	<b>Health &amp; Safety Policy</b>	
	<b>Last reviewed: February 2026</b>	<b>Next review: February 2028</b>
	<b>Linked Governor: Peter Shell</b>	<b>SLT Member: Andrea West</b>

## **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 etc. Act 1974 and other statutory and common law duties.


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

This policy will be brought to the attention of, and/or issued to, all members of staff. 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:

- E-Safety and Data Security Policy
- Ashlyns Lettings Policy



*Julie Laws*  
**Chair of Governors**



*James Shapland*  
**Head teacher**

## **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 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 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.

Responsibilities:

- 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) provides 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 accordance with the governing body's health & safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring the policy and other appropriate health and safety information is communicated 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.
- 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 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 the Governing body 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.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions

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. School Business Director, Estate Manager, Heads of Department, etc. include those listed below.

- 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;
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- 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 students 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 etc. 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 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.
- Cooperate 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: inc 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 - Personal Safety/Lone Working
- Appendix 7 - Health and Safety Information and Training
- Appendix 8 - Work Equipment
- Appendix 9 - Flammable and Hazardous Substances (COSHH)
- Appendix 10 - Moving and Handling
- Appendix 11 - Health and Safety Monitoring and Inspection
- Appendix 12 - Asbestos
- Appendix 13 - Off site 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
- Appendix 23 - Work Experience
- Appendix 24 - Infectious diseases

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>

## APPENDIX 1

# RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These will be coordinated by The School Business Director following guidance contained on the H&S pages of the [Hertfordshire Grid](#)

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by the School Business Director, the Estate Manager, and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in Google Drive/Virtual Staffroom/Health & Safety/RAs

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.

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 student incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday).

### 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. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use i.e. scheme of work / lesson plan etc.

The school maintains 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 [CLEAPSS Science](#)

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

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- Safeguards in the school laboratory,2006, 11<sup>th</sup> edition, ASE <http://www.ase.org.uk/>]
- [Safe Practice in Physical Education,School Sport and Physical activity' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

### Pregnancy/ individual Risk Assessments

Specific risk assessments relating to staff members or students are held on that individual's file

Risk assessments on new and expectant mothers will be undertaken by The HR Officer following guidance contained at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

It is the responsibility of all staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such assessments will be reviewed on a regular basis.

## APPENDIX 2

### 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](#)'

The fire risk assessment is located in The Fire Folder (See the School Business Director/Estate 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. This training is supported by regular termly drills.

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. These procedures will be reviewed at least annually. Evacuation procedures are also made available to all other users of the building including contractors / visitors/ hirers etc. Procedures are also detailed on the school's sign in system (Inventory).

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

The school has arrangements in place for the evacuation of people with specific needs and where required the SBD is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes

#### 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 fire fighting equipment.

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Staff will be made aware of the type and location of portable fire fighting equipment and key staff will receive basic instruction in its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity) [locations will be detailed by the Estate Manager.
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Estate Manager/School Business Director/Heads of Department 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

## **APPENDIX 3**

### **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 Tuesday mornings.

Any defects on the system will be reported immediately to the Estate Manager.

A fire alarm maintenance contract is in place with Black & Gold Fire Ltd. and the system tested 6 monthly by them.

Smoke and heat detectors are tested on a quarterly basis.

#### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

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

Weekly, the Site Team will visually inspect and 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 directly to the School Business Director.

#### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly by the Site Team and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Martin Cook Electrical Ltd .

Test records are located in the site's fire log book located in the Estate 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 and available for immediate use.

## APPENDIX 4

### FIRST AID AND MEDICATION

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

- The Medical Room
- Main Reception
- The Sports Hall

Additional First Aid Boxes are located in the Science department:

- 1 x Main Prep Room F164 - 1 x Chemistry Prep Room (between F150/F161) 1 x Science Staff Room (between F138/F139) and 1 x S Block Prep Room.

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 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).

#### [Link to the List of First aiders 2026](#)

First aid qualifications remain valid for 3 years. The First Aid Administrator/Matron will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave

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

#### **AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:**

- Main entrance
- The Sports Hall
- Paul Beard centre.(24hrs access)
- Science Playground
- Old yr 7 playground
- Medical Room (portable)

Matron checks the AED on a monthly basis (some AEDs may require additional checks for functionality check the user manual and add accordingly)

## **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 parents/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 student 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 students to hospital in their own car.

### **Administration of medicines**

All medication will be administered to students in accordance with the School's Managing Medical Conditions in School Policy and the DfE document [Supporting students at school with medical conditions](#).

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 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 the main reception or the school website.

All medications kept in school are securely stored with access strictly controlled. When children need to have access to emergency medication it is in the locked grey cupboard in the medical room. Matron and Reception staff have access to the key.

The school have chosen to hold an emergency salbutamol inhaler 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 small cupboard.

Emergency inhalers are only administered to students 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 students 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 students and administration of medicines (e.g. asthma, diabetes, epilepsy, anaphylaxis etc) as appropriate.

The school has chosen to hold an emergency Adrenaline auto injector (AAI) e.g. EpiPen for emergency use on students who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a student without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is 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 students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the student (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 students 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.

## APPENDIX 5

### ACCIDENT REPORTING PROCEDURES

#### **Accidents to employees**

Employees must report all accidents, violent incidents and near misses

- 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 medical room

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

Along with?

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

Copies of these forms are available from the medical room

All minor incidents are recorded on an excel sheet in year groups, that all staff have access to. More significant incidents as detailed below must also be 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.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- student / student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.
- 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 (to employees, [see specified reportable injuries from HSE](#)) these incidents will be reported immediately to the Health and Safety Executive (HSE) 0345 300 9923.

In the event of an incident resulting in

- students or other non-employees being taken directly to hospital for treatment and the accident arising as a 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

- 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 weekends and holidays)

These must be reported to the HSE within **10** days of the incident occurring via their online reporting system <http://www.hse.gov.uk/riddor/>

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

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

<b>PERSONAL SAFETY / LONE WORKING</b>
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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 their line manager / 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 students and staff feel safe.

These incidents will also be reported to the governing board.

### **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. Staff working outside of normal school hours must obtain permission from their line manager and register with site staff as well as 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. They must detail any other relevant/specific arrangements for lone working off site, e.g. for staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

### **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. Nominated key holders also have mobile CCTV access, this allows for the building to be viewed remotely before entering.

## APPENDIX 7

### HEALTH AND SAFETY INFORMATION & TRAINING

#### CONSULTATION AND COMMUNICATION OF INFORMATION

##### Consultation

The Finance, Premises & Personnel Committee meets approximately half-termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

##### Communication of Information

Detailed information on how to comply with HCC's health and safety policy is given in the [H&S pages of the Grid](#) ., 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 overseen and documented for all new employees by Nicky Welch (teaching staff) and the School Business Director (non-teaching staff). Induction training is completed by the HR Officer/Head's PA for non teaching staff with the exception of specified staff i.e. grounds, premises, gym which is conducted by the Estate Manager.

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

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.

## APPENDIX 8

### WORK EQUIPMENT

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

Defective equipment will be clearly marked and taken out of service pending repair / disposal. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair

The Estate Manager will oversee the collation of department specific plant and equipment Registers, and ensure that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register and 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 in / by Estate Manager in Google Drive (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 Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).

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

#### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. Damaged /defective equipment must not be used and will be reported to the Estate Manager.

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

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.

A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor on a maximum of a 5 year cycle, or an annual inspection and 20% physical test of wiring will be undertaken in order to provide a full set of results over a 5 year period].

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

## Curriculum

The Estate Manager 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.

## APPENDIX 9

### FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular Science, DT and Art) Heads of Department are responsible for the control of substances hazardous to health 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 Schools' nominated person(s) responsible for substances hazardous to health is/are the School Business Director.

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.
- Where required risk assessments are conducted for the use of hazardous substances and communicated to staff using those products. 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 where the need is identified as part of the risk assessment.

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

## RADIOACTIVE SOURCES

CLEAPSS guidance L93 in [‘Managing Ionising radiations and Radioactive substances in schools and colleges](#) is followed. Feb 2024 minor revisions Oct 24 - KRo to check

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

Please refer to [CLEAPSS](#) for further information.

Member of staff in charge of radioactive sources (RPS) is Nicola Gunton, Head of Science , who is responsible for ensuring all records pertaining to radioactive sources are maintained. Detailed responsibilities are provided in the Science Department H&S Policy / they are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

## APPENDIX 10

### 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.

**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.**

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 School Business Director, who will arrange for a risk assessment to be carried out.

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

## APPENDIX 11

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the School Business Director and the Estate Manager. This is reported to the termly FPP meeting.

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. An annual submission to provide assurance is submitted to the School Business Director.

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 School Business Director

A named governor will be involved/undertake inspections on an annual basis and report back to the School Business Director and Finance, Premises & Personnel Committee (FPP) meetings.

## APPENDIX 12

### ASBESTOS

The asbestos management survey and register is held online and in The Estate 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 school's most recent asbestos management survey was conducted in October 2025.

The Estate Manager 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.

The Establishment's Asbestos Authorising Officers are the Estate Manager and the School Business Director. (Refresher training required 3 yearly).

The 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.
- The asbestos management plan is maintained and changes reported to Acorn Analytical Services
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
- 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).
- 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

**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.)

Any damage to materials known or suspected to contain asbestos should be reported to the School Business Director 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).

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to The School Business Manager.

## APPENDIX 13

### 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 <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

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

The LA's Off Site 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 Coordinator(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 Coordinator is a 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.

## APPENDIX 14

### WORK AT HEIGHT

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.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight 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

<https://www.hse.gov.uk/work-at-height/ladders/index.htm>

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

The schools' nominated person(s) responsible for work at height is The Estate Manager. The Network Team is 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 are properly controlled.

Untrained staff, students 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 [Grid](#)

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

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, visitors, and sixth formers 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 & Events Officer following [County Council guidance](#).

*Please refer to Ashlyns Lettings Policy.*

## APPENDIX 18

### 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 Reception where they will be asked to sign in with the Digital Visitor System and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

#### School managed projects

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

Where the school undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Headteacher on the school's behalf who will ensure landlord's 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 \(thegrid.org.uk\)](#)

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.

### MINIBUSES

## APPENDIX 19

The Estate Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the [DVLA](#).<sup>2</sup>

[On an annual basis individual staff will be required to obtain a check code from the [DVLA](#) and provide this to The Estate Manager in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence]

The School Business Director is responsible for the undertaking of checks on and the operation of minibuses following guidance contained in the [Minibuses in Hertfordshire | Hertfordshire County Council](#)

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All minibus drivers should receive training by the HCC Road Safety Unit [Minibus driver assessment scheme | Hertfordshire County Council](#) (i.e. hold a valid HCC minibus permit (valid for 3 years) ; drivers will be issued with a copy of the code at the training sessions.

## APPENDIX 20

### STRESS/WELLBEING

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 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.

## APPENDIX 21

### LEGIONELLA

The Estate Manager 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;
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.

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

## APPENDIX 22

### E-SAFETY & DATA SECURITY

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

### Work Experience

## APPENDIX 23

### Secondary level only

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

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

### Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilises the Assistant Head to assess the suitability of the placement and relevant supporting documentation. 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)<sup>3</sup>
- 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.

## APPENDIX 24

### 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.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

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.