

Hitchin Girls' School



Health and Safety Policy

This Hitchin Girls' School policy is based on a model policy document prepared by Hertfordshire County Council

This is a statutory policy required of all academies under The Health and Safety at Work Act 1974.

Date of issue:	November 2024
Trust Board approval:	November 2024
Review date:	November 2025

PART 1. STATEMENT OF INTENT

The Trust Board of Hitchin Girls' 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 copy is available in the online Staff Handbook.



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

This policy statement supplements other relevant school policies including:

- Accessibility Plan
- Administration of Medicines Policy
- Social Media Policy
- Supporting Students with Medical Needs Policy

and the Hertfordshire County Council's education Health and Safety Manual available at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

The school subscribes to the Hertfordshire County Council Health & Safety Advisory Service and Offsites Visits Advisory Service who provide support and health & safety advice to the school.

	
Nesta Job, Chair of Trustees	James Crowther, Headteacher

PART 2. ORGANISATION

As the employer, the Trust Board has overall responsibility for Health and Safety in the school.

Duties and responsibilities have been assigned to staff and Trustees as laid out below.

Responsibilities of the Trust Board

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

As a minimum these management systems should adhere to the Hertfordshire County Council's health and safety policy, procedures and standards as detailed in H&S pages of the Herts Grid and follows the HSE's Managing Health and Safety (HSG65) (hse.gov.uk) namely:

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

A Health & Safety Trustee (Mr. D. Roberts) has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Trust Board.

The Trust Board will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

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

The Trust Board as the employer provides access to competent H&S advice via HCC's Health and Safety Team, Tel: 01992 556478, healthandsafety@hertfordshire.gov.uk as required by the Health and Safety at Work etc. Act 1974

Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

- Co-operating with the Trust Board to enable health and safety policy and procedures to be implemented and complied with;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.

- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions;
- Reporting to the Trust Board on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Reporting to the Trust Board any significant risks which cannot be rectified within the school's budget;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Director of Finance & Resources. Within departments and other functional areas this task is further delegated to the relevant Head of Department/Function.

Responsibilities of the Director of Finance & Resources

- To advise the Headteacher on health and safety within the school and co-ordinate the health and safety risk assessments process.

Responsibilities of Heads of Department, Heads of Year and Non-teaching Staff Line Managers

- Apply the school's health and safety policy to their own department or area of work;
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE, Hertfordshire County Council etc.);
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them;
- Carry out regular inspections of their areas of responsibility and report/record these inspections where required;
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and students 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 using the appropriate forms etc.;

Responsibilities of Site Manager, Premises Manager, Caretakers & First Aiders

- Apply the school's Health and Safety Policy to their areas of activity and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements

Responsibilities of employees and volunteers working in the school.

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

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

Expectations of students

All students are expected 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 staff 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 class teacher.

- Report immediately to their class teacher 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.

The school is also the lead agency of the Music building (Highbury House) and thus retains overall responsibility for H&S. The local arrangements of this policy will therefore apply equally to Herts Music Service who share this space. The school retains responsibility for all repairs and maintenance. The day-to-day management of health and safety within the Herts Music Service is the responsibility of Joanne Smith.

Herts Music Service have responsibility for repairs / maintenance within their defined space and are responsible for their own risk assessments, first aid and will develop their own local health and safety arrangements to supplement those of the school. Both parties collaborate and communicate effectively on shared issues (lockdown, fire evacuation arrangements etc.).

PART 3. LOCAL ARRANGEMENTS

Detailed information on the Trustee's expectations are provided in the Hertfordshire County Council [Education Health and Safety Manual](#).

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	COSHH (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

Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	Work Experience
Appendix 23	-	Air conditioning
Appendix 24	-	Lifts
Appendix 25	-	Infection Control

APPENDIX 1

RISK ASSESSMENTS	General Risk Assessments
-------------------------	---------------------------------

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

Risk assessments are available for all staff to view on the Staff Information area of Google. They are held centrally on the Every Asset Management system and staff handbook and maintained by the Director of Finance & Resources.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. 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 risk assessments relating to individuals, e.g. staff member or students are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department using the relevant codes of practice and model risk assessments listed below. Whenever a new course is adopted or developed all activities are checked against these and

significant findings incorporated into texts in daily use (scheme of work / lesson plan / syllabus etc.).

The school has a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science, art and DT.

See

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

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

- [BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory,2006 (11th Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020'
- Association of PE 'AfPE' <http://www.afpe.org.uk/>]

APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following guidance provided by HCC. HCC has adopted the Outdoor Education Advisory Panel's 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](#)

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

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

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

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, who is the Deputy Headteacher who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

¹ CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>

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

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Director of Finance & Resources.

Site staff will record details of weekly, monthly and other monitoring and inspection activity on the Every Asset Management System which provides a record of checks required and an audit trail of completed activity.

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

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

A named Trustee [Mr. D. Roberts] will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Trust Board meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#). Inspections will be conducted jointly with the establishment's Health and Safety representative(s) if possible.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

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

EMERGENCY PROCEDURES

Fire and emergency evacuation procedures are detailed in the online Staff Handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the Director of Finance and Resources.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Every Asset Management System

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 fire fighting equipment.

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

Gas

- Main Building – Bike store rear of school
 - Caretaker store/plant room
- Lower Block – Plant room, rear of room L51
- Science Block – Plant room below gymnasium
- Music Block – store below stairs to first floor
- Sports Hall/Woodside – Plant room, rear of Sports Hall

Electricity

- Main building – rear of school next to caretaker's store
- Lower Block – Plant room, rear of room L51
- Science Block – Physics entrance lobby, below stairs.
- Music Block – Store cupboards in room H80
- Sports Hall/Woodside – Plant room, rear of Sports Hall

Water

- Main building – by basement uniform store
- Lower block – Basement technology workshop
- Science block - Plant room below gymnasium
- Music – outside, by gate leading to rear tennis courts
- Sports Hall/Woodside – Plant room, rear of Sports Hall

- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by Premises Manager and Heads of Department as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

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

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Staff and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer – ADT.

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

FIRE FIGHTING EQUIPMENT

Chubb Fire Mechanical undertakes an annual maintenance service of all fire fighting equipment. Weekly, the Site Staff check 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 directly to the Premises Manager.

FIRE DETECTION EQUIPMENT

The sprinkler system in the Sports Hall and Woodside buildings and the dry reiser system for the Sixth Form Centre are serviced by Fire Security on a planned maintenance schedule.

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded. Annually a full discharge test and certification of the system will be undertaken by IWL Contractors Ltd.

MEANS OF ESCAPE

Daily, the Site Staff check for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

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

The following staff are available to provide first aid-

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

Mrs. S. Pryde
Mrs. K. Purmessur
Mrs. S. Reilly
Mrs. B. Virdee
Mrs. A. Ide
Mrs S. Reeve

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

Mrs. J. Holdstock
Mrs. J. Lambert
Mrs L Ball
Mrs. S. Reynolds
Mr T. Mason
Ms K Parker
Ms N. Davidson

First aid qualifications remain valid for 3 years. The Administration & Communications Manager 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 Rooms (Main School and Woodside Block)

AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS²:

Main School and Sports Hall offices

The Administration and Communications Manager is responsible for regularly checking that the contents of first aid bags are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents /carers will be notified of all major injuries to students. 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 Direct111) and, in the case of pupil with the parents/carers.

² There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

Administration of medicines

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

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

The Administration and Communications Manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept in the School Office.

All non-emergency medication kept in school is securely stored in the Main School Office with access strictly controlled. All students know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. They are kept in the Main School Office and clearly labelled.

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

Individual Health Care Plans

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

IHCPs are in place for those students with significant medical needs e.g. chronic or on-going medical conditions such as diabetes, epilepsy, anaphylaxis etc.).

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENCo.

All staff are made aware of any relevant health care needs and copies of health care plans are available. Staff will receive appropriate training related to health conditions of students and administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses on the relevant forms.

Copies of these forms are available from the School Office

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 located in the School Office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be recorded on an incident report form.

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

All Accidents

All major incidents will be reported to the Headteacher and the Health and Safety Trustee. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Trust Board as necessary.

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

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

HEALTH AND SAFETY INFORMATION & TRAINING**Consultation**

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

Meetings are held termly and are attended by key staff. Minutes are forwarded to Senior Management and Trustees.

The Resources and Finance Committee meets termly and discusses H&S issues affecting staff, students or visitors.

Communication of Information

Detailed information on how to comply with the health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the Staff Room

The Trust Board, as the employer, provides access to competent H&S advice via the LA Education Health and Safety Team, Tel: 01992 556478 as required by the Health and Safety at Work etc. Act 1974.

Health and Safety Training

Health and Safety induction training will be provided and documented for all new employees by the Director of Finance and Resources.

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 will be kept on the individual's personnel file and the Director of Finance & Resources is responsible for monitoring health and safety training. 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 and ensuring staff are competent to undertake their duties.

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

PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the Headteacher. The school will work in partnership with the Local Authority and police where inappropriate behaviour/ individual conduct compromise the school's aims in providing an environment in which the students 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) should not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher or a senior member of staff and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

School staff responding to call outs

Key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

PREMISES AND WORK EQUIPMENT

All staff are required to report to their Line Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Premises Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register

Planned maintenance / inspection

Regular inspection and testing of school equipment is conducted to legislative requirements by appropriate contractors. Records of such monitoring will be kept by the Premises Manager. Key areas for compliance are outlined on the Grid and the DfE's [Good Estate Management for schools](#).

Curriculum areas

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

Electrical safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Premises Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (portable appliance testing- PAT) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by an approved contractor.

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.

An electrical installation condition report (fixed wire test) will be conducted on a maximum of a five year cycle and 20% physical test of wiring will be undertaken in order to provide a full set of results over a 5 year period

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

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Head of PE will conduct a formal termly inspection of the equipment. PE and play equipment is subject to an annual inspection by specialist contractors.

APPENDIX 11

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

Within curriculum areas (in particular Science and DT) 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 establishment's nominated person(s) responsible for substances hazardous to health is the Premises Manager.

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 substances 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.

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

PPE

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

Where persons may be affected by their use on site, the Premises Manager is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and Radioactive sources.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Head of Science and is responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

APPENDIX 12

ASBESTOS

An asbestos survey and management plan is in place for the school which is based on the Hertfordshire County Council asbestos policy. The school's most recent asbestos management re-inspection survey was conducted in July 2020 by EnSafe.

The school's asbestos log (including school plans, asbestos survey date and site-specific management plan) is held in the Premises Manager's office

The Headteacher will ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into asbestos containing materials 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 M. Collins, C Cordwell and A. Lau and refresher training is required 3 yearly.

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers must check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site is conducted monthly and recorded on the Every system (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 maintained and that any asbestos works (removal, new project specific surveys) are recorded.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

APPENDIX 13

CONTRACTORS

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

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

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

School managed projects

The Construction (Design and Management) Regulations 2015³ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the Trust Board are considered the 'client' and therefore have additional statutory obligations.

These projects are managed by the Director of Finance & Resources who will ensure that landlord's consent has been obtained where required and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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.

APPENDIX 14

WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items should be 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 <http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. See also [LA455 - The Ladder Association](#)

³ 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.

The Establishment's nominated person(s) responsible for work at height are the Premises Manager and Director of Finance & Resources.

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 with any defective equipment taken out of use until repaired / replaced; ● any risks from fragile surfaces are properly controlled.

APPENDIX 15

LIFTING AND HANDLING

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

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Director of Finance & Resources 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.

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 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 on the grid.

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, or Sixth Form students.

Access to the school must 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

Lettings are managed by a separate company, uPlay Venues Ltd., who liaise with Site Staff regarding access and any Health & Safety issues. They provide hirers with a site induction to ensure that they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site. They will ensure that hirers conduct their own fire risk assessment and that they hold the relevant public liability cover.

MINIBUSES

The Premises Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA .⁴

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) Issued by the HCC Road Safety Unit. Drivers complete a checklist/inspection before each use of vehicle and record this in the book which is kept in vehicle

The Premises Manager is responsible for the undertaking of weekly checks on the vehicles and the school's operation of minibuses following advice in Minibuses in Hertfordshire | Hertfordshire County Council

⁴ All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

STRESS / WELLBEING

The School and Trust Board 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 standards.

The school will

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

The school has a wellbeing committee which is overseen by the Deputy Headteacher.

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education. [Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/722222/education-staff-wellbeing-charter.pdf)

The school has systems in place for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, personal development plans, access to an Employee Assistance Programme, access / referral to Occupational Health etc.

LEGIONELLA

A water risk assessment of the school has been completed by WCS Group in May 2024 and the Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. A scheme of control has also been produced in order to ensure that the site team have a clear list of checks to complete.

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

The risks from legionella are mitigated by basic operational controls and thus the following checks are 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;
- Annual temperature check of stored water in the summer ;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Pinegrand Mechanical Services and tank water temperature recorded.

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

APPENDIX 22

WORK RELATED LEARNING

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

The Assistant Headteacher with responsibility for Careers Education and Guidance is responsible for managing and co-ordinating such activities.

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

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks by a competent person/supplier. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

APPENDIX 23

AIR CONDITIONING UNITS

- The air conditioning units in Woodside draws fresh air into the building and this is serviced every six months.
- Portable Carbon Dioxide monitors are used to monitor air circulation in areas of high use to assess ventilation levels.

APPENDIX 24

LIFTS

- Lifts located in the Lower Block, Sports Hall, Woodside and Sixth form centre are serviced and inspected every 3 months.

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.

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