Bernards Heath Infant and Nursery School

Health and Safety Policy

Review in line with Supporting Children with Medical Needs Policy

Review Date:	September 2025
Next Review Date:	September 2026
Reviewed by:	Hannah Rimmer

PART 1. STATEMENT OF INTENT

The Governing Body of Bernards Heath Infant and Nursery School 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 all members of staff. A reference copy is kept on the X-drive or can be requested in paper version via a member of the admin team.

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.
Offsite Visits Policy,
Supporting Children with Medical Needs Policy
Therapeutic Thinking (Behaviour) Policy

Freya Loftus **Chair of Governors**	Hannah Rimmer **Head teacher**
Signed:	Signed:
September 2025	September 2025

PART 2. ORGANISATION

As the employer the Local Authority (LA) has overall responsibility for Health and Safety in our school.

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

Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the Hertfordshire Grid and follow the HSE's 'Managing for health and safety' (HSG65) (hse.gov.uk), namely:

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

Our Health & Safety Governor is **Dan Knight**. They receive relevant information, monitor the implementation of policies and procedures and feedback health and safety issues and identified actions to the Governing Body.

The Governing Body will receive regular reports from the Headteacher or any other nominated members of staff in order to enable them to provide and prioritise resources for health and safety issues.

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

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

Responsibilities of the Headteacher

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 Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring that 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 teacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated to the Premises Manager Barry Desborough. The premises manager, in partnership with the head and Governors will:

- 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.

All staff will:

- Apply the school's health and safety policy to their own area of work.
- Ensure they 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 colleagues as appropriate.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head or Premises 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 any defects or items that need attention.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with the head teacher 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 the head teacher or premises 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 Health and safety - Hertfordshire Grid for Learning (thegrid.org.uk).

Appendix 1 - Risk Assessments
Appendix 2 - Offsite visits
Appendix 3 - Health and Safety Monitoring and Inspections
Appendix 4 - Fire Evacuation and other Emergency Arrangements
Appendix 5 - Inspection/Maintenance of Emergency 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 - Lifting and Handling
Appendix 16 - Display Screen Equipment
Appendix 17 - Vehicles on site
Appendix 18 - Lettings/ Shared use of Premises
Appendix 19 - Stress/Wellbeing
Appendix 20 - Legionella

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Barry Desborough, premises manager following guidance contained in the Health and Safety Pages on the Grid and are approved by the Head teacher.

Risk assessments are available for all staff to view and are held centrally in the staff room in a shared folder (red situated by the diary in the staff room) these assessments are 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 children are held on that individual's file (paper for staff and electronic for children) and will be undertaken in partnership with the head teacher. Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by subject/ year group leaders using the relevant codes of practice and model risk assessments detailed below.
Curriculum activities are checked against these and significant findings incorporated into texts in daily use.

All LA schools have a subscription to CLEAPSS and their publications may be used as sources of model risk assessment within Science, Art and DT.

- 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 may be used within the school as sources of model risk assessments:

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN ISBN 978-0-86357-426-9]
- Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' http://www.afpe.org.uk/]

APPENDIX 2

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
Headteacher

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.

The member of staff planning the trip (visit leader) will read the offsite visit policy and submit all relevant paperwork and risk assessments relating to the visit to the school's Educational Visits Co-ordinator(s) (EVC) Hannah Rimmer/Isabel Parfitt who will check the documentation and planning of the trip and if acceptable will give approval. Visit planning is usually done using Evolve, the LA recommended online notification and approvals system. Staff must use the appendix to the offsite visits policy to check their visit meets the expectations outlined by the school.

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

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by Barry Desborough, Premises Manager. A premises report is shared with governors.

Inspections of individual classrooms will be carried out by teachers as they set up their learning environment each day.

Responsibility for following up items detailed in any safety inspection report will rest with Barry Desborough, Premises Manager.

Dan Knight will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the Health and Safety pages 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 head teacher 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 Health and Safety pages on the Grid

The fire risk assessment is located in the school's fire book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are kept on the X-drive for reference and are displayed in each classroom/shared area of the school next to the external door. These procedures are reviewed annually and are made available to all staff as part of the school's induction process. This training is supported by (at least) 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 displayed with fire evacuation procedures.

The school has arrangements in place for the evacuation of people with specific needs and where required a member of the leadership team is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by Hannah Rimmer, head teacher and updated to the LA via Solero.

Fire Drills

- Fire drills will be undertaken (at least) 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.

Details of service isolation points (i.e. gas, water, electricity) are displayed in the School Office and Nursery building.

Details of chemicals and flammable substances on site.
An inventory of these is kept by Barry Desborough Premises Manager as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Barry Desborough is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in Premises Manager's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur daily at 8.39am.
Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Clymac - 01509232651
A fire alarm maintenance contract is in place with Chubb 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.
Chubb undertakes an annual maintenance service of all firefighting equipment.
Defective equipment or extinguishers that need recharging are taken out of service and reported direct to Chubb.

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 Clymac.

MEANS OF ESCAPE

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

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified qualified 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 (3days/18hrs):
Names/date of training:
Jessica Kingham - Summer 2023
Jo Hansler – Spring 2025
Angie Sinnott – Spring 2025

TRAINED TO EMERGENCY AID LEVEL (1day/6 hrs):
Individual certificates are available in a folder in the staff room.

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2days/12 hrs):
Individual certificates are available in a folder in the staff room (an A3 photo card shows the faces of Paediatric First Aiders.) There is always at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

First aid qualifications remain valid for 3 years. Jessica Kingham/Jo Hansler in partnership with Hannah Rimmer 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:
Medical Room, Clarence Class (Foundation Stage 2) and Heath Class (Foundation Stage 1).

Jo Hansler is responsible for regularly checking (at the start of every month) that the contents of first aid boxes including travel kits, medical room stock and any other supplies are complete and replenished as necessary.

DEFIBRILATORS ARE LOCATED AT THE FOLLOWING POINTS:
Verulam Class.
In the main entrance hall, outside the medical room, to the left of the hall doors.

Barry Desborough is responsible for a weekly battery check. We are part of 'The Circuit' so our machines are available for community use during our opening times.

Transport to hospital: Where a first aider considers it necessary, an injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and with the parents/carers in the case of a child.

School Nurse: 0300 123 7572

Administration of medicines

All medication will be administered to pupils in accordance with our policy 'Supporting Children with Medical Needs.'

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

Jo Hansler is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. She will liaise with class teachers to ensure that if a child requires medication this is present on the first day of a new term.

Records of administration will be kept up to date by Jo Hansler.

All medication kept in school complies with school policy and is securely stored with access strictly controlled. Under no circumstances will medication be kept in first aid boxes.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, it will be kept in their classroom and will be clearly labelled and accessible. EpiPens/Jext Pens are stored in the staff room, in an unlocked cupboard in a box with their photo and name clearly displayed on it.

The school have chosen to hold an emergency Adrenaline Auto Injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.
In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

Individual Health Care Plans (IHCP)
Parents / carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication. Parents / carers are invited to complete an online healthcare form in partnership with Jo Hansler.

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

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/on admission to school/on diagnosis being communicated to the school and will be reviewed annually by Jo Hansler in conjunction with the parent/carer.

All staff are made aware of any relevant health care needs and copies of health care plans are available in a green shared folder in the prescribed medicines cupboard in the staff room.

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

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

A local accident book in the medical room 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.

Child minor injury reports are to be retained for a minimum of 3 years after the date of the injury.

All Accidents

All major incidents will be reported to the Head teacher and the Governing Body/ Health and Safety Governor.

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

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

Reporting to the Health and Safety Executive (HSE)

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

Incidents involving a fatality or major injury (to employees, see specified reportable injuries from HSE) 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

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

The full governing body discuss health, safety and welfare issues affecting staff, pupils or visitors termly. Action points from meetings are brought forward for review by school management.
The appointed Safety Representative on the staff is Barry Desborough.

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the Health and Safety pages on the Grid.

The Health and Safety Law poster is displayed in the staff room.

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.)
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff via email or in staff meetings and highlighted as part of the standard cycle of policy review.

Induction training dates will be kept in personnel files, a list of who has received training will be retained by the Head teacher.
The Head teacher, in partnership with the premises manager, is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Head teacher'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.

PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the Head teacher. 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 or using power tools) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Head teacher.

Where lone working cannot be avoided (For example locking up after Meetings and Childcare, working during the holidays) staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. Key holders must alert the key holders WhatsApp group when they arrive and leave the site.

School staff responding to call outs

When the alarm is triggered key holders will be notified. They must silence the alarm and it will re-set. If it is triggered a second time then the non-emergency police will be notified by calling 101. Staff are not expected to attend an alarm call out in person alone.

PREMISES AND WORK EQUIPMENT

All staff are required to report to Barry Desborough 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.

Barry Desborough 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 listed here: the buffing machine (other equipment solely used by the premises manager is locked away).

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 by Barry Desborough.

Electrical Safety
The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).
All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged /defective equipment must not be used and will be reported to Barry Desborough.

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 Barry Desborough annually in May.

Serena Davies is responsible for keeping the asset register up to date of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

An electrical installation condition report (fixed wire test) will be conducted on a 5 year cycle. Records of these inspections and certification will be maintained by Barry Desborough and remedial works arising acted upon in a timely manner.

PE and 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 Barry Desborough will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by a competent person, the school uses T&B – education workshop division.

FLAMMABLE AND HAZARDOUS SUBSTANCES (COSHH)

Every attempt will be made to avoid, or choose the least harmful, substances which falls 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 person(s) responsible for substances hazardous to health is Barry Desborough.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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, Barry Desborough 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*).

APPENDIX 12

ASBESTOS

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, asbestos log (including school plans, asbestos survey data, site-specific register and management plan) is held a yellow folder in the main school office.

The Head teacher 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.

The school's asbestos authorising officers are Barry Desborough, Hannah Rimmer and Jessica Kingham - refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers 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 Head teacher / 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, 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.

CONTRACTORS

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

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

Barry Desborough 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[1] applies to all building, demolition, repair and maintenance or refurbishment work.

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

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

[1] 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.

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely used items are stored there.
When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.
Basic instruction is provided to all staff who use ladders / stepladders, see http://www.hse.gov.uk/pubns/indg455.htm.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, ICT technician etc..

The establishment's nominated person(s) responsible for work at height is Barry Desborough.

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.

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 Barry Desborough 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 – only to move children to make an area safe, only using open mittens and always narrating to a child what is happening.

Any additional plans for moving and handling of children will be risk assessed and recorded by a competent member of staff.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

Advice on the use of DSE is available in the Health and Safety pages on the Grid.

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. Parents/carers are able to use the car park to collect children from Bernards Heath childcare from 5pm onwards.

Access to the school car park/playground must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided – with key codes for entry and exit.
A risk assessment is in place for vehicles onsite.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Jessica Kingham following HCC guidance. They ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

Relevant public liability cover must be in place and checked by the school (£5,000,000).

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

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

All lettings will be in line with the schools' Letting Policy.

APPENDIX 19

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.
Systems in place within the school for responding to individual concerns and monitoring staff workloads include: Induction – who to talk to when there are questions/problems, appraisal, mentoring, and membership of SAS Healthcare.
Governors conduct staff voice surveys where staff contribute anonymously to a series of questions. The outcomes of the survey are discussed with the leadership team and actions are agreed.
Risk assessments will be used to demonstrate support in place and this will be written and reviewed in partnership with the staff member.

APPENDIX 20

LEGIONELLA

A water risk assessment of the school has been completed on October 2023 by SALVUM. Barry Desborough, Premise Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed on a regular cycle and particularly when 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;

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

APPENDIX 21

INFECTION CONTROL

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

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

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.