

Hertfordshire County Council

Children, Schools and Families

Model Policies for Schools

Model Health and Safety Policy for Schools

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HEALTH AND SAFETY POLICY

Dewhurst St Mary C of E Primary School

'Dewhurst St Mary C of E is committed to nurturing learners who think creatively and achieve their potential reflecting our core values of independence, confidence and respect.'

Dream Believe Achieve

PART 1. STATEMENT OF INTENT

The Governing Body of Dewhurst St Mary C of E Primary 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 establishment's organisation and its 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 and a reference copy is kept in the staff room and on the school network.

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

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#).

Chris Robinson

Sue J Wilcox

Chris Robinson **Chair of Governors**

Sue Wilcox **Headteacher**

November 2016

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PART 2. ORGANISATION

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

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (CSF, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of HCC policy and procedures.

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.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

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;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- 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.
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with HCC policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the head to the Site manager.

Within departments this task is further delegated to the relevant subject Co-ordinator.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the head any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they 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.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 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. ARRANGEMENTS

Detailed information on HCC expectations is given in the [Education Health and Safety Manual](#).

The following list of arrangements covers the key elements of a Health and Safety policy.

- 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 - Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles on Site
- Appendix 18 - Lettings
- Appendix 19 - Security
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Missing Child

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by Natalie Ranson following guidance contained in the [Education Health and Safety Manual](#) and are approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally in Staff Room.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the Headteacher..

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Subject Co-ordinators using the relevant codes of practice and model risk assessments developed by national bodies.

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

All LA schools have a subscription to CLEAPSS and in science and DT their publications¹ can be used as sources of model risk assessment.

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

Make it safe (5th edition) NAAIDT
Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001.

National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>

'Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
<http://www.afpe.org.uk/>

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

OFFSITE VISITS

All offsite visits will be planned following guidance contained in the [Hertfordshire County Council Children, Schools and Families Offsite Visits Manual](#)

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, participants names etc. will be attached electronically as required. (To be implemented Spring 2013)

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(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken by Fred Dearing and H&S Governor.

The person(s) undertaking such inspections will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor will be involved in an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

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

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in the Fire Safety Log book in cabinet in Reception office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishments induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by The Headteacher and updated via Solero upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

Fire Fighting

- 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 fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

- **Details of service isolation points** (i.e. gas, water, electricity)

Service	Location	Key No.
GAS	Storage cupboard next to main gates	5
	Inside the entrance to Victorian Building (high left)	32
ELECTRICITY	Electrical intake cupboard opposite the entrance	4

	to the Dining Hall	
WATER	VICTORIAN BUILDING: Right hand corner of boiler room, behind blue Vessel	23
	KITCHEN: Underneath stainless steel bench between the 2 pairs of stainless steel sinks	21
	MAIN BUILDING: In the cleaners cupboard underneath the sink	14
	MOBILE CLASSROOM: In the store room	9

- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the site manager as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by site manager and a record kept in the fire log book. This test will occur on 10.00 am on Thursdays

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb 0844 879 1666

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

INSPECTION OF FIRE FIGHTING EQUIPMENT

Chubb undertakes an annual maintenance service of all fire fighting equipment. Weekly Fred Dearing checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb 0844 879 1666

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by Fred Dearing and annually by Plowright Hinton 01707 336 969

Test records are located in the site's fire log book.

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Welfare room, Hall and all classrooms.

Sandra Cox is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

TRAINED TO EMERGENCY AID LEVEL (6 hr):

Most Staff – List in School Office

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

Ashleigh Bunnett
Sharon Garwood
Stacey Cox
George Lovell
Lisa Chorley

Senior members of staff are available at break/lunchtimes if advice and support is required.

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

School Nurse – Waltham Cross Clinic 01992 818500

Chase Farm A&E, Enfield 0208 216 5003

Princess Alexander, Harlow A&E 01279 827 000

NHS 0845 46 47

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["Managing Medicines in Schools and Early Years Settings"](#)

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by Sandra Cox. No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in school office with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., inhalers will be kept in classrooms and other medication in the office and clearly labelled.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc)

These plans are reviewed annually by Sandra Cox and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

Urinating and bowel management

Spare clothing may be available in the welfare room. If possible the child should clean themselves and change in private, in a toilet. If the child is unable to clean themselves, their parents or other emergency contact should be contacted. Staff are advised NOT to try to clean the child themselves. If there is no alternative, 2 members of staff should be present to ensure everyone's safety.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant County Council forms.

Copies of these forms are available electronically in the school office

- All minor accidents to pupils are recorded electronically in the welfare room. Head injuries are recorded in a book with copies sent home to parents.
- Any more significant incidents must also reported to HCC.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Education Health and Safety team on 01992 556478 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 5 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

Communication of Information

Detailed information on how to comply with HCC's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

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

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

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by Sue Wilcox.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- 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.

Training records are held by Natalie Ranson who 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 (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9

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) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her

on each occasion when lone working will occur.

- Ensure they do not put themselves or others at risk.(Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Arena Security Response 01462 481811 will attend school if alarm is activated
- Report any incidents or situations where they may have felt “uncomfortable”.

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by HCC (these are detailed in the property managers questionnaire). Records of such monitoring will be kept in the office.

Fred Dearing is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted. Equipment restricted to those users who are authorised are Leaf Blower and Ladders to be used by Fred Dearing and equipment is kept under locked.

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

Curriculum areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Fred Dearing using a proper earth-bonding and insulation test set.

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

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and Fred Dearing will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by John Harrison 01767 631831

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the COSHH Regulations).

Within curriculum areas (in particular science and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Fred Dearing.

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.
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- 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.

APPENDIX 12

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to Sue Wilcox 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 is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 13

ASBESTOS

The HCC asbestos policy will be followed.

The asbestos register is held in cabinet 5 in Reception office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officer is Fred Dearing refresher training is required 3 yearly.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to Fred Dearing who will contact the Asbestos Team on 01992 5556390.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Fred Dearing.

APPENDIX 14

CONTRACTORS

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

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

Fred Dearing is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by Headteacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses Hertfordshire registered contractors. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Where non registered contractors are used Headteacher will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

² CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances 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 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.

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.

The establishments nominated person(s) responsible for work at height are Fred Dearing and members of staff who have undergone training from Fred Dearing.

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 and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

Staff may only use designated step ladders for working at height.
Pupils may only work at heights they can access from feet on floor.
Contractors may work at height when agreed by Fred Dearing.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

VEHICLES ON SITE

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

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

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

LETTINGS / SHARED USE OF PREMISES
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Lettings are managed by Sue Wilcox following County council guidance.

SECURITY

All visitors are expected to report to the school office where they will be requested to sign the visitors book and asked to wear a visitor's badge. Staff are encouraged to politely challenge anyone who is not wearing either a visitors' badge or HCC badge.

The Site Manager has responsibility for securing the building. In their absence Senior staff are expected to take responsibility for securing the buildings and grounds. The alarms should be set and the side entrance locked.

When securing the building, it is essential that all doors and windows are checked, electrical appliances are switched off (including computers, photocopiers and water heater).

The kitchen and its contents are the responsibility of the cook who follows Health and Safety guidelines as sent out by Hertfordshire Catering.

Smoking

NO smoking is permitted on the school grounds. Staff have a responsibility to make this known to anyone smoking on the school grounds.

APPENDIX 20

STRESS / WELLBEING

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

Systems in place within the school for responding to individual concerns and monitoring staff workloads are: Performance Management, mentoring, staff able to speak to headteacher / senior management at all times.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed by Nemco and Fred Dearing is responsible for ensuring that operational controls are being conducted and recorded in the water log book. Fred Dearing will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by Nemco

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

MISSING CHILD

OVERVIEW

Children should never be allowed to leave the premises during school time without the headteacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

OBJECTIVES

- To locate any missing child quickly.
- To ensure that all children are kept safely on the school premises during school hours unless they have the headteacher's permission to leave.
- To ensure that children who leave school during the school day only do so with the headteacher's permission and that they are accompanied by an authorised adult.
- To ensure that the building, grounds and play areas are safe and secure during school hours.
- To ensure that teachers and staff keep children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day, it is located quickly and returned safely to the school.

STRATEGIES

- If a child cannot be found by its teacher, the headteacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
- The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
- If the child is not found within a short period of time, the police must be called by the headteacher or staff member.
- Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
- If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the headteacher notified.

- As soon as possible, the parents will be notified that their child is missing.
- The LA will be notified by the headteacher that a child is missing.
- If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified.
- The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

OUTCOMES

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Risk Assessment Policy

School Vision

Dewhurst St Mary CofE is committed to nurturing learners who think creatively and achieve their potential reflecting our core values of independence, confidence and respect.

Dream Believe Achieve

INTRODUCTION

Health and safety legislation requires every employer to carry out a "suitable and sufficient" assessment of the risks to health and safety of both employees and persons not in their employment arising out of or in connection with their work activities.

The law does not require that we eliminate all risk but to protect people as far as 'reasonably practicable'.

For significant risks these assessments should be formally documented and all staff made aware of them.

In school settings it is the responsibility of the head teacher to ensure risk assessments are conducted. The actual assessment process may be delegated to other members of staff.

WHAT IS A RISK ASSESSMENT?

A risk assessment is nothing more than a careful examination of how people could be harmed from a particular activity or situation.

The assessment helps to identify the likelihood of harm and whether adequate precautions have been taken or if further control measures should be introduced to reduce the risk of harm to as low a level as possible.

Definitions

Hazard: something with the potential to cause harm. For example a hazardous substance, working at height or the behaviour of a young person

Risk: the likelihood of potential harm occurring. For example ingesting the hazardous substance, falling from a ladder, physical assault. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

Control Measure: Action taken to prevent someone being harmed. For example labelling and storing hazardous substance securely etc.

FIVE STEPS TO RISK ASSESSMENT

STEP 1 - IDENTIFY THE HAZARDS

In most cases these can simply be identified by observation of the task / workplace and consulting with those staff involved in the activity. The focus should be on identifying the significant hazards and not the trivial.

A list of potential areas which may require risk assessment within school settings (this list is not exhaustive) and for which generic assessments have been produced are available from the health and safety pages of the Grid. These provide a basis for schools to consider and must be adapted to individual circumstances of each school.

http://www.thegrid.org.uk/info/healthandsafety/risk_assessment.shtml

STEP 2 - IDENTIFY WHO MIGHT BE HARMED AND HOW

The next step is to decide who might be affected by the hazard/s. This could include staff, pupils, contractors, visitors and/or members of the public depending on the nature and location of the activity.

Some individuals may have particular requirements e.g. new and young employees, new and expectant mothers, those with disabilities / medical conditions etc. and may be at particular risk.

STEP 3 - EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS

Having identified the hazards you must now decide what to do about them by considering the existing procedures and controls in place and determine if any

additional actions need to be taken. i.e. whether you have done all that is reasonably practicable to reduce the risk of harm occurring.

Ensure all of the control measures you have in place against each identified hazards are listed

In evaluating the risk the likelihood of harm occurring and the severity of potential injury should be considered. This will help identify the urgency of control measures and whether, following the introduction of controls the risk can be reduced sufficiently.

This may be done using a simple High, Medium and Low system as outlined below.

		SEVERITY				
		Minor injury (e.g. Superficial injury or temporary discomfort or distress)	First aid injury	>3 day injury (e.g. Sprains, minor fractures etc.)	Major injury (e.g. major fractures, amputations, fatality, life shortening illnesses)	Fatality
PROBABILITY	Remote Possibility	VERY LOW		LOW		
	Might happen			MEDIUM		
	Feasible				HIGH	
	Highly probable	LOW		HIGH	VERY HIGH	
	Invariably happen				VERY HIGH	

Very High	Unacceptable risk - immediate action required You need to identify further controls to reduce the risk rating if activity is to continue.
High	Risk reduction required - high priority May only take place if good control measures can be implemented.
Medium	Medium risk - action required if practicable. If it is not possible to lower risk further, you will need to consider the risk against the benefit.
Low	Low priority - further risk reduction if practicable
Very Low	Low risk - no further action required.

STEP 4 - RECORD AND IMPLEMENT THE FINDINGS

A risk assessment must be suitable and sufficient, the level of detail in a risk assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices.

In the majority of cases the use of simple bullet pointed controls would be sufficient.

Staff should be involved throughout the risk assessment process and upon completion risk assessments should be centrally filed and shared with all those (staff, contractors etc.) who may be affected.

Completed risk assessments should be signed off by the person completing the assessment and should be agreed by the head teacher / head of department.

STEP 5 - REVIEW

Risk assessments should be reviewed regularly i.e. annually or as soon as any significant changes have occurred. You should review a risk assessment immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

USE OF MODEL / GENERIC RISK ASSESSMENTS IN THE CURRICULUM

The process of risk assessment and the recording of significant findings are required by health and safety legislation. In accordance with HSE guidance, 'model' risk assessments developed by national bodies such as CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) may be adopted where schools:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

Simply referring to model assessments or other published schemes is insufficient, in particular with regard to curricular activities it must be possible to evidence that these assessments have been consulted, adapted where necessary and the protective and preventive measures required have been taken into account.

Risk assessment within the curriculum should be a process involving comparison with the model risk assessment and adaptation to local circumstances where necessary, such as the size of room, class size, behaviour of the class to be taught etc.

This is best achieved by incorporating risk assessments into materials normally used in teaching and annotating texts used daily i.e. schemes of work, lesson plans, worksheets etc.

FURTHER GUIDANCE

If you require any further assistance with completing risk assessments contact:

the Education Health and Safety Team
Room 4 /5, Lower ground floor, County Hall
Hertford
SG13 8DE

Csf.healthandsafety@hertsccl.gov.uk

Telephone: 01992 556478

Fax: 01992 555962

Guidance on carrying out risk assessments for curriculum activities in schools may be provided by the County Curriculum Advisers. Additional information is available from the following sources:

Design & Technology

Hertfordshire County Council School Improvement and Advisory Service Design and Technology Health and Safety Guidelines

DATA risk assessment in secondary schools <http://www.data.org.uk/>

CLEAPSS Risk assessments in technology

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

HCC is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services)

All information is available on the CD-Rom which should have been received in school (annually), updates are available from their website

<http://www.cleapss.org.uk/> (The CD-Rom provides the login information)

CLEAPSS School Science Service Laboratory Handbook

CLEAPSS Hazcards

Safeguards in the school laboratory 11th edition, ASE 2006

<http://www.ase.org.uk/>

Be Safe! Health and Safety in primary science and technology , 3rd Edition ASE, 2001.

Topics in safety, 3rd Edition ASE 2001

Art

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Physical Education

Safe Practice in Physical Education and School Sport' BAALPE / afPE

<http://www.afpe.org.uk/>

[Safe Practice in School Swimming](#)

Offsite visits

Hertfordshire County Council Children, Schools and Families Offsite Visits
Manual

GENERIC RISK ASSESSMENT		<i>Activity or location being assessed</i>
Establishment:	Assessment by: <i>Who carried out this assessment</i>	Date:
Review Date: <i>Record proposed date of review</i>	Approved by: <i>e.g. Head teacher, Head of dept, Manager</i>	Date:

Who is at Risk?	Initial Risk Rating	Normal Control Measures (Brief description and/or reference to source of information).	Are Control Measures Y/N/NA		Additional Control Measures (to take account of local/individual circumstances).
			In Place	Adequate	
<i>Pupils, staff, the public etc. Consider those with special needs.</i>	<i>Before controls are applied. Use the risk matrix to help you rate the risk</i>	<ul style="list-style-type: none"> <i>Consider the control measures in place currently.</i> 	<i>Are the control measures in place?</i>	<i>Are they adequate?</i>	<i>Record any additional controls you have identified and the date they were implemented. Ensure that you address anything highlighted under normal controls as needing action.</i>

<i>Record actual date of review</i>	REVIEWED BY: <i>Who carried out the review?</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>
	REVIEWED BY:	COMMENTS:

Drafted by: Chris Robinson
Review date: December 2017