



Camps Hill

Primary, Nursery and Pre School

Health and Safety Policy

Last reviewed: March 2026

Next review due: March 2027

This policy was adapted from the HCC model policy.



HEALTH AND SAFETY POLICY

Camps Hill Primary School

PART 1. STATEMENT OF INTENT

The local governing body of Camps Hill Primary School will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the 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 in the school office.

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

This policy statement supplements the Corporate Health and Safety policy of The Claxton Trust, and: All other policies are available on our website.

	
Claire Kemp, Chair of Governors	Emma Flawn, Headteacher
March 2026	March 2026



PART 2. ORGANISATION

The employer, the board of The Claxton Trust, has overall responsibility for Health and Safety.

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

Responsibilities of the local governing body

The local 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.

These systems should adhere to the trust's corporate health and safety policy. The school buys in advisory services from Hertfordshire County Council (HCC), and therefore bases its procedures and standards on the guidance offered via the [H&S pages of the Grid](#) published by HCC.

As a minimum these management systems should adhere to the local health and safety policy, procedures and standards and follow the [HSE's 'Managing for health and safety' \(HSG65\)](#), 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 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 local governing body.

The local governing body will receive regular reports from the headteacher or other nominated member of staff to enable them to provide and prioritise resources for health and safety issues.

Where required, the local governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. Support and advice are sought from

HCC's Health and Safety Team

01992 556478

healthandsafety@hertfordshire.gov.uk

They provide access to competent H&S advice via 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 health and safety policy and procedures rests with the headteacher.

The headteacher has responsibility for:

- co-operating with the local authority, the trust, and the local 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 local 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 trust 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.

The task of overseeing health and safety on the site has been delegated by the head to the Site Manager, Mr Michael Starkey.

Responsibilities of other staff holding posts of special responsibility

Mrs Zoe Fleming [Deputy Head], Mr Michael Starkey [Site Manager], Mrs Sandra Denchfield (Finance Manager) and the Senior Leadership Team.

- 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.

The school is also the lead agency of the Pre-School and Nursery and thus retains overall responsibility for H&S. The local arrangements of this policy will therefore apply equally to the centre.

The day-to-day management of health and safety within the Pre-School is the responsibility of the Centre manager Mrs Sarah Blow.



PART 3. LOCAL ARRANGEMENTS

Detailed information on the trust's expectations is provided in the [H&S pages of the Grid](#).

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
Appendix 24	-	Infection Control



RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Mr Michael Starkey following guidance contained on the H&S pages of the [Hertfordshire Grid](http://www.thegrid.org.uk/info/healthandsafety/manual.shtml) and are approved by the Headteacher.

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml> - p

Risk assessments are available for all staff to view and are held centrally on the Staff 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.

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).

The school offsite checklist specifies that risk assessments should be submitted at least seven days before a day off site to the Deputy Headteacher and two weeks before a residential to the Headteacher.

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 Sarah Mortlock (staff) or Emma Regan (Pupils). 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 class teacher or the Senior Leadership Team using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use lesson plan etc.



OFFSITE VISITS/TRIPS

Off site visits and trips are co-ordinated by a member of the admin team.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip.

The admin team will check that the Offsite Visits and Trips flow chart has been followed and complete the Offsite Visits and Trips Checklist.

All relevant paperwork, including the specific risk assessment are filed on SharePoint.



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 **Mr Michael Starkey, Site Manager**.

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

In both cases the person(s) undertaking 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 Mr Michael Starkey.

A named governor 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.

See Appendix 10 for details of monitoring premises compliance issues.



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 school's fire logbook and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the school office 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 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 Mrs Sandra Denchfield, Finance Manager.

Fire Drills

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

Fire Fighting

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

Details of service isolation points (Gas water and electricity are located in the boiler room. Key to the boiler room is available from the Site Manager's office (Located in the key cabinet on the wall behind his office chair) with another one available from the Finance Manager. Mrs. Debbie Day also has a key.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Site Manager as appropriate, for consultation. (See COSHH Appendix 11).



INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Mr Michael Starkey 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 logbook located in Site Managers Office.

FIRE ALARM SYSTEM

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

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Securico Fire & Security, 0333 188 0590

A fire alarm maintenance contract is in place with CAMS Fire & Security and the system tested annually by them.

FIRE FIGHTING EQUIPMENT

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

Securico Fire & Security undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Securico Fire & Security, 0333 188 0590

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 Securico Fire & Security, 0333 188 0590

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.



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).

Basic First Aid at Work-3 day Adult/Level 3

Mick Starkey
Marie Oakshott

Emergency First Aid at Work -1 day Adult

Mick Starkey

Basic First Aid - 12 hours (Peadiatric)

Donna Yates
Sally Hurrell
Emma Bailes
Natalie Harvey
Ally Brown
Emma Tozer
Kayleigh McKivett
Melanie Gilbert
Delia Challis

Basic First Aid - 2 hours

Aldous, Jennifer	Butler, Mia	Hajdarmataj, Christine	Rumsey, Debbie
Allan, Bobbie	Challis, Delia	Harvey, Natalie	Sanders, Claire
Bailes, Emma	Colby, Leanne	Horner, Jody	Sarll, Hayley
Barrie, Emma	Collins, Dean	Joblin, Clare	Smith, Billie-Jo
Bayfield, Carolyn	Day, Jamie	Kearsey, Sarah	Squire, Jacqueline
Betts, Scott	Denchfield, Sandra	Latimer, Sarah	Stapleton, Michaela
Blow, Sarah	Everington, Helen	Llewellyn, Sophie	Tozer, Emma
Bolton, Michaela	Filler, Julia	Newberry, Melissa	Warren, Sonia
Bowler, Diane	Flawn, Emma	Ottaway, Nick	Yates, Donna
Brent, Emma	Fleming, Zoe	Ranson, Annis	
Brown, Allsun	Hadley, Faye	Regan, Emma	

First aid qualifications remain valid for 3 years. Mrs Sarah Mortlock 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:

Every classroom has a first aid pouch as well as all Senior MSA's. Further first aid supplies can be located in the first aid room or requested from the office.

Mrs Carolyn Bayfield is responsible for regularly checking (termly) that the contents of first aid boxes, are complete and replenished as necessary.

The nearest AEDs (automated external defibrillators) is located in the staff room.
The AED has been registered on The Circuit and is therefore visible to local ambulance services.
Maintenance is the responsibility of the Site Manager.



See DFE guidance on AEDs

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.

Lister hospital A&E department - 01438 314333
Schools nurse - 01438 781404

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.

The admin team 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 Admin Team and kept in the school office.

All non-emergency medication kept in school are securely stored in the school office, refrigerated meds kept in clearly labelled containers within the fridge in the school office kitchen with access strictly controlled. All pupils 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. These are kept in the school office and clearly labelled.

Educational Health Care Plans (EHCP)

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

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

The EHCP 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 Mrs Emma Regan, the school SENCO

All staff are made aware of any relevant health care needs and copies of health care plans are available from 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 and record them on The Claxton Trust Serious Incident Report Form. These are filed in the Site Manager office.

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

Accidents to Visitors

All accidents to visitors should be recorded on The Claxton Trust Serious Incident Report Form. These are filed in the Site Manager office.

Accidents to pupils

Minor accidents to pupils are recorded on accident forms by a first aider, they are then taken to the admin office where they are scanned and uploaded onto SharePoint.

Serious accidents to pupils are recorded on The Claxton Trust Serious Accident Report Form which are filed in the Site Managers office.

These include the following situations:

- 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 18th Birthday.

All Accidents

All major incidents will be reported to the Headteacher and the 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 10 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



HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare. Health and Safety is discussed at the half termly Governors Resources Meetings.

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

Communication of Information

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 main staff room and the staffroom of Nursery and Pre-School. The governing body/Trust as the employer provides access to competent H&S advice via HCC's H&S team as required by the Health and Safety at Work etc. Act 1974.

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 either in writing or via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept the HR office by Mrs Sarah Mortlock 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 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 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 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. It is encouraged that the staff member contacts the headteacher on arrival and departure to the site. The staff member must report to the headteacher at regular intervals during their time on site. The main gate to the carpark to be kept open for the duration of the working period.

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.

Arena Security – 0800 389 1494 or 01438 481811



PREMISES AND WORK EQUIPMENT

All staff are required to report to Mr Michael Starkey, Site 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.

Mr Michael Starkey 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 Mr Michael Starkey.

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 in the Site Managers office by Mr Michael Starkey. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Claxton Trust Guidelines on test and inspection requirements.

Curriculum Areas

Senior Leaders 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 Mr Michael Starkey.

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 organised by Mr Michael Starkey annually.

Mr Michael Starkey 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) will be conducted on a maximum of a 5 year cycle by IWL Limited. 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 Mr Michael Starkey will conduct and record a formal termly inspection of the equipment.

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



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"*** (COSHH Regulations).

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Mr Michael Starkey with areas delegated to Mrs Debbie Day.

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.

Records of exposure to hazardous substances in the workplace should be kept for up to 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, Mr Michael Starkey 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 on 3rd August 2012. However, the Nursery and Pre-School were surveyed on 3rd July 2017 due to refurbishment.

Prior to all major works a Refurbishment and Demolishment survey will be carried out and surveys carried out and kept on file.

The school's asbestos log (including school plans, asbestos survey data and a site-specific management plan) is held in the Site Managers office by MR Michael Starkey.

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. The school has a incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>

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 Mr Michael Starkey, Ms Emma Flawn and Mrs Debbie Day 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.



- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.



CONTRACTORS

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

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

Mr Michael Starkey is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Mr Michael Starkey 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 \(thegrid.org.uk\)](#) When considering the appointment of contractors outside of Hertfordshire frameworks Mr Michael Starkey, Site Manager will undertake appropriate competency checks prior to engaging a contractor.

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

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

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



WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only 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 [LA455 - The Ladder Association](#)

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 (are) Mr Michael Starkey.

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 Mr Michael Starkey 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 will be 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 a DSE assessment carried out.

Advice on the use of DSE is available via 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.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

- During icy conditions every effort will be made to de-ice/grit the car park. Staff use this at their own risk
- All cars parked in the school car park are left at the owner's own risk. School insurance will not cover any theft or damage in the area. However, some unions do cover this as part of their agreement.



LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Mr Michael Starkey.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://thegrid.org.uk))

Relevant public liability cover must be in place and checked by the school.

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

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

See The Lettings Policy regarding safeguarding requirements.



MINIBUSES

The school do not have any minibuses.



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.

Systems in place within the school for responding to individual concerns and monitoring staff workloads are:

- Staff Wellbeing and Workload Surveys
- Performance Management, mentoring and personal development plans
- Referral to Occupational Health
- See 'Managing Stress in the Workplace Policy' including stress risk assessments and wellbeing action plans

The school's wellbeing/mental health lead is Miss E Barrie.

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/publications/education-staff-wellbeing-charter)



LEGIONELLA

A water risk assessment of the school has been completed on 15/02/2022 by Primec. Mr Michael Starkey is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/ or building footprint.

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.

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



SCHOOL SWIMMING

Primary school swimming in public

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements



WORK RELATED LEARNING

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)²
- 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.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

² In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.



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.

