in appendix 24.

### Details of service isolation points

Gas	– gas meter cupboard outside opposite entrance to kitchen
Water	– stop cock in new boiler house for KS1 building
	- stop cock in old boiler house for KS2 building
Electricity	– switch room in KS1 corridor

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

An inventory of these will be kept by the Premises Manager as appropriate, for consultation.  
(See COSHH Appendix 11)

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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The Premises Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the Premises Office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday afternoons after 4pm. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer – PHF Fire Ltd, 01279 659125

A fire alarm maintenance contract is in place with PHF Fire Ltd and the system tested every six months by them.

**FIRE FIGHTING EQUIPMENT**

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

PHF Fire Ltd 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 PHF Fire Ltd.

**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 PHF Fire Ltd.

**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.

<b>FIRST AID AND MEDICATION</b>
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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).

First Aid at Work	
Rebecca Gill	
Paediatric First Aid	
Rachel Sammut	
Sarah Watson-Clark	
Lindsay Matthews	
Hana Conlan	
Rachel Kemmish	
Sarah McGrath	
Victoria Hooper	
Tony Wong	
Chloe Richardson	
Wendy Rogers	
First Responder	
Hannah Hobin	

First aid qualifications remain valid for 3 years. The School Business Leader will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

- All classrooms
- First aid cupboard off the Learning Zone
- Main reception

Celina Sharma and Helen Nichols (Teaching Assistants) are responsible for regularly checking (at least termly) that the contents of first aid boxes, including travel kits and those in vehicles are complete and replenished as necessary.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED):**

The AED is located in the reception by the main entrance to the school. The Premises Manager checks the AED on a monthly basis.

**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 NHS Health Service helpline and, in the case of pupil with the parents/carers.

School Health Nurses:	01279 827909
H & E Hospital (Minor Injuries Unit):	01279 655191
Princess Alexandra Hospital (Harlow):	01279 444455
NHS 111 (non-emergencies):	111

### **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.

All medication will be administered to pupils in accordance with the DfE document

The admin 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 in the files in the main first aid cupboard.

All non-emergency medication kept in school is securely stored in the staffroom and refrigerated medication is kept in clearly labelled container within fridge in the staff room or EYFS kitchen with access strictly controlled. All pupils know how to access their medication, as appropriate. 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 the first aid cupboards in the classrooms and clearly labelled.

The Academy has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

### **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/carers, 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 the SENCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the pupils file in the classroom and on Arbor.

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

<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

Employees must report all accidents, violent incidents and near misses. All **significant accidents** (to employees and visitors) are recorded using the online accident reporting system hosted on Solero via the Hertfordshire Grid for Learning.

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 form 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.

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

A local accident form, kept in the first aid cupboard, is used to record all minor incidents to non-employees. More significant incidents (as detailed below) must also be recorded 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.

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

Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Board as necessary.

The Executive Headteacher 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.

**All Accidents**

All major incidents will be reported to the Executive Headteacher and the Resources Committee. Accidents will be monitored for trends and a report made to the Governing Board as necessary.

The Executive Headteacher 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 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 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



<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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### **Consultation**

The Resources Committee of the Governing Board meets at least termly to discuss health, safety and welfare issues affecting staff, pupils and visitors. Action points from meetings are brought forward for review by school management.

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

The Resources Committee meets 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 school does not currently have a trade union appointed safety representative on the staff.

Staff meetings are held 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 the staff room.

The Governing Board, as the employer, provides access to competent health and safety advice via HCC's Health and Safety Team 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 via staff meetings and via email and highlighted as part of the standard cycle of policy review.

Training records will be kept on the training log kept on the shared O:// drive. The School Business Leader 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 Executive 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 Executive Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

<b>PERSONAL SAFETY / LONE WORKING</b>
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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 Executive 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 Executive Headteacher or School Business Leader 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.

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. The Academy uses an out of hours key-holder service (Arena Security Ltd) who will attend any emergency call outs.

<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report any problems found with the premises or plant/equipment to the Premises Manager. 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 Premises Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is 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 the Premises Office. (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**

Subject leads 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 Premises Manager.

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

All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by a qualified contractor and the inspection and testing will be carried out every two years. The Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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 on a 5 year cycle. 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 Premises Manager will conduct and record a formal termly inspection of the equipment. PE and outdoor play equipment is subject to an annual inspection

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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 leaders 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 persons responsible for substances hazardous to health are the Premises Manager and Premises Assistant.

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.

No smoking (including vaping/eCigarettes) is permitted on the school site.

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

ASBESTOS
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An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in Summer 2012

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

The Executive 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 HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are:

Deborah Mills (School Business Leader)  
 Philippa Moore (Executive Headteacher)  
 Liam Mullen (Premises Manager)

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 Executive 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 recorded in the asbestos log.

- 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.

<b>CONTRACTORS</b>
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All contractors used by the Academy shall ensure compliance with relevant health and safety legislation, guidance and good practice.

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

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

**School managed projects**

The [Construction \(Design and Management\) Regulations 2015](#)<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct, the Governing Board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the School Business Leader 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 Business Leader and/or Premises Manager undertakes 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.

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<sup>1</sup> 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.

<b>WORK AT HEIGHT</b>
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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. premises staff, ICT technician etc.

The establishments nominated person responsible for work at height is Liam Mullen, Premises Manager.

The nominated person 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.



<b>LIFTING AND HANDLING</b>
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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 Premises Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

**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.

<b>DISPLAY SCREEN EQUIPMENT (DSE)</b>
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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](#)

<b>VEHICLES ON SITE</b>
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Vehicular access and car park at the Scott Road entrance to the school is restricted to school staff, deliveries, Out of School Care Club staff and visitors only. It is not for general use by parents / guardians when bringing children to school or collecting them (with the exception of those requiring disabled access to the school).

Vehicular access and car park at the Windhill entrance to the school is restricted to school staff, Out of School Care Club staff and visitors only. It is not for general use by parents / guardians when bringing children to school or collecting them.

The Scott Road main vehicle gates are automatic and are kept open for short periods throughout the day to allow staff access in the morning before 8am and access to hirers from 5.30pm as appropriate. Access is via an intercom system.

The Scott Road pedestrian gate is automatic and is kept locked from 9am until 2.45pm and is only opened for a short time during the day to allow parents to drop off and collect children from Nursery.

The low gate by the cycle shelter is locked from 9am until 2.45pm every day. Parents and visitors use the Scott Road entrance to access the site during the times when this gate is locked.

The Windhill main vehicle gates are automatic and are kept closed at all times. Access is via an intercom system.

The Windhill pedestrian gates remain open throughout the day to allow access to Little Squirrels Family Centre and to the school before 9am and after 2.45pm each day.

The Family Centre and parent's pedestrian access shall be kept clear of vehicles.

The access from the road at both entrances shall be kept clear for emergency vehicles.

A vehicle access and car parks risk assessment is in place.

<p><b>LETTINGS / SHARED USE OF PREMISES</b></p>
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Lettings are managed by the School Business Leader in accordance with the Academy's Lettings Policy.

<b>MINIBUS</b>
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The School Business Leader 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.

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to the School Business Leader 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 minibus permit (valid for 5 years).

The Premises Manager is responsible for undertaking regular checks on the vehicles and the schools operation of the school minibus in accordance with the School Minibus Policy.

<b>STRESS / WELLBEING</b>
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The Academy and Governing Board are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The Academy and Governing Body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

The school responds to individual concerns and monitors staff workloads through:

- performance management and appraisal
- mentoring
- staff are able to speak to Executive Headteacher / senior leaders

The school participates in the Employee Assistance Programme linked to the School's staff absence insurance policy with The Education Broker.

Please refer to the Academy's Staff Stress Management Policy for further information.

<b>LEGIONELLA</b>
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A water risk assessment of the school has been completed on Feb 2022 by Primec Ltd. The Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed 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).

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

Water sampling for bacteria is undertaken on an annual basis.

<b>SCHOOL SWIMMING</b>
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These sessions 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

Executive 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.

The Executive Headteacher will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.



<b>LOCKDOWN</b>
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Lockdown procedures should be seen as a sensible and proportionate response to any internal or external incident which has the potential to pose a threat to the safety of staff and pupils of the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors. It is of vital importance that the procedures are familiar to all members of staff and pupils, therefore a lockdown drill will be undertaken at least once per year.

Lockdown procedures may be activated in response to any number of situations, but some more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a threat to staff, pupils and visitors in the school);
- An intruder on the site or an aggressive parent/carer who is attempting to enter the school/children's centre or is behaving inappropriately (with the potential to pose a threat to staff, pupils and any visitors in the school);
- A warning regarding a local risk of air pollution e.g. smoke plume or gas cloud;
- A major fire in the vicinity of the school site;
- The close proximity of a dangerous dog roaming loose.

Staff, pupils and visitors should follow these procedures in the event of a lockdown situation

<b>SIGNALS</b>	
Signal for lockdown	<ul style="list-style-type: none"> <li>• Staff to alert the main office, of danger via internal telephones (all call system), air horns, SENSO message system (on PCs &amp; laptops) or face to face, as applicable.</li> </ul> <p>Airhorns: three short blasts on air horns located in the following locations:</p> <ul style="list-style-type: none"> <li>- Main school office</li> <li>- Learning Zone (by First Aid Cupboard)</li> <li>- Tea bar</li> <li>- Year 2</li> <li>- Mobile classrooms</li> </ul> <p>Telephones: From any handset in school dial *12# and then after a few seconds you can lift the receiver and say the announcement. Hang up the handset to end the page</p> <p>SENSO Message System: As per instructions circulated to all staff and in staff handbook.</p>
Signal for all clear	<ul style="list-style-type: none"> <li>• Three short blasts on air horns</li> <li>• Phone announcement</li> <li>• SENSO message</li> </ul>

LOCKDOWN	
From the playgrounds, field and forest – break/outside learning and lunch times	<ul style="list-style-type: none"> <li>• Staff to blow the whistle once and alert the main office of danger. A member of the admin staff will activate lockdown signal;</li> <li>• Pupils, staff and visitors will evacuate the playgrounds, field, gardens and Forest as quickly as possible (assuming it is safe to do so), entering the school by the nearest door and walk quietly to the nearest classroom/activity room.</li> </ul>
In class during lessons	<p>Staff to follow the procedures below:</p> <ul style="list-style-type: none"> <li>• Staff member to activate lockdown signal;</li> <li>• Ensure all pupils, staff and visitors are inside the school building;</li> <li>• Lock/secure entrance points to prevent an intruder entering the building to include external doors, fire doors, internal doors and windows;</li> <li>• Check corridors and toilets;</li> <li>• Alert SLT/admin team of any missing pupils/staff;</li> <li>• SLT to investigate;</li> <li>• Staff, pupils and visitors to sit under their desks and/or tables;</li> <li>• Staff to close blinds and ensure everyone is kept away from the windows and doors;</li> <li>• Admin staff to contact Emergency Services asap;</li> <li>• Consider an exit point in case an intruder gains access to the building;</li> <li>• If it is necessary to evacuate the building, the fire alarm will be activated and the usual evacuation procedure will take place;</li> <li>• Parents will be notified as soon as it is practicable/appropriate via Arbor once guidance has been received from the emergency services. Pupils will not be released to parents during a lockdown situation;</li> <li>• Pupil, staff and visitors to remain inside the building until the all clear signal has been activated;</li> <li>• Once the incident has been assessed as safe, all classrooms and activity rooms will be contacted either face to face or by telephone/walkie talkie and informed that the situation is under control and the class can resume normal activities.</li> </ul>
COMMUNICATION	
Communication will be maintained by use of internal phones and/or personal mobiles.	
<b>PLEASE REMAIN CALM AT ALL TIMES</b>	

COVID-19
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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 Executive 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 Executive 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.