

# Health and Safety Policy - October 2023

## St Adrian's Catholic Primary School



‘To Learn, To Love, To Live as a Community  
of God with Christ as our  
Teacher’

[www.stadrians.herts.sch.uk](http://www.stadrians.herts.sch.uk)

<b>Approved by:</b>	The Governing Body <b>Date:</b> October 2023
<b>Last reviewed on:</b>	November 2022
<b>Next review due by:</b>	November 2024



## **PART 1. STATEMENT OF INTENT**

The Governing Body of St Adrian's 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 issued to, all members of staff a reference copy is kept in the Staff Room and is available on the google drive, School Life staff area.

This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

*Martha Moroney*

*AP*

**Martha Moroney Chair of Governors**

**Aideen Porter Headteacher**

**October 2023**

**October 2023**



## **PART 2. ORGANISATION**

As the employer the Governing Body has overall responsibility for Health and Safety.

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

### **Responsibilities of the Governing Body**

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. They fulfill 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 in the [Education Health and Safety Manual](#).

The Premises working group 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 wider Governing Body.

The Governing body will receive regular reports from the Headteacher and School Business Manager 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 Governing body will access H&S advice as required through HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the Health & Safety Policy 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.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.



- 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 Westminster Diocese 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.
- Appointing an Educational Visits Coordinator (EVC). This role has been delegated to Karen Gallaher (Deputy Headteacher).

**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 to the School Business Manager

### **Responsibilities of other staff holding posts of special responsibility**

The Head Teacher and School Business Manager will:

- Apply the school's health and safety policy
- Ensure staff are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- The Head Teacher will ensure health and safety risk assessments are undertaken for activities 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.
- The Educational Visits Coordinator (EVC) will take responsibility for all learning outside the classroom opportunities and for supporting their colleagues planning and managing off-site visits.

### **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.
- 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.
- 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.



## **Appendices**

Appendix 1 - Risk Assessments

Appendix 2 - Offsite visits

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Appendix 22 - Infection Control



## **APPENDIX 1**

### **Risk Assessments**

#### **General Risk Assessments**

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

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

As part of the review process, previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th Birthday).

#### **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 SENCO or Deputy Head/Headteacher. ( Karen Gallaher) 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 Activity Risk Assessments**

##### **Primary schools**

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>



## **APPENDIX 2**

### **Offsite Visits**

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [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 <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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.

Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also has its own set of standard operating procedures and risk assessments for local learning areas and low risk activities.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the EVC ( Karen Gallaher ) who will check the documentation and planning.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.



## **APPENDIX 3**

### **HEALTH AND SAFETY MONITORING AND INSPECTION**

A formal inspection of the site will be conducted on a termly basis by the School Business Manager and Site Manager.

The School Business Manager 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 Site Manager and School Business Manager.

A named Governor (currently Colin Madders) will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the Premises Committee and full governing body meetings.



## **APPENDIX 4**

### **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ['Fire safety risk assessment: Educational premises'](#) and the [Education Health and Safety Manual](#).

The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

#### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building.

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the school business manager 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**

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

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

**Gas:** Manual cut offs are located; in the meter cupboard in the year 3 class and in the school kitchen pantry. (The room is labelled with a gas warning). Emergency cut off buttons are also located in the kitchen and the plant room.

**Electricity:** Electrical intake cupboard in staff corridor (enclosed unit on left hand of cupboard)

**Water:** Mains tap is located on the path outside front of the school adjacent to the water meter housing close to the orange bin area. A separate whole school cut off is in the plant room and is labelled water cut off point.



## **APPENDIX 5**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The School Business Manager/Site Manager 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 which is located in the school business manager's office.

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site Manager.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer

A fire alarm maintenance contract is in place and the system tested 6 monthly by them.

#### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks are undertaken by the Site Manager to ensure that all fire fighting equipment remains available for use and operational.

An annual maintenance service is undertaken of all fire fighting equipment by an external contractor.

#### **EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked by the Site Manager for operation weekly in rotation and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by an external contractor.

#### **MEANS OF ESCAPE**

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



## **APPENDIX 6**

### **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).

#### **TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):**

Stefka Solakova 21/10/22 expires 22/10/25

Helen Taylor 21/10/22 expires 22/10/25

Safia Cox 21/10/22 expires 22/10/25

Rachel McNamara 27/02/21 expires 26/02/24

Kathy Reid 26/11/22 expires 25/11/25

#### **SCHOOLS FIRST AID (1 day/ 6 hours):**

Aideen Porter - 21/11/2021 expires 21/11/2024

#### **TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):**

Sue Ruffell 15/09/2021 expires 14/09/2024

Katharine Gibbons

Jilly Collier Garrity

#### **EMERGENCY FIRST AID IN SCHOOLS (4 HOURS) 21/10/22:**

All other staff

First aid qualifications remain valid for 3 years. The School Business Manager 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:**

- All classrooms
- The School Office
- School hall

The Administration Assistant is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.



### **Automated External Defibrillator (AED)**

The device is located on the student side of the wall at the school reception office and is maintained by the Site Manager. Maintenance records are located within the site Health & Safety folder containing details of monthly checks.

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

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

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of a pupil, with the parents/carers.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children without a parent's written consent except in an exceptional first aid scenario.

The School Office are responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the school office, refrigerated medications are kept in a clearly labelled container in the staff room fridge with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in each classroom in a cupboard with a First Aid sign.

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.

The school has chosen to hold an emergency Adrenaline auto injector (AAI) e.g. Epipen for emergency use on pupils 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.



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In the event of a possible severe allergic reaction in a pupil 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 pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, Senco, 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 the SENDCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the class folders.

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**

Employees must report all accidents, violent incidents and near misses to the Governors. Employee accident / incident forms are to be retained for a minimum of 3 years.

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

A local accident book is used to record all minor incidents to non-employees, 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.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> birthdays.

#### **All Accidents**

All major incidents will be reported to the Headteacher and the Governing Body. 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 as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

#### **Reporting to the Health and Safety Executive (HSE)**

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

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

- 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



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- supervision / organisation etc. within 10 days of the incident occurring.
- 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), within 15 days of the incident occurring.

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



## **APPENDIX 8**

### **HEALTH AND SAFETY INFORMATION AND TRAINING**

Employees and or their representatives will be consulted on all matters that affect their health, safety and welfare.

The Premises Working Group 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.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

#### **Communication of Information**

Information and guidance 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 Staff Room.

The Governing body as the employer provides access to competent H&S advice via HCC'S H&S team, tel. 01992 556478 as required by the Health and Safety at Work etc. Act 1974

#### **Health and Safety Training**

All employees will be provided with:

- a copy of and induction training in the requirements of this policy when they start at the school. This training will be refreshed annually
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff in an appropriate manner and highlighted as part of the standard cycle of policy review.

Training records will be kept in the staff file.

The School Business Manager is responsible for coordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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



## **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 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 and gain access from the Headteacher or Deputy Headteacher and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they notify someone as to their whereabouts and 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. Keyholding Service held with Arena Security who would attend out of hours.



## **APPENDIX 10**

### **PREMISES AND WORK EQUIPMENT**

All staff are required to report to the Headteacher or the School Business Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The School Business Manager/Site Manager/Caretaker are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is [detailed in the register].

#### **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 on the 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](#)

#### **Electrical Safety**

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

The School Business Manager 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 by an electrical contractor on a maximum of a 5 year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

#### **External play equipment**



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External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and

The Site Manager will conduct and record both the weekly and termly inspection of the equipment.

PE and Play equipment is also subject to an annual inspection by an external contractor.



## **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”*** (COSHH Regulations).

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Site Manager/School Business Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children. ● all substances are kept in their original packaging and labelled ( no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

### **PPE**

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site, the school business 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*).

Records of harmful exposure to hazardous substances in the workplace should be kept for up to 40 years.

## **APPENDIX 12**



## **ASBESTOS**

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in July 2020.

The school's asbestos log including school plans, asbestos survey data and site specific management plan is held in the School Business Manager's Office.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

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).

The school's asbestos authorising officers are Felicity Salam (School Business Manager) Aideen Porter (Head Teacher) and Paul Lowther (Site Manager). Refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment, either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos



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works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

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



## **APPENDIX 13**

### **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 / reception where they will be asked to sign in using the Inventory system and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The School Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

#### **School managed projects**

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

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Synergy on the school's behalf who will ensure landlords' consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the Diocese of Westminster that they understand and abide by health and safety regulations. Details can be found [here](#)

When considering the appointment of contractors outside the framework the School Business Manager will undertake appropriate competency checks prior to engagement, (appropriate skills, knowledge & experience) to do the job safely.

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.

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



## **APPENDIX 14**

### **Work at Height**

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

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

<http://www.hse.gov.uk/pubns/indg455.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 individuals role. See also LA455 - The Ladder Association

The establishments nominated person(s) responsible for work at height is the School Business Manager

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected; ● a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces are properly controlled.



## **APPENDIX 15**

### **LIFTING AND HANDLING**

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

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the School Business Manager/ Head Teacher 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.



## **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 is controlled by the school office who restrict who is allowed on to the school grounds.

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

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian/vehicle segregation.



## **APPENDIX 18**

### **LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the School Business Manager who is responsible for ensuring that any lettings groups are fully informed of all H&S arrangements.

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

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

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

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



## **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's management standards.

There is an open door policy at school where staff feel valued with their voices heard and any concerns acted upon quickly. Staff are canvassed regularly about any specific challenges. At the beginning of each staff meeting, there is a forum to discuss any 'quick fix' problems.

A member of staff , Kara Hart SENDCo, who is an advanced practitioner, is designated as the Wellbeing Lead . She has completed wellbeing training and Mental Health First Aid Training. She regularly signposts staff to support and help where needed as well as conducting wellbeing surveys. Findings are then shared and acted upon. Sophie Parrett, is currently undergoing ELSA Training (Emotional Literacy Support Assistant) and will also assist in the role of wellbeing in the school.

The school also provides free tea and coffee and lunches on INSET days and before parent consultations.

Subject coordinators are given release time each week in addition to PPA. The school endeavours to block staff PPA time so that they are able to make best use of this time. Staff wellbeing is at the forefront of any decisions being made about the amount of work being undertaken. For example, parent consultations are split between a day time slot and one evening slot to support staff. Where tasks are deemed of significant importance, staff are given additional time to prepare.

The SLT is understanding of the personal circumstances of staff members and are considerate in granting requests for leave where required.

Through our performance management process, staff are clear about their roles and expectations and support is provided for their professional development. Staff who feel like they are achieving and that their work has a positive impact are happier in their roles.



## **APPENDIX 20**

### **LEGIONELLA**

A new water risk assessment of the school is in production following extensive works during the summer of 2023. The last assessment was completed by Nemco Utilities on 6 January 2020.

The Site Manager and School Business Manager are responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will continue to 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;
- There are no stored cold water tanks in operation within the school.

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



## **APPENDIX 21**

### **SCHOOL SWIMMING**

#### **Primary school swimming in public**

These will be planned as an offsite visit in line with the schools policy. Westminster Lodge safety procedures are detailed here: [Westminster Lodge Centre Safety Operating Procedures.doc](#)

In addition the school have obtained assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements



## **Appendix 22**

### **INFECTION CONTROL**

The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as E-Bug

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever