

	Health & Safety Policy	
	Last reviewed: March 2018	Next review: March 2020
	Linked Governor: Rob Doughty	SLT Member: Andrea West

PART 1 STATEMENT OF INTENT

The Governing Body of Ashlyns School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties.

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

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is displayed on the school H&S Board and on the shared drive.

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

This policy statement supplements:

- Hertfordshire County Council's (HCC) Health & Safety Policy
- HCC's Asbestos Policy
- E-Safety and Data Security Policy
- Ashlyns Lettings Policy

<p><i>Julie Laws</i> Chair of Governors</p>
--

<p><i>James Shapland</i> Head teacher</p>
--

Date: 16th March 2018

Date: 16th March 2018

PART 2 ORGANISATION

As the employer, the Governing Body has overall responsibility for Health and Safety in Foundation Schools.

At school level duties and responsibilities have been assigned to Staff and Governors as detailed below.

Responsibilities of the Governing Body

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

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishment's Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.
- Where required the Governing body will seek specialist advice on health and safety which the school may not feel competent to deal with. The HCC Education Health and Safety Team (Tel: 01992 556478) provide competent health and safety advice.
- Promoting a positive H&S culture and high standards of health and safety within the school.

Responsibilities of the Headteacher:

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

The Headteacher has responsibility for:

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.

- Ensuring that the establishment has emergency procedures in place. *(NB. schools should follow the Schools' Critical Incident Management Plan and have a Business Continuity Plan in place for emergency and crisis situations);*
- Reporting to HCC any significant risks which cannot be rectified within the school's budget;
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.

- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

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

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility e.g. Senior Finance & Operations Manager, Heads of Department, etc.

See Staff Handbook for details of specific responsibilities which will include:-

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

Responsibilities of employees

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

All employees of the establishment have responsibility to:

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

PART 3

ARRANGEMENTS

- Appendix 1 - Risk Assessments: General, Curriculum, Pregnancy
- Appendix 2 - Fire Evacuation and other Emergency Arrangements
- Appendix 3 - Inspection/Maintenance of Emergency Equipment
- Appendix 4 - First Aid and Medication
- Appendix 5 - Accident Reporting Procedures
- Appendix 6 - Lone Working
- Appendix 7 - Health and Safety Information and Training
- Appendix 8 - Work Equipment
- Appendix 9 - Flammable and Hazardous Substances
- Appendix 10 - Lifting and Handling
- Appendix 11 - Health and Safety Monitoring and Inspection
- Appendix 12 - Asbestos
- Appendix 13 - Offsite visits
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment
- Appendix 16 - Vehicles on Site
- Appendix 17 - Lettings/Shared use of Premises
- Appendix 18 - Contractors
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - E-Safety and Data Security Policy

Detailed information is given in the [Education Health and Safety Manual](http://www.thegrid.org.uk/info/healthandsafety/manual.shtml) which can be found at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by The Senior Finance & Operations Manager following guidance contained in the Education Health and Safety Manual

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by The Senior Finance & Operations Manager and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in Google Drive/H&S/RAs

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

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

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department 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 and DT. CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

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

- [BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [Safeguards in the school laboratory, 11th edition, ASE <http://www.ase.org.uk/>]
- [Topics in safety, 3rd Edition ASE]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

Pregnancy Risk Assessment

Risk assessments on new and expectant mothers will be undertaken by The Headteacher following guidance contained in the County Health and Safety Manual.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual.

The fire risk assessment is located in The Fire Folder (See the Senior Finance & Operations Manager for further details) and reviewed on an annual basis.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in The Staff Handbook and posted in public areas around the school. Procedures are also detailed on the back of each visitor pass. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by The Headteacher and provided to HCC upon review.

Fire Drills

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

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
Staff will be made aware of the type and location of portable firefighting equipment and care-taking staff will receive basic instruction in its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity) [locations will be detailed by respective H.O.F/ H.O.D.]
- **M**
aterial Safety Data Sheets for Chemicals and flammable substances. These will be kept by Premises Manager/Senior Finance & Operations Manager/Head of Science, as appropriate, for consultation.

Lockdown

- It is not currently a statutory requirement to regularly carry out a whole school lockdown
- A Lockdown would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school
- Circumstances which might trigger a lockdown include: a reported incident, disturbance in the local community that could be a risk to students, an intruder on the site who appears to be threatening, a dangerous and uncontrolled animal, local risk of air pollution

Procedure

- A lockdown is the opposite of a fire drill
- The alarm is given by the bell 'pulsing' for 30 seconds
- Until the "all clear" is given ignore all other bells
- All students/staff are to stay INSIDE the classroom and move away from the window
- The teacher or other adult will lock or barricade the door
- Keep quiet and stay calm at all times
- If you are in a common area (corridor, toilet etc) go immediately to any classroom or place where there is an adult
- If you are on the playground go inside immediately to a place where there is an adult
- If you are on the field cease your activity and go with your teacher to the far side of the field
- During the lockdown senior and premises staff will be monitoring CCTV/patrol corridors/communicate via mobile phones
- The "all clear" is given by a 20 second pulse of the bell

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Team and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on Friday afternoons.

Any defects on the system will be reported immediately to the Senior Finance & Operations Manager.

A fire alarm maintenance contract is in place with ACE Ltd. and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Chubb Fire & Security undertake an annual maintenance service of all firefighting equipment.

Weekly, the Site Team will check that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Senior Finance & Operations Manager.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the Site Team and annually by T P Furlong Electrical Contractors.

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

MEANS OF ESCAPE

Daily, all Staff should carry out checks for any obstructions on exit routes and ensure all final exit doors are operational.

APPENDIX 4

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- The Medical Room
- Main reception
- The Sports Hall.

A DEFIBRILLATOR IS LOCATED AT THE FOLLOWING POINTS:

- Main entrance
- The Sports Hall
- Paul Beard centre.

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

The following staff are available to provide first aid:

First aid at work Certificate

Name	Ext/workplace
Mel Kruck	239 Medical room
Jill Bilcock	222 Science
Julie Darraugh/Gemma Biggerstaff	0 or Reception
James Lister	225 Chemistry
Mark Nicholson	265 Technology
Sam Kershaw	Cover Supervisor
Mark Bennett	511/301/Reception
John Preston	227/PE
Steve Wright	Cover supervisor
	242 MFL
Jo Cross	Geography
Pauline O'Callaghan	236 or reception
Simon Dobie	Inclusion
Steve Dolan	Science 225

1 and ½ Day first aid training for schools

Andrea West	231
-------------	-----

The Head teacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The Premises Manager will check that any vehicles are properly equipped with first aid boxes before they are used.

Sickness and emergencies

If a student is unwell or injured at school they should go to the Medical room, where the Matron will provide first aid and advice. Wherever possible the student is encouraged to go back into lessons after a short time in the Medical Room.

If a student is not well enough to stay in school, the Matron will arrange for him/her to go home by making direct contact with his/her parent/carer. Students should not telephone their parent/carer themselves.

If a student is unwell with vomiting or diarrhoea he/she should wait for 48 hours after symptoms have disappeared before returning to school.

If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable. The school will ask parents to meet the ambulance at casualty. Staff should not take pupils to hospital in their own car.

Administration of medicines

All medication will be administered to pupils in accordance with the School's Medical Policy

If a student suffers from a chronic long-term illness or complaint such as asthma, serious allergy, diabetes or epilepsy, or is recovering from a short term illness and requires antibiotics or regular pain relief, it may be necessary for prescribed medicines to be administered in school.

In all instances when prescribed medicines or regularly required non-prescription medicines need to be administered at school, the parent/carer will complete a **Request for School to Store Medication Form (MED1)**, which is available from the school office or website, and provide their own medication including regular paracetamol and ibuprofen.

Medicines will be in the original packaging with the dispensing label and instruction leaflet. The school will not accept decanted liquids or tablets not in their original packaging. The student's name, the medication administered and the date and time the medication has been taken must be logged in the Medical Room Log Book.

Paracetamol and/or ibuprofen may occasionally be provided for students who need pain relief to enable them to stay in school. A small supply will be kept in the medical room. **A non-prescribed medicine will not be given to a student unless there is specific prior written permission from the parents.** A **Consent to give medication** form is in all admission packs and a downloadable copy is available from main reception or the school website.

All medications kept in school are securely stored within the Reception Area with access strictly controlled. Where children need to have access to emergency medication i.e. asthma sufferers, it will be kept unlocked within the Reception Area or medical room fridge and clearly labelled.

In accordance with the Department of Health document **Guidance on the use of emergency salbutamol inhalers in schools** (March 2015) an emergency salbutamol inhaler is stored in

- The medical room
- The PE office (Sports Hall)
- Main reception

Emergency inhalers are only administered to pupils diagnosed with asthma and who have a '**Consent to administer emergency salbutamol inhaler**' form filled in and signed by their parents.

Emergency inhalers are for use in the rare occasion that a child is not able to access their own inhaler.

The Matron is responsible for keeping a list of consenting pupils alongside the emergency inhalers. Parents are informed if their child has needed to use the schools salbutamol inhaler.

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

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 Matron

All staff are made aware of any relevant health care needs and copies of health

care plans are available from Matron's Office
Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Mrs E Haezwindt (SENCO) and Mrs Kruck (Matron) are the first point of contact for liaison with regard to students with specific known medical conditions.

Blood Spillages

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

<p style="text-align: center;">ACCIDENT REPORTING PROCEDURES</p>

In accordance with the County Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the standard County Council Violent Incident Report (VIR) Form.

Copies of these forms are available from The PE Department for PE Injury and from Reception in all other cases.

The Headteacher will countersign the HCC report form before the original copy is sent. A copy should also be kept at the establishment.

- A local accident book which is located in the front office is used to record all minor incidents to pupils. Any more significant incidents must also be reported to HCC using the forms described above.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

In the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of **7** days or more (including weekends and holidays)

These must be reported to the HSE within **15** days of the incident occurring.

In every case where an incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety Team. The Education Health and Safety team are contactable on 01992 556478.

Full guidance and copies of the form are located in the County Health and Safety Policies and Guidance Manual.

APPENDIX 6

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 proposed lone working activity is necessary.

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

Where lone working cannot be avoided staff should:

- Obtain the Headteacher/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.(Refer to Guidance on Personal Safety in the Health and Safety Manual).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Resources Committee meets approximately 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.

The teaching Trade Unions appointed Safety Representative on the staff is Paul Harland.

Communication of Information

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

The Health and Safety Law poster is displayed on the Health and Safety notice board in the Staffroom.

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

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by Nicky Welch (teaching staff) and the Senior Finance & Operations Manager (non-teaching staff).

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

Employees will be provided with:

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

Training records are held by the Deputy Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

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

<p>WORK EQUIPMENT</p>

All staff are required to report to The Senior Finance & Operations Manager as a matter of urgency any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

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

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Selectatest.

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

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

Curriculum

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

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

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

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Premises Manager	Site staff / caretaker IT Team	Site staff / caretaker	Ladders - termly Tower scaffold on erection and weekly thereafter if left in situ.
Caretaking/cleaning equipment including hand tools	Premises Manager	Site staff / caretaker	Site staff / caretaker	<i>School to determine following manufacturers advice</i>
Grounds Maintenance equipment	Premises Manager	Site staff/grounds keeper	Premises Manager/Grounds keeper	<i>School to determine following manufacturers advice</i>
Gas appliances (includes school catering equipment, boilers, food tech, etc)			Concept Heating 07710 463297	Annually
PE & play equipment			Universal Services 01621 868700	Annually
LEV, dust extraction/fume cupboards			<i>COSHH Inspection Services</i> 01442 787570	14 monthly (max). Records of these examinations must be kept for a five year period.
Technology equipment			<i>T H Bendall</i> 01525 384779	As appropriate.
Art/Design equipment			Insurance engineer	<i>Compressors – annually</i>
Portable electrical equipment			Selectatest	Annually
Lifts/lifting equipment			<i>BSA Regal</i> 02380 366423 <i>Evac+ Chair</i> 0121 706 6744	Lifts annually Hoists/slings for people – 6 monthly
Stage Lighting Rig	Lancelyn Theatre Supplies		Lancelyn Theatre Supplies	Annually in January

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Every attempt will be made to avoid, or choose the least harmful of substances which fall under the **“Control of Substances Hazardous to Health Regulations 2004”** (the “COSHH” Regulations).

In all other areas the Schools’ nominated person(s) responsible for substances hazardous to health is/are the Senior Finance & Operations Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

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

- HCC’s Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC

Please refer to www.cleapss.org.uk for further information.

Member of staff in charge of radioactive sources (RPS) is Mark Roberts, Science Teacher, who is responsible for ensuring all records pertaining to radioactive sources are maintained.

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

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

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

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

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

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

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Headteacher, the Governor Responsible for Health and Safety and the Premises Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

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

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the Senior Finance & Operations Manager.

A named governor will be involved/undertake inspections on an annual basis and report back to the **Senior Finance & Operations Manager** and Full Governing Body meetings.

ASBESTOS

The asbestos register is held online and in The Premises Manager's office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are the Premises Manager and the SFOM. (Refresher training required 3 yearly).

The authorising officers shall ensure:

- The asbestos log is maintained and changes reported to Acorn Analytical Services
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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

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

Any damage to materials known or suspected to contain asbestos should be reported to The Senior Finance & Operations Manager who will contact the HCC Building Management Team on 01992 555555

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to The Senior Finance & Operations Manager.

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. [Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required] Overseas or adventurous activities trips require governor approval.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher/SLT or Governing Body for approval.

The school's Educational Visits Co-ordinator is the Deputy Headteacher.

All Offsite Visit activities must be risk assessed using the **Evolve Protocol System**, these assessments are monitored and reviewed by the Headteacher or nominated member of the SLT, the Deputy Headteacher.

<p>WORK AT HEIGHT</p>

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

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The schools' nominated person(s) responsible for work at height is The Premises Manager. The Network Team are also trained to work at height.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

Untrained staff, pupils and contractors without proof of training should not use steps, ladders or other equipment designed for working at height.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available in the Education Health and Safety Manual

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

HCC DSE Risk Assessment Form is available on Connect.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and a maximum of £25 towards corrective glasses if required specifically for DSE use).

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. The back gates are always kept shut.

The children's and parent's access shall be kept clear of vehicles.

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

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

A one-way system is in force for all vehicles moving around the site and, if appropriate deliveries are taken around to the rear of the building and directed away from student areas.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by The Lettings Manager following County Council guidance.

Please refer to Ashlyns Lettings Policy.

APPENDIX 18

CONTRACTORS

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

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

APPENDIX 19

MINIBUSES

The Senior Finance & Operations Manager is responsible for the undertaking of checks on and the operation of minibuses following guidance contained in the County Guidance.

All minibus drivers should receive training by the HCC Road Safety Unit; drivers will be issued with a copy of the code at the training sessions.

STRESS

APPENDIX 20

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

The school subscribes to Schools Advisory Service for all staff, and has a Well-Being committee in place under the direction of the Deputy Headteacher.

LEGIONELLA

APPENDIX 21

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

The Premises Staff will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis.

The Senior Finance & Operations Manager will ensure that any showers or other areas where water droplets are formed are disinfected and de-scaled on a termly basis.

E-SAFETY & DATA SECURITY

APPENDIX 22

Please refer to the separate E-Safety and Data Security Policy.