



# Health and Safety Policy

Review Date:	2 <sup>nd</sup> August 2018
Next Review Date:	2 <sup>nd</sup> August 2019

### Contents & changes from last review

Page	Section	Changes since last update
3	Statement of intent	Whole H&S Policy fully updated and change of design, signatures added
4-6	Organisation	Checked and updated
7	Risk Assessments	Checked and updated. Class risk assessments added accordingly with responsibility
8	Off site visits	Checked and updated. Hilary removed, Luke added
9	Health and Safety Monitoring and Inspections	Checked and updated. Michael added to inspections, boundary checks added
10	Fire Evacuation and other Emergency Arrangements	Checked and updated, contact numbers added
11	Fire Prevention, Testing of Equipment	Checked and updated contact number added, training added
12-13	First Aid and Medication	Checked and updated, Hilary removed, AED added
14	Accident Reporting	Accident book/SELERO used for staff – CPOMS for learners
15	Health & Safety Information and Training	Checked and updated, adding H&S internal training
16	Personal safety / lone Working	Checked and updated, BAT phone and home school visits added
17	Premises Work Equipment	Checked and updated, external equipment changed
18	Flammable and Hazardous Substances	Checked and updated
19	Moving and Handling	Checked and updated. Jacky Joiner removed, Rob Grundy added. Physio's & OT's added
20	Asbestos	Checked and updated, survey date added
21	Contractors	Checked and updated
22	Working at Height	Checked and updated
23	Display Screen Equipment	No Change
24	Vehicles	Checked and updated. Carpark drop off & collection, responsibilities explained
25	Lettings	Checked and details updated, contact numbers added.
26	Minibuses	Paul Joiner removed
27	Stress	No change
28	Legionella	Checked and updated, RA survey to be completed Autumn Term 2018
29	School Swimming and pools	Checked, updated, much more detail added specifically to Greenside Pool
30	Work Experience	Responsibility name changed

**This document is based on the Hertfordshire County Council model health and safety policy. Under the Health and Safety at Work Act 1974, it is the duty of an employer to have an up to date written statement of health and safety.**

**Adapting the model policy demonstrates compliance with the LA's Health and Safety Policy as well as with all statutory duties.**

## **STATEMENT OF INTENT**

The Governing Body of Greenside School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities for all staff, learners, volunteers and visitors under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the 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 school staff and volunteers on the school website and in the school health and safety file on the school N: drive system. All staff are reminded of these locations through induction for new staff and displayed on the health and safety board near the staffroom. Staff are also reminded this on annual health and safety training.

This policy statement and the accompanying organisation and arrangements will be reviewed annually. This policy statement supplements: Hertfordshire County Council's (HCC) Health and Safety at Work and other health and safety related policies which are published on the school website.

**This Health and Safety Policy is agreed and signed by:**

Head Teacher	<b>Dave Victor</b>		Date	
Chair of Governors	<b>Dave Smith</b>		Date	

## **ORGANISATION (role and responsibilities)**

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. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the Education Health and Safety Manual. The named Health & Safety Governor **Anthea Clamp** 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 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.

### **Responsibilities of the Head teacher**

Overall responsibility for the day to day management of health and safety in accordance with the LA rests with the Head teacher.

The Head teacher 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 service able condition.
- Reporting to the LA 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.

At Greenside School **Michael Levy** is the Health and Safety Liaison Officer.

Potentially dangerous Health and safety issues must be raised to the Head teacher immediately by all members of staff. It is the responsibility of Head teacher to ensure that urgent issues are acted upon immediately.

The Caretakers have responsibility to ensure they comply with all health and safety matters in a safe and correct manner. They will also ensure contractors conduct work safely in accordance with Greenside's safeguarding procedure. The Caretakers will also adhere to their HCC training on COSHH, Asbestos and Legionella, ensuring cleaning staff perform their duties following their example and guidance.

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

The responsibility for the overseeing the swimming pool, plant room and co-ordinating first aid throughout the school has been delegated to the swimming pool manager **Michael Levy** who will:

- Apply the school's health and safety policy to their own 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 learners 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 or the Health and Safety Liaison Officer.
- 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.

### **Review of Policy**

- Governors at Greenside ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
- Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body as well as the Resources sub - committee of governors.
- The Health and Safety Policy is reviewed annually / amended upon any change.
- The policy is communicated to all staff (teaching and support staff) and is linked to the induction of all new staff.
- The policy is published on the school's website.

## **ARRANGEMENTS**

Detailed information on the LA's expectations are provided in the Education Health and Safety Manual.

## Risk Assessments

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by **Michael Levy** who writes the majority the school risk assessments 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 either at the risk locations, and are held centrally in the Health & Safety Liaison Officers office or on the network school system (N: sch doc, H&S). Risk 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. Class teachers and class leads are trained / reminded about risk assessment during internal health and safety training (annually). **Class teachers / leads** write class specific risk assessments relating to their classroom, current learners and activities throughout the school year. These are signed off by Heads of Departments.

### Individual Risk Assessments

Specific assessments relating to staff member(s) or learner(s) will be undertaken by **class teachers/leads** and checked by Heads of Department / SLT, are held on that individual's file and securely stored following data protection laws. 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 (where appropriate) will be carried out by **Subject leaders** 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 publications are used as sources of model risk assessment within science and DT.

### Secondary

- [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory,2006 (11<sup>th</sup> Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

### Primary

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ] ISBN ISBN 978-0-86357-426-9]
- [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/> ]

## 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.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.

Evolve will be used for the planning and approval of all level 3 offsite visits. Relevant risk assessments, participant's 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)

- **Alex Tomkins**
- **Luke Simonds**

who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head teacher.

For other educational visits the Schools Offsite Policy is followed which ensure appropriate risk assessment are completed and signed off by responsible members of SLT



## Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted termly - 6 monthly and be undertaken / co-ordinated by **The Head teacher / Michael Levy**. Area checks are documented, these include, classrooms, offices, outside play equipment and boundary checks. 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: **Anthea Clamp** will be involved / undertake an audit / inspection 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. **Anthea Clamp** and **Michael Levy** will conduct the inspection jointly

## 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. **Michael Levy** will assist with this.

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

Fire and emergency evacuation procedures are detailed in the staff handbook and visitors pack 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 drills.

Evacuation procedures are also made available to all contractors /visitors. All classes have class specific evacuation procedures.

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 The Local Authority (LA) 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 firefighting equipment. Staff are made aware of the type, location of portable firefighting equipment and receive basic awareness, instruction in its correct use at induction and health & safety inset training.

Details of service isolation points (i.e. gas, water, electricity) - see school map.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the **Michael Levy** and **Caretakers**

## INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

**Mick Watts** 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 Head teacher's office.

### **Fire Alarm system**

Fire alarm call points will be tested weekly in rotation. This test will occur each week. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer **Lexicon Tel: 01438 759255**. The system is tested by **Lexicon** every 3 months.

### **Fire Fighting Equipment**

Weekly in-house checks that all firefighting equipment is available for use and operational and for any evidence of tampering. **Morgan Fire Protection Tel: 01992 893498** undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **Morgan Fire Protection**.

### **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 **IWL Tel: 01992 893498**

### **Means of Escape**

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

## First Aid and Medication

**Michael Levy** over-see's first aid. 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 First Aid at Work (18 hr):

- Rob Grundy
- Trisha Bird
- Michael Levy
- Alex Tomkins
- Diane Paice
- Marisa Perez

### Trained to EYFS Standard - Paediatric First Aid (12hr):

- Joh Maher
- Michael Levy
- Matthew Donno
- Jo James
- Alex Tomkins
- Marisa Perez
- Ann-Marie Willinson
- Sira Olabarria
- Charlotte Fortey
- Filiz Campbell

### Trained to Emergency First Aid at Work (6hrs):

- Michael Levy
- Donna Evans

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

### Training

All staff receives basic first aid awareness training annually by **Michael Levy**. This includes CPR, recovery position, choking, AED, first aid pack use, assessing casualties, summoning help. Greenside has its own set of manikins to enable staff to gain hands on practice.

School nurses provide annual training on epilepsy, anaphylaxis, and asthma.

Monthly workshops are available to all staff to drop in and refresh their CPR skills.

First aiders are required to attend monthly internal on-going first aid training (lead by **Michael Levy**). An intense schedule indicates the varied sessions, which are all part of the two main (3 yearly) first aid courses. This enables Greenside first aiders to retain knowledge.

### First Aid Boxes

All first aid boxes are located with individual first aiders and in each class.

**Michael Levy** is responsible for getting first aiders to monitor their first aid boxes as an on-going basis and replenish any used or out of date items. Recorded checks of all contents are documented annually, with any missing or out of date items replenished. These include class travel kits and those on minibuses and 7/9 seaters

### AED (defibrillator)

Greenside has its own AED. This is located in an alarmed cabinet outside the heads office. All staff are made aware of its location. **Michael Levy** has received intense AED training. Michael has provided all first aiders with AED training using Greenside's identical 'Training model'. Staff are shown the AED use upon first aid annual training. Checks of AED in place.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers/emergency contact will be informed. No learner will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. Where there is any doubt about the appropriate course of action, the school nurse / first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of learner with the parents/carers.

### **Administration and Medicines**

All medication will be administered to learners in accordance with the DfE document: Supporting pupils at school with medical conditions. Detailed arrangements in separate policy.

No member of staff will administer any medication (prescribed or non-prescribed) to learners under the age of 16 without a parent's written consent except in exceptional circumstances.

### **First Aid and Medication**

The school nurses 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 are securely stored [e.g. lockable cupboard in nurse's room, refrigerated meds kept in clearly labelled container within fridge in the medical room] with access strictly controlled.

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. Under no circumstances will medication be stored in first aid boxes.

**MICHAEL TO ARRANGE SEPTEMBER:** 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 the nurses room], and clearly labelled. The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler & for whom parental consent for its use has been obtained.

### **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 learners with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the learner (where appropriate), parent/carer, school nurse and relevant healthcare services. These plans will be completed when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the school nurse

All staff are made aware of any relevant health care needs and copies of health care plans are available in the nurses room. Staff will receive appropriate training related to health conditions of learners and the administration of medicines by a health professional as appropriate.

## 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 learners and other non-employees (members of public/visitors to site)

A local accident book (in Heads office) 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.

Accidents to learners are recorded through our CPOMS system, this ensures Senior staff are notified quickly and that we keep an accurate record, including body maps if necessary.

All major incidents will be reported to the Head teacher 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, 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 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/> within 15 days of the incident occurring.

- A learner 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 LA's Health and Safety Team.**

## Health and Safety Information and Training

### Consultation

The resource committee meets termly to discuss health, safety and welfare issues affecting staff, learners 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 corridor next to the staff room and at The Greenside Studio. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VCschools.

### Health and Safety Training

All employees will be provided with:

- a copy of and 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.) and
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff in morning briefing. Any other relevant information will be displayed on the school health & safety board near the staff room.

Training records will be kept in the admin office (adjacent to the hall) by **Sharon Lewis**, who is responsible for co-ordinating training records 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.

All staff complete internal Health and Safety training, arranged and lead by **Michael Levy**. This includes requirements set out by county and within this document. PowerPoints of training given is filed. Specific areas are focused on to vary the training and highlight areas of concern throughout the year in more detail.

## **Personal Safety and 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 learners 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. 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. Caretakers have their mobile on them whilst working throughout school.

### **Home School Visits**

2 members of staff attend a first visit. Following this initial visit a risk assessment is written. Regular staff attend any learners who are home schooled. Staff have a mobile phone.

### **Bat Phone**

Greenside has three 'Bat Phone's (emergency phones) which is always manned by the office staff or SLT. All staff are taught the protocols regarding this phone and reminded of the number (displayed on the health and safety board).

### **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. Key holders include the caretaking staff and SLT.



## PREMISES AND WORK EQUIPMENT

### Curriculum Areas

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 Technician's room and dealt with by **Abi Ajumobiin** who will keep records of defective equipment.

**Mick Watts** 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. Relevant risk assessments conducted where required by **Michael Levy** or class teachers / leads or SLT as appropriate. Equipment restricted to those users who are authorised / have received specific training is the plant room and boiler room. All staff are required to report to **Abi Ajumobiin** or **Michael Levy** (as appropriate) 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. Each subject leader is responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Pool Office by **Michael Levy**.

### Electrical Safety

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

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). This is completed as annually as possible at Greenside. All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by **Abi Ajumobiin**, who 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 **IWL Tel: 01992 893498**. This is completed every 5 years (**Michael Levy** retains records of dates). Swimming pool is completed annually due to the high usage and HCC recommendations.

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.

### 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 **Michael Levy** will conduct a formal termly inspection of the equipment with another member of staff. PE and Play equipment is subject to an annual inspection by **Universal Play**

## 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).

**Michael Levy** co-ordinates COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for COSHH and trained via HCC are:

- **Mick Watts**
- **Mark Hay**
- **Michael Levy**
- **Mark West**

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required 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.

Where persons may be affected by their use on site, the Head 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).

## 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 **Rob Grundy** 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 learners 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 learners 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.

### Occupational Therapists and Physiotherapists

Greenside have a number of Occupational Therapists and Physiotherapists who work with staff relating to learning handling and physical support

## 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 on **30<sup>th</sup> May 2017**.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the front office.

The Head teacher 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 (site team) are:

- **Mick Watts**
- **Mark Hay**

**Michael Levy** has also completed training to assist the Head with the management of asbestos. Refresher training is provided 3 yearly. Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), 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 Head teacher / 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 works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).
- Defects will be reported to **Mick Watts**

## 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 reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks and local management arrangements and vehicle movement restrictions. **Mick Watts** is responsible for monitoring areas where the contractor's work may directly affect staff and learners and for keeping records of all contractor work.

### School managed projects

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

Such projects are managed by the **Head teacher / Mick Watts** 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.

Contractor 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.

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  
<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 individual's role e.g. site staff, drama, ICT technician etc.

The establishments nominated person(s) responsible for work at height is the **Head teacher / Mick Watts**

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 and any risks from fragile surfaces is properly controlled.

## 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](#)

## Vehicle's on Site

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

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

### **Learner's arrival / collection to school**

Parking bay lines are highlighted on the carpark ground to indicate the bays for the minibuses that bring the learners in to school and collect at the end. During this time there are strict safety protocols and is strongly managed, one person directing the transport down the road and one overseeing the learning arriving/collected. All staff are involved in the learner's safety.

Staff that oversee the carpark during these times are familiar to the transport drivers and staff. They wear high-viz jackets to indicate where they are.

A risk assessment is written regarding the carpark use.



## Lettings / Shared Use of Premises

Lettings are managed by **Emma Dellow** following HCC guidance. Insurance details are in place and checked periodically.

### **Swimming Pool - Strokes Swim School**

Contact Michael Levy

Tel: 07545468670

**Michael Levy** also works at Greenside as the Pool Manager therefore familiar with all pool related procedures and ensures any staff running the lessons on his behalf are also fully aware of the Hire Conditions and pool PSOP.

Strokes Swim School has a risk assessment in place, also a safeguarding policy.

Greenside require correct qualifications are in place these include RLSS Rescue Test Lifesaving Certificate. Copies of certificates etc are retained in the Pool Office.

The pool is hired Monday – Thursday after school. Access to the community is via the Lower Primary Playground gate.

### **Play Scheme – North Herts Centre for Voluntary Service**

Contact – Kathryn Thorn

Tel: 01462 689406

**Joh Maher** oversees the sessions during the play scheme. Joh Maher is also a class lead at Greenside, therefore fully familiar with the school.

Locations throughout the school are used during the school holidays. Specific locations are arranged and agreed prior to the hire of the school.

Any planned work in the area is mentioned and discussed relating to any risk assessments required

## Minibuses/Cars

**Sharon Lewis** maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) Issued by the HCC Road Safety Unit. **Alex Tomkins** is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows County Guidance. These are completed by HCC Fleet Services.

All drivers must be over 21 and hold a full Category D1 (minibus) licence, non-employees must have held this for at least two years (as per HCC guidance)

Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a mini bus abroad.

Minibus drivers follow guidance prescribed in the 'Minibus booking folder' – All Mini bus drivers have HCC permit and are renewed every 5 year, this renewal includes questioning of school/minibus procedures.

Greenside School has two cars, a seven seater and nice seater. These can be driven by staff that hold a B (Car licence), they need to have hold the licence for 3 years and have a short competency test with Alex Tomkins before being able to drive the school's cars

## Stress / Wellbeing

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards. Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to head teacher / senior management, membership of an Employee Assistance Programme.

Greenside has a [Wellbeing Policy](#)

## 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: ??? Date: ??? (put old date in – but say we are ensuring one is completed this term)**

**Mick Watts** 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.

**Mick Watts** is responsible for undertaking basic operational controls in lieu of a water risk assessment. The risks from legionella are mitigated by basic operational controls and thus the following checks are 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
- Six monthly temperature checks of stored water
- Stored cold water tanks are inspected for compliance and safety on an **annual basis** by [???] and tank water temperature recorded.

**\***

**DAVE – we need a new risk assessment done. If I remember the old one was about 10 years ago??? I believe its every 5 years – H&S Audit will pull up on this, (our excuse can be we knew we were getting a completely new water system in place, therefore waited). A new one has to be done following change.**

## School Swimming

### Swimming at a public pool

A planned off site visit in line with the schools policy. Using: **Saxon Pool in Biggleswade**.

The school will obtain a copy of the pool's PSOP (Pool Safety Operating Procedures) which identify the normal operations and emergency procedures for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s)
- Learner / swimming teacher ratios
- Rescue / lifeguard provision provided

### Greenside Swimming Pool

The head teacher will ensure that the pool is managed in accordance with the LA's guidance Safe Practice in School Swimming. **Michael Levy** is the Swimming Pool Manager who will run the swimming pool with regards to day-day operations, safety, volunteers, ratios, all staff within the pool, swimming teachers, timetable and sessions for the learners.

**Michael Levy** will manage:

- All risk assessments related to the pool and plantroom, fixtures/fitting, activities/sessions and users (which include staff and volunteers).
- Pool Safety Operating Procedures which also document the Normal Operating Procedures (NOP) & Emergency Action Plans (EAP) – ensuring these are up to date.
- Oversee groups/lettings hiring the facility, ensuring the letting agreement is completed and that the hirer knows and understands the PSOP.
- Health and Safety checks and regular inspections are completed.
- All staff and volunteers complete a Pool Induction.
- Staff and volunteers are trained in their support and assistance – assigning correctly based on competence and confidence.
- Correct qualifications are maintained, including RLSS Rescue Test (lifesaving)
- Check all rescue equipment are in place and spotters are familiar with alarms
- Security of the pool building – key placed in a 'key safe' when a lifesaver is not present in the pool building.

### Pool plant operations

**Michael Levy** will oversee the plantroom ensuring and water testing is carried out by a qualified plant room operator. **Mick Watts / Michael Levy** will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG).

**Kingfisher** – Tel: **01920 871700** perform our external bacterial testing is carried out and, where necessary, a plantroom operator will carry out any remedial actions.

All staff are to ensure that they are familiar with the PSOP for the swimming pool. All new staff receive a copy of this. A copy is also located on the school website. Every class has a Swimming File which has a copy of the PSOP.

## Work Experience

Greenside has a separate work experience policy which is regularly reviewed and updated. **Alex Tomkins** is responsible for managing and co-ordinating work related learning within the school following guidance contained in the Education Health and Safety Manual.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks by a competent person(s)
- Alex Tomkins will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.