



WESTFIELD  
ACADEMY

believe | strive | achieve

Policy Title	Health & Safety
Date of full implementation	February 2019

## HEALTH AND SAFETY STATEMENT

### PART 1. STATEMENT OF INTENT

The Governing Body of Westfield Academy 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, and/or issued to, all members of staff.

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

This policy statement supplements

- HSE 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](#).

## **PART 2. ORGANISATION**

**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 is responsible for health and safety matters at a local level and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- 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.

## **Responsibilities of the Headteacher:**

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher 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:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place.
- Ensuring there is no misuse of plant, equipment etc.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

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.

## **Current duties of the Headteacher and Premises Manager <sup>1</sup>**

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
- Co-ordinate arrangements for the design and dissemination of safe working practices within the school.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher.
- Ensure that regular safety inspections of the school and its activities are carried out and make recommendations on methods of resolving any problems identified. (Appendix 4.)
- Ensure that the staff with control of resources (both financial and other) gives due regard to safety needs.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N.B. The above role must not be confused with that of a Health and Safety Representative at the school which may be a trade union appointment to enable the representation of staff interests in health and safety matters.

## **Responsibilities of Heads of Faculties towards their staff and to all staff towards pupils and others in their care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- 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 the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;

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<sup>1</sup> These duties will be completed by a Business Manager but we currently have a vacancy for this role.

- 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, or refer to the Headteacher or Manager 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 meet accepted safety standards and activities are safe, 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, and implement procedures to minimise the possibility of mishap.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Provide written instructions, warning notices and signs as appropriate.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Ensure that no electrical equipment is put to use until either PAT testing is carried out or proof of PAT testing shown to premises manager.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements within their area of responsibility.
- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. Induction training to take place as soon as possible specifically emergency procedures.
- When any members of staff consider that corrective action is necessary but that this lies outside the scope of their authority, they should refer the problem to their Head of Faculty who may then wish to discuss the matter with the premise's manager.

Heads of Faculties are responsible for legislative testing and inspections as detailed in Appendix 10

## **Responsibilities of employees**

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities both. 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 of the establishment 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 or premises manager in the line manager's absence if urgent.
- 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 to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Be aware of the set procedures attached to this policy for specific operations which are considered to be of higher risk and require specific legislative actions to be taken and follow set down procedure.

## **Responsibilities of pupils**

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

## **Visitors**

- Visitors and other users of the premises (e.g. contractors and delivery people) must be required to observe the safety rules of the school.
- Contractors to sign in on entry to site and comply with the details in the Contractors Handbook. (Appendix 18)
- The handbook for contractors will be reviewed at least once a year and changed as when required.

## **Lettings**

- The administrator of the school's letting program must ensure that: all the terms and conditions as detailed in the "Handbook for Hirers of Academy Facilities" are adhered to. (Appendix 22)
- The handbook is to be reviewed at least once a year or when changes occur which could affect hirers.



### **PART 3. ARRANGEMENTS**

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

- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Fire Prevention, Testing of Equipment
- Appendix 3 - First Aid and Medication
- Appendix 4 - Accident Reporting Procedures
- Appendix 5 - Lone Working
- Appendix 6 - Health and Safety Information and Training
- Appendix 7 - Work Equipment
- Appendix 8 - Flammable and Hazardous Substances
- Appendix 9 - Lifting and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
- Appendix 11 - Risk Assessments
- Appendix 12 - Offsite Visits
- Appendix 13 - Work at Height
- Appendix 14 - Display Screen Equipment
- Appendix 15 - Vehicles
- Appendix 16 - Lettings
- Appendix 17 - Contractors Handbook
- Appendix 18 - Minibuses
- Appendix 19 - Stress
- Appendix 20 - Legionella

3.1. Copies of all Risk and COSHH assessments are to be sent through to the Premises Manger for central filing

3.2. The following documents are held in the Premises Manager s/Support Manager Office and are available to view but photocopies by request.

### **3.3. Procedures**

Procedure 1 - Fire Evacuation and other Emergency Arrangements

Procedure 2 – Fault Reporting Procedures

Procedure 3 - Lone Working

Procedure 4 - External Trips

Procedure 5 - Procedure for issuing medication to pupils

Procedure 6 - Closing of school because of premises problems

Procedure 7 - Lock Down

Procedure 8 - Emergency Snow procedures

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

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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The Headteacher 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 Premises Managers Office and reviewed on an annual basis.

### **Fire Instructions**

These documents are made available to all staff, which is included in the 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 usually detailed in the staff handbook (last reviewed August 2017) and a summary posted in each classroom. Due to the new build changes in the emergency evacuation will have to be reviewed and issued to staff as an addendum.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Nigel Parsons – Premises Manager and provided to Interserve facilities management.

#### **Fire Drills**

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

#### **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.
- **Details of service isolation points** (i.e. gas, water, electricity) Gas – Plant Room /Water – Tolpits Lane. Man hole / Main electrical panel – plant Room
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by the Premises Manager/Head of Science, as appropriate, for consultation.

**INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by *the* site team and a record kept in central service. Normally regular testing of fire alarms will occur out of school hours

Any defects on the system will be reported immediately to the site team member, and Premises manager.

A fire alarm maintenance contract is in place with Interserve facilities management.

Smoke and heat detectors are tested on a quarterly basis by Interserve facilities management

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Sprinkler system is tested and flushed by the site team once a month and serviced by Interserve facilities management annually

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked weekly by the site team and annually by Interserve facilities management

Test records are located in the site office and stored centrally at Interserve facilities management

**MEANS OF ESCAPE**

Daily Walk - Floor checks for any obstructions on exit routes and ensures all final exit doors are operational. (Daily documentation)

<b>FIRST AID AND MEDICATION</b>
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**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

- School Nurse office
- Main Office
- Sports Hall
- Science Curriculum Area
- Technology Curriculum Area

The school Nurse 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.

The following staff is available to provide first aid: -

**TRAINED TO FIRST AID AT WORK LEVEL:**

- Lucy Waryszniuk

**TRAINED TO EMERGENCY FIRST AID LEVEL:**

- Keely Lewis
- Angela Adams
- Site Team

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 HSE guidance.

*Watford General Hospital (A+E)*  
*Vicarage Road*  
*Watford*  
*Hertfordshire*  
*WD18 0HB*  
*Telephone: 01923 244366*

*Mount Vernon Hospital (Minor Injuries only)*  
*Rickmansworth Road*  
*Northwood*

Middlesex  
HA6 2RN  
Telephone: 01923 826111

NHS Direct: 111

### **Blood Spillages**

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

### **Administration of medicines**

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

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

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 Headteacher. Records of administration will be kept by the School Nurse/First Aiders

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

Where children need to have access to medication i.e. asthma sufferers, it will be kept secure in the First Aider's/nurses office, and clearly labelled.

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

<b>ACCIDENT REPORTING PROCEDURES</b>
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In accordance with the Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses.
- Violent incidents and verbal abuse
- A local accident book located at Reception/Nurses Office is used to record all minor incidents to pupils any more significant incidents must also be reported to Headteacher Tim Body / Nigel Parsons Site Manager
- 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, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

**Reporting to the Health and Safety Executive (HSE).**

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site

<http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The Education Health and Safety team should also be informed on 01992 556478.

In the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work-related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the HSE within 10 days of the incident occurring.

<p style="text-align: center;"><b>LONE WORKING</b></p>
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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 proposed lone working 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 Headteachers/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. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending 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.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.



<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

H&S is a standard agenda item for all weekly SLT meeting. Any issues are identified there and actioned by the Site Manager Nigel Parsons / Headteacher .

The Resources Committee will discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. These will be a focus on the Premises managers' report.

A nominated H&S Governor, will complete a tour of site at least once a year.

### **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided and documented for all new employees by Nigel Parsons.

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.

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 the HR Manager 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. HR to be provided with all training documents on completion.

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

<b>WORK EQUIPMENT</b>
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All staff are required to report to Premises Manager/Site Team any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

**Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by *Power Hilton*

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 by Interserve facilities management.

**Equipment**

The external sports equipment will only be used when supervised. Such equipment should be checked daily by *the* Head of PE, or his representatives for any apparent defects,

**Curriculum**

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

Head of PE will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( E.G. TERMPLY, ANNUALLY)</b>
Access equipment e.g. ladders, tower scaffold	<i>Site staff / Premises Manager</i>	<i>Site staff / Premises Manager</i>	<i>Site staff / Premises Manager</i>	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	<i>Site staff / Premises Manager</i>	<i>Site staff / Premises Manager</i>	<i>Site staff / Premises Manager</i>	<i>school to determine following manufacturers advice</i>
Grounds maintenance equipment	<i>Site staff / Premises Manager</i>	<i>Site staff / Premises Manager</i>	<i>Site staff / Premises Manager</i>	<i>school to determine following manufacturers advice</i>
Gas appliances (includes school catering equipment, boilers, food tech etc.)			Corgi registered contractor <i>Interserve facilities management</i>	Annually
PE and play equipment			<i>Approved contractor</i>	Annually
LEV, dust extraction /fume cupboards			<i>Approved contractor: Interserve facilities management</i>	14 monthly(max) Records of these examinations must be kept for a five year period.
Technology Equipment			<i>Approved contractor</i>	Annually
Art/Design Equipment			<i>Interserve facilities management</i>	<i>Compressors – annual Kilns school to determine based on use</i>
Portable electrical equipment			<i>Power Hilton</i>	Annually
Lifts			<i>Interserve facilities management</i>	Annually

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Within curriculum areas (in particular Science, DT and Art) Heads of faculties are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

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 2004”** (the “COSHH” Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Nigel Parsons/Site team

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 (generic risk assessments are available 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.

### **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance 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
- Member of staff in charge of radioactive sources (RPS) is *Head of science* Who is responsible for ensuring all records pertaining to radioactive sources are maintained.

## LIFTING AND HANDLING

### MANUAL HANDLING OF LOADS

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

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by Nigel Parsons who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

**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.**

### APPENDIX 10

## HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by Scott Machen

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

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.

The person(s) undertaking the inspection 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 Scott Machen

A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school risk assessments will be co-ordinated by Nigel Parsons following guidance contained in the [Education Health and Safety Manual](#).

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by Nigel Parsons approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in: Premises Managers office

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

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

**Pregnancy Risk Assessment**

Assessments on new and expectant mothers will be undertaken by the HR Manager following guidance contained in of the [County Health and Safety Manual](#).

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

**Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

**OFFSITE VISITS**

Offsite visits will be organised following guidance contained in the [Hertfordshire County Council Children, Schools and Families Offsite Visits Manual](#) held in Admin Office

The County Council Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinator(s) is Keeley Lewis & Yvonne Wright

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by Lorna Elliot.

**WORK AT HEIGHT**

Work at height activities from where a person could fall a distance liable to cause personal injury to present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted, and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishment's nominated person(s) responsible for work at height is Nigel Parsons- Premises Manager

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 that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

## APPENDIX 14

### DISPLAY SCREEN EQUIPMENT (DSE)

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

All staff who use 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. It is the responsibility of HR to ensure this takes place.

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).

## APPENDIX 15

### 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. Gates are kept shut between 8.30am – 2.30pm the children's and parent's access shall be kept clear of vehicles.

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

The vehicle access gate must not normally be used for children's 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.



## APPENDIX 16

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by *Nigel Parsons* following [County council guidance](#)

## APPENDIX 17

### CONTRACTORS

*Detail how contractors are selected, who staff should report concerns to etc..*

All contractors must report to “**Reception**” where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Nigel Parsons/Site Team are responsible for monitoring areas where the contractor’s work may directly affect staff and pupils and for keeping records of all contractor work

## APPENDIX 18

### MINIBUSES

PE Faculty is responsible for the undertaking checks on and the operation of minibuses following guidance contained in the [County Guidance](#).

## APPENDIX 19

### STRESS

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 management standards.

*Detail system(s) in place within the school for responding to individual concerns e.g. Performance Management, mentoring, staff able to speak to Headteacher / senior management, membership of an employee Assistance Programme.*

**LEGIONELLA**

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

Nigel Parsons/ Site Team are responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

Interserve facilities management will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.