

Central Primary School



Health, Safety and Well-Being Policy

Our motto: Children are Central.

PART 1 STATEMENT OF INTENT

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

This statement sets out how these duties will be conducted and includes a description of the 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 kept on the staff drive and on the school's website.

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

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

[Signed]

[Signed]

Mike Haley, Chair of Governors

John Mynott - Headteacher

8th February 2017

8th February 2017

PART 2 ORGANISATION

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

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the Education Health and Safety Manual.

A Health and 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.

The school's health and safety governor is Mr Daryl Jooste.

The Governing Body will receive regular reports from the Head Teacher 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 establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC Schools.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures / governing body's health and safety policy and procedures rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

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

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

Whilst overall responsibility for health and safety cannot be delegated the Head Teacher may choose to delegate certain tasks to other members of staff.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.

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

Responsibilities of employees

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

All employees have responsibility to:

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

PART 3. ARRANGEMENTS

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
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APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the delegated staff following guidance contained in the [Education Health and Safety Manual](#) and are approved by the head teacher.

Risk assessments are available for all staff to view and are held centrally on the staff drive in the health and safety folder. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager.

Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by teachers 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.

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science and DT.

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

Make it safe (5th edition) NAAIDT

Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001.

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/>

APPENDIX 2

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/schlfe/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.

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) Mary Dos Santos, Val Ward, John Mynott who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the head teacher.

For further information please see the Offsite Visit Policy.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk
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A general inspection of the site will be conducted and be undertaken / co-ordinated by David Ladmore/ Daryl Jooste.

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

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the head teacher.

A named governor Daryl Jooste will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

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

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher 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 log book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's 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 emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by Val Ward and updated to the LA via Solero.

Fire Drills

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

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment, if they have been provided with the training to do so.

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

1. Gas - Outside Classroom (Willow)
EYU – Conkers Classroom
Main School – Boiler room/ Kitchen
NPC – Apple Classroom
 2. Electricity - Outside Classroom (Willow)
EYU – Cupboard in Acorn Classroom
Main School – on wall by stairs up to Y6
NPC - Basement
 3. Water - Outside Classroom (Willow)
EYU – Acorn class near sink
Main School/ NPC – in play area by NPC
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the caretaker as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

John Mynott is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the school office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 6pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer (Samways 01923 228844)

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.
Chubb undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb fire Alarms 0844 8791666.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Samways 01923 228844.

MEANS OF ESCAPE

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

APPENDIX 6

<h3>FIRST AID AND MEDICATION</h3>
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FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Resources Room
- Each classroom has a bum bag first aid kit which is replenished by Sue Owen from first aid stock cupboard as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

- Ulrika Englund (LSA) 16hr First Aid for Work course including Paediatric First Aid Expires 27/09/2018
- Tammy Beresford-Perry (Assistant Head) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Sarah Boardman (LSA) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Davinia Brito (Teacher) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Chow Duffy (Senior MSA) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Tracie Goman (SEN LSA) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Jessica Bulaitis (nee Green) (Dance Teacher) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Jessica Hooper (Deputy Head) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Jo White (SEN LSA) Paediatric First Aid including EYFS criteria Expires 13/07/18

- Lois Horbury (SEN LSA) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Ruby Iqbal (Teacher) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Marta Jaworska (Teacher) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Michelle Moss (Teacher) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Sue Owen (Office) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Kim Peacock (LSA) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Krishna Pindoria (Assistant Head) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Michelle Robertson (LSA) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Sumbal Shahid (EYFSP) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Agnieska Skrypska (MSA/ LSA) Paediatric First Aid including EYFS criteria Expires 02/06/18
- Anna Maria Lukyova (LSA/ MSA) Paediatric First Aid including EYFS criteria Expires 09/02/18
- Tracie Webster (LSA) Paediatric First Aid including EYFS criteria Expires 13/07/18
- Vanda Santos (LSA) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Slywia Zmuda (EYFSP) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Shahzrad Mahgsoudi (EYFSP) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Sophia Lamb (LSA) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Freda Lane (LSA) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Jo Humphrey (SEN LSA) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Natalie Shilling (LSA) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Dora Asuamah (LSA) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Amber Dos Santos (LSA) Paediatric First Aid including EYFS criteria Expires 16/10/19
- Anka Pop (LSA) Paediatric First Aid including EYFS criteria Expires 30/01/20
- Natalie Maclean (LSA) Paediatric First Aid including EYFS criteria Expires 30/01/20
- Roohi Ahmed (EYFSP) Paediatric First Aid including EYFS criteria Expires 30/01/20

- Thomas Jordan (EYFSP) Paediatric First Aid including EYFS criteria Expires 30/01/20
- Matt Beach (LSA) Paediatric First Aid including EYFS criteria Expires 30/01/20
- Anjali Babbar (LSA) Paediatric First Aid including EYFS criteria Expires 30/01/20
- Damayanthi Fernando (MSA) Paediatric First Aid including EYFS criteria Expires 30/01/20

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

The resources room (Main First Aid Resources)

Each classroom has a small first aid kit

Ulrika Englund is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

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

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

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Our local A&E department is located at Watford General.

Administration of medicines

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

The school will, at the request of the parent / carer and with the consent of the head teacher, administer medication prescribed by a medical practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Sue Owen is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Sue Owen.

All non-emergency medication kept in school are securely stored with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in a labelled box inside the child's classroom cupboard.

Health Care Plans

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. 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 regularly by Jessica Hooper

All staff are made aware of any relevant health care needs and copies of health care plans are available in the inclusion folder on the staff drive

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

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

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

All major incidents will be reported to the headteacher and as appropriate the health and safety governor. Parents / carers will be notified immediately of all

major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

Communication of Information

Detailed information on how to comply with the LA'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 in the school office, the staffroom and the business manager's room.

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

Health and Safety Training

All employees will be provided with:

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- 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 will be kept in the health and safety folder. The head teacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Head teacher's / 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 9

PERSONAL SAFETY/ LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the head teacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

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

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

Staff working outside of normal school hours must obtain permission of the head teacher. They should inform the head teacher of their arrival and departure by text message when lone working.

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.

School staff responding to 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.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the health and safety folder.

All staff are required to report to the head teacher any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum Areas

Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Plowright Hinton.

Val Ward is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted on a 5 year cycle.

External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the caretaker will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by John Harrison
PE Equipment and Gymnasia Inspector

APPENDIX 11

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 and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

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

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 (where generic risk assessments are available e.g. 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.

APPENDIX 12

LIFTING AND HANDLING

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

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

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

Paediatric Moving and Handling

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

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

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 13

ASBESTOS

An asbestos management plan is in place for the school in accordance with [HCC's asbestos policy](#).

The school's asbestos log is held in the school office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The School's Asbestos Authorising Officers are John Mynott – Head Teacher, Val Ward – Business Manager and David Ladmore/ Bill Penn/ Richard Wilson - Caretakers and refresher training is provided 3 yearly.

These authorising officers shall ensure:

- The asbestos management plan is maintained and that any changes are notified to the LA.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **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.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)

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 head teacher who will contact HCC's asbestos team

APPENDIX 14

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 school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

School managed projects

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the business manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

These contractors have satisfied the County Council that they understand and abide by health and safety regulations.

Contractors will be asked to provide risk assessments and method statements

² CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

APPENDIX 15

WORK AT HEIGHT

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

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 shown how to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg405.pdf>.

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

The establishments nominated person(s) responsible for work at height is (are) the caretaker.

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 all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

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

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

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the business manager following County council guidance. Our lettings policy sets out the requirements and guidance for lets at Central Primary School.

APPENDIX 19

STRESS / WELLBEING

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

The school participates in the wellbeing programme and the school's wellbeing co-ordinators is Val Ward, business manager.

The school also had many systems in place for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring NQTs, Free access to speak to the headship team and frequent meetings between all members of staff.

LEGIONELLA

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

A water risk assessment of the school has been completed by Nemco and the caretaker is responsible for ensuring that operational controls are being conducted and recorded in the water log book.] The caretaker will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by Nemco]

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)