



# **PEARTREE WAY NURSERY SCHOOL**

## **Health & Safety Policy**

**Adopted: November 2021**

**Date of Next Review: November 2022**

# **Hertfordshire County Council**

## **Children's Services**

### **Model Policies for Schools**

# **Peartree Way Nursery School Health and Safety Policy for Schools**

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**Adopted by PWNS: November 2021**



## MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

### Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.
2. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer, it's for the Governing Body / Board of Trustees of Foundation, VA and Academy<sup>1</sup> schools to determine whether to adopt such arrangements.
3. Schools should ensure the policy is customised to fit their individual circumstances. Some areas requiring customisation are highlighted in red, in order to help to meet the requirements of different schools some alternative wording is suggested and such alternatives are separated by / within square brackets [ ].  
**Significant customisation will be required for those schools where the Local Authority (LA) is not the employer (VA, Foundation, Academy etc.).**

### Writing a Policy Statement

4. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.
5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.
6. The safety policy should be signed and dated by the head teacher / chair of governors.<sup>2</sup>
7. The main points required in a Health and Safety Policy Statement are:

#### Part 1 Statement of Intent

Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

#### Part 2 Organisation (roles and responsibilities)

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Headteacher

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<sup>1</sup> References to academies should be taken to include free and studio schools.

<sup>2</sup> References to governors should be taken to mean whoever is responsible for fulfilling governance functions

- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, School Business Managers, Site Managers, Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

### **Part 3 Arrangements**

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

[DfE Health and Safety: advice for schools](#) provides further information on areas for inclusion in a school health and safety policy.

### **Arrangements for policy review**

8. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. Premises, Resources etc).
10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years).
11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

### **Further Information**

12. For further information and guidance contact: the Health and Safety Team  
Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)
13. A summary of changes from the previous version of the model policy (V9 March 2021) is provided below.

## UPDATES

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

# HEALTH AND SAFETY POLICY

## Peartree Way Nursery School

### PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept on the Health and Safety Board in the Reception Foyer.

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

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

Supporting Pupils with Medical Needs Policy

Behaviour Policy

[Insert signature]

[Insert signature]

**Kathryn Evans Chair of Governors**

**Deborah Willcox Headteacher**

November 2021

November 2021

## **PART 2. ORGANISATION**

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

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

### **Responsibilities of the Governing Body**

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

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

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

A Health & Safety Governor, Kathryn Evans, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.

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

HCC's Health and Safety Team, Tel: 01992 556478  
[healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### **Responsibilities of the Headteacher**

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

The Headteacher has responsibility for:

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

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

**Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.** This task is further delegated to the Support Co-ordinator to oversee the implementation of weekly and monthly checks. These checks will also be supported by our Office Manager who will arrange appropriate times for annual, Two Yearly and Five Yearly checks to be completed.

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

- 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 etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head 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.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.



- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

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

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

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming and pools
- Appendix 23 - Work Experience

#### **Addendum - COVID-19 risks**

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

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Deborah Willcox (Headteacher) 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 and are held centrally in the headteacher's office and on the Teachers Shared drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Deborah Willcox, Headteacher. Such risk assessments will be reviewed on a regular basis.

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

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the headteacher using the relevant codes of practice and model risk assessments detailed below.

All LA schools have a subscription to CLEAPSS and their publications 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/>

**OFFSITE VISITS**

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[Headteacher/Educations Visits Co-ordinator](#)

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. There are currently no plans for Level 3 off-site visits which would necessitate contact with the Offsite Visits Advisor.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, Deborah Willcox who will check the documentation and planning of the trip and if acceptable will agree to the visit.

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

**HEALTH AND SAFETY MONITORING AND INSPECTION**

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by Deborah Willcox and Stacey Smith (Support Co-ordinator)

The person(s) undertaking inspection will complete a report in writing and file this. Responsibility for following up items detailed in the safety inspection report will rest with Deborah Willcox (Headteacher)

A named governor, Kathryn Evans, will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

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

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

The fire risk assessment is located in the staff room and will be reviewed on an annual basis.

### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook and the school's emergency response plan and a summary posted in each area. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by Jeanne Endersby, Office Manager and updated to the LA via Solero.

### **Fire Drills**

- Fire drills will be undertaken termly and results recorded in the fire log book.

### **Fire Fighting**

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

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

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

An inventory of these will be kept by the Support Co-ordinator and external cleaning contractors as appropriate, for consultation. (See COSHH Appendix 11)

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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Stacey Smith, Support Co-ordinator, is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the staffroom.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur after school on a Friday

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer [insert name and telephone number].

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

**FIRE FIGHTING EQUIPMENT**

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

Chubb undertakes an annual maintenance service of all fire fighting equipment.

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

**EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Chubb

**MEANS OF ESCAPE**

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

<b>FIRST AID AND MEDICATION</b>
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The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

**TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):**

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):**

Deborah Willcox 07.03.2020  
 Claudia Banita 08.05.2021  
 Carol Laycock 07.03.2020  
 Stacey Smith 07.11.2020  
 Emma Lacey 07.03.2020  
 Kim Blackham 07.11.2020  
 Keelie Simpson 07.03.2020  
 Jyoti Aerry 07.11.2020  
 Janet Higgins 19.11.2020  
 Mandi Wenderling 08.05.2020  
 Nicky Blake 07.11.2020

**TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):**

Stacey Smith 17.09.2020  
 Carol Laycock 17.09.2020  
 Emma Lacey 12.03.2020

**OTHER TRAINING IN EMERGENCY FIRST AID <sup>3</sup> (6 hr):**

First aid qualifications remain valid for 3 years. Jeanne Endersby 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:**

In Pre-School changing area  
 In the main kitchen  
 On top of the fridge in 30 hours Nursery  
 In the 15 hours Nursery changing area

Stacey Smith is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

**AEDs(automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS<sup>4</sup>:**

Outside Grace Community Church on Hydean Way  
 Barnwell School

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<sup>3</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

<sup>4</sup> There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.



**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

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

### **Administration of medicines**

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

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

Jeanne Endersby (Office Manager) Stacey Smith, (Support Co-ordinator) 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 by the staff member who has given the medication.

All non-emergency medication kept in school is securely stored in lockable cupboards in the Nursery and Pre-School First Aid/Changing areas with access strictly controlled. 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 for staff to access and not locked away. These are kept in orange bags in the Nursery and Pre-School First Aid areas, and clearly labelled.

### **Individual Health Care Plans (IHCP)**

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

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

The IHCP is developed with the pupil (where appropriate), parent/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 Stacey Smith (Support Co-ordinator)

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office.

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

## ACCIDENT REPORTING PROCEDURES

### **Accidents to employees**

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

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

A local accident book, stored in the Nursery is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

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

### **All Accidents**

All major incidents will be reported to the Headteacher and Health and Safety Governor. Accidents will be monitored for trends and a report made to the Governing Body 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 pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.

- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

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

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

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

The Full Governing Body 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.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

#### Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#) .

The Health and Safety Law poster is displayed in the Reception area.

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

#### Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
- refresher training where required.

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

Training records will be kept on SIMS by Jeanne Endersby, Office Manager< with individuals holding their own certificates.

Jeanne Endersby, Office Manager, is responsible for co-ordinating health and safety training needs This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the 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

### 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 LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

#### **Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

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

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. Our contracted cleaner is supported by her employer for lone working.

#### **School staff responding to alarm call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Keyholders will arrange to attend with a trusted adult should it not be possible to arrange to meet another member of staff.

## APPENDIX 10

### PREMISES AND WORK EQUIPMENT

All staff are required to report to Deborah Willcox or Stacey Smith 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.

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

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept on the Health and Safety board in Reception and kept updated by Jeanne Endersby, Office Manager. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#) )

### **Curriculum Areas**

The Nursery Teacher and Pre-School Lead 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 Stacey Smith, Support Co-ordinator

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant 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 IWL on an annual basis (arrangements for future PAT testing are being determined to ensure value for money.

Deborah Willcox, Headteacher is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

An electrical installation condition report (fixed wire test) has been conducted by IWL in April 2017 and will be completed on a 5 yearly cycle. Costings for the next report will be gathered prior to the checks due to be completed in April 2022.

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 Stacey Smith will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment is also subject to an annual inspection by John Harrison

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Stacey Smith

They shall ensure:

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

### **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, Stacey Smith, Support Co-ordinator, 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*).

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in 2004.

The school's asbestos log (including school plans, asbestos survey data and a site specific management plan) is held yellow file in the staff room and maintained by Stacey Smith.

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 ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officer is Stacey Smith 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 remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be

commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

## 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 the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Deborah Willcox (Headteacher), Jeanne Endersby (Office Manager) and Stacey Smith (Support Co-ordinator) are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

#### School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>5</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

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

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

When considering the appointment of contractors outside of Hertfordshire frameworks Deborah Willcox, Headteacher, will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done].

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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<sup>5</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.



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

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders, see <http://www.hse.gov.uk/pubns/indg455.htm>.

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

The establishments nominated person(s) responsible for work at height is Deborah Willcox, Headteacher.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces is properly controlled.

## LIFTING AND HANDLING

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

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to Deborah Willcox, Headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

## DISPLAY SCREEN EQUIPMENT (DSE)

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

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

Advice on the use of DSE is available via the [Grid](#)

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation

Due to the COVID 19 Pandemic, staff are supervising the entrance gates at the beginning and end of the school day with no access to the car park between 8.15 am and 3.30pm unless by a staff member.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

We have no lettings at Peartree Way

## APPENDIX 19

### MINIBUSES

We do not have a minibus or access to a minibus at Peartree Way.

## 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's management standards.

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, personal development plans etc. are in place to support work/life balance.

## APPENDIX 21

### LEGIONELLA

A water risk assessment of the school has been completed on 29.03.2021 by Nemco. Stacey Smith, Support Co-ordinator is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);

- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- We have no cold water tanks.

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

## APPENDIX 22

### SCHOOL SWIMMING

Children at Peartree Way do not access swimming activities organised by the school.

## APPENDIX 23

### WORK RELATED LEARNING

Children at Peartree Way do not participate in Work Experience.

## COVID-19 Addendum to H&S policy

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

### The Headteacher will:

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

Ensure the school has an outbreak management plan outlining additional measures that may be required in the event of an outbreak in the school

**All staff will:**

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- Ensure good hygiene procedures are in place and in line with national guidance;
- Maintain appropriate cleaning regimes ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- Keep occupied spaces well ventilated.
- Follow public health advice on self-isolation and managing confirmed cases.
- Promote asymptomatic testing.

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.