

Hertfordshire County Council

Children's Services

Model Policies for Schools

Model Health and Safety Policy for Schools

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MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

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

Writing a Policy Statement

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

Part 1 Statement of Intent

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

Part 2 Organisation (roles and responsibilities)

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

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

The procedures for joint management / employee consultation should be detailed. It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

It should be decided whether you require a safety committee in the establishment. (small establishments and primary schools are unlikely to need a safety committee.) Where such a committee exists, then you should describe briefly its constitution and functions.

Part 3 Arrangements

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

The model policy details some of the key areas for which local arrangements may be required and should be customised to the school's individual circumstances, depending on the nature of the risks not all may be relevant.

Arrangements for policy review

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

Further Information

12. For further information and guidance contact: the Health and Safety Team
Tel: 01992 556478
13. DfE advice on legal duties – [Annex A](#) contains key elements of a H&S policy

HEALTH AND SAFETY POLICY

Holtsmere End Junior School

PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff **a copy will be kept in the school office.**

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

This policy statement supplements:

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

[Details of any other relevant school policies e.g. Educational Visits, Medical Conditions and Managing Medicines, Behaviour, Physical intervention Policy etc. can be found in the school office.]

[Insert signature]

[Insert signature]

**[Barbara Whitford], Chair of
Governors**

[Emma McGuigan], Headteacher

[Insert date]

[Insert date]

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

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

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 & 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 Barbara Whitford.

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 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 **governing body's health and safety policy and procedures** is the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.

- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to 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 Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the head to the Deputy Head and Mr. Woods, Caretaker. Within departments this task is further delegated to the relevant subject Co-ordinator/subject leader.

Responsibilities of other staff holding posts of special responsibility will:-

- Apply the school's health and safety policy to their own curriculum 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.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher 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 to the Headteacher.
- 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 the LA's expectations are provided in the [Education Health and Safety Manual](#).

Individual policies can be found in the folders located in the school office.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses (not applicable)
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Swimming pool (not applicable)
- Appendix 23 - Work Experience (not applicable)

RISK ASSESSMENTS

General Risk Assessments

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

Risk assessments are available for all staff to view and are held centrally in [the School Office](#) 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 Headteacher](#). Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by [subject leaders](#). Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use [in lesson plans](#).

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 within the school as sources of model risk assessments:](#)

[Primary schools]

- [\[Be Safe! Health and Safety in primary science and technology, 4th Edition ASE \]](#)
- [\[National Society for Education in Art & Design \(NSEAD\)
 <http://www.nsead.org/hsg/index.aspx> \]](#)
- [\[Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
 <http://www.afpe.org.uk/> \]](#)

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

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 by relevant staff.**

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Headteacher who will check the documentation and planning of the trip and if acceptable initially approve **the visit. See separate off-sites policy.**

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken by Chair of Governors Deputy Head Teacher and Caretaker. Inspection to include cleanliness of the school.

Monitoring inspections of individual areas will be carried out by relevant staff.

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

A named governor **Mrs. Barbara Whitford** will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to 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 Chair of Governors and Caretaker.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the school's 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 school's fire log book and will be reviewed on an termly basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed throughout the school. 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 school secretary and updated to the LA via Solero.

Fire Drills

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

Fire Fighting

- 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.

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

Details of chemicals and flammable substances on site.

An inventory of these will be kept by **Mr. Woods, Caretaker** as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Headteacher 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 **school office**.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur at the same time at the beginning of every week.

Any defects on the system will be reported immediately to the alarm contractor ADT.

A fire alarm maintenance contract is in place with **ADT and Chubb** and the system tested **annually** by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment is available for use and operational and for any evidence of tampering by the Caretaker.

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

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

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation weekly and recorded in house and annually a full discharge test and certification of the system will be undertaken.

contractor]

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra curricular activities)

All staff attended: Save a Life course for schools January 2013.

First aid qualifications remain valid for 3 years. **Headteacher** 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:

Medical Room.

Senior M.S.A., is responsible for regularly checking half termly that the contents of first aid boxes. Travel kits are checked and updated when required by relevant T.A.

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.

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 only by a medical practitioner.

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

Karen Perrin and Pauline Affleck (school office staff) 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 in the medical room.

All non emergency medication kept in school are securely stored **in a lockable cupboard in the medical room. Refrigerated meds are kept clearly labelled in the**

staff room fridge 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 **the medical room** and clearly labelled in individual boxes.

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 each term / when child enrolls / on diagnosis being communicated to the school and will be reviewed termly by school office staff.

All staff are made aware of any relevant health care needs and copies of health care plans are available **in child's individual file and teachers file**.

Staff will receive appropriate training related to health conditions of pupils.

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 **kept in the medical room** 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 **the Governing Body/ 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 and Deputy Headteacher 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.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

Communication of Information

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 and staff room**.

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

Health and Safety Training

All employees will be provided with:

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

Training records will be kept in the school office including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

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

PERSONAL SAFETY / LONE WORKING

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

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

Lone working

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

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

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

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. Staff responsible for call out Mr. Woods, Caretaker, Mrs. McGuigan and Mr. Heskin.

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 school office.

Mr. Woods, Caretaker is responsible for identifying all plant and equipment in an equipment register and ensuring that any 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.

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

Curriculum Areas

Subject Co-ordinator are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

The Caretaker will conduct a visual inspection of plugs, cables and electrical equipment weekly. Defective equipment will be reported to **the Headteacher and 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 **certified contractor**.

Pauline Affleck is responsible for keeping an up-to-date inventory of all relevant electrical appliances and the caretaker 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 by the Caretaker before use for any apparent defects, and will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by T & B. Last inspection done 8th December 2013.

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

The Caretaker 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 COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- 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 Headteacher** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

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 the **Headteacher Mrs. McGuigan and Caretaker Mr. Woods (April 2013)** 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 by Caretaker)

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 **Headteacher** who will contact HCC's asbestos team.

CONTRACTORS

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

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

Mr. Woods, 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

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>

Contractors will be asked to provide risk assessments and method statements 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.

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 trained 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 individuals role **e.g. Caretaker.**

The establishments nominated person(s) responsible for work at height is Mr. Woods 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.

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

The vehicle access gate must not normally be used for pedestrian access. **Wherever possible vehicles should not move in the car park immediately before and after school school day.**

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by **the Headteacher** following HCC guidance.

APPENDIX 19

MINIBUSES

Not applicable

APPENDIX 20

STRESS / WELLBEING

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

Separate school policy in file.

APPENDIX 21

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 is completed as required. The Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. This risk assessment should be reviewed where significant changes have occurred to the water system. The Caretaker will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted.

Operational checks to be carried out by the Caretaker and to include:

- identifying and flushing used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks weekly.
- disinfecting / descaling areas where water droplets are formed termly.
- water tanks being inspected for compliance and safety on an termly basis.

SWIMMING POOL

Not applicable

APPENDIX 23

WORK EXPERIENCE