



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL Health and Safety Policy

Version	3.4
Based on Model Policy	HCC Model Health & Safety Policy for Schools (2010), Issue 14 (Jan 2025)
Review body:	Governing Body
Date issued:	September 2025
Review frequency:	Annual
Target audience:	All stakeholders

Version	Date	Notes
V3.0	Oct 2021	New model policy. Updated references to The Grid, updated Covid Addendum, other minor changes to various of the local arrangements
V3.1	Sep 2022	Removal of Covid addendum
V3.2	Sept 2023	Retention of risk assessments; accident reporting timescales; COSHH record storage; LA455 safe Use of adders and Stepladders new guidance added; DfE well-being charter added; Appendix 21; Infection Control added.
V3.3	Sept 2024	Monitoring: Cross reference to App 10 included for premises compliance issues; First Aid: Minor update to reflect DfE guidance and recommendation schools register AEDs nationally; Premises: Minor change to wording and links to GEMS and HCC trackers updated; Asbestos: Link to incident procedure added, made clearer that an annual review of asbestos management plan required as a minimum; Stress: Minor change to risk assessment wording; Minor change to risk assessment wording, assessments to be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid.
V3.4	Sept 2025	See updates below.

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

UPDATES (September 2025)

Page number	Section	Details of change
January 2025 updates highlighted in yellow		
P3	Statement of intent	Annual H&S policy review recommended in line with DfE Governance guide
	Risk Assessment	Link to 2024 version of AfPE guide now available electronically.
P10	Fire evacuation	Paragraph added on PEEPs
P14	First Aid	added EYFS reference to paediatric 1 st aider requirements
P16	Accident reporting	HSE link to specified reportable injuries for employees added
P18	Personal Safety /lone working	Reiterated need to report violent incidents to the employer
P19	Premises and work equipment	Added reference to Electricity at work regs 1989 and customisable paragraph for personal items of equipment being brought into school
P19	Premises and work equipment	Header changed to PE and external play equipment
	COSHH	CLEAPPS doc L93 date of issue updated to Feb 2024 version
P21	Asbestos	Added 'asbestos register' (historically part of HCC's management plan) to documents that must be in place.
	DSE	Customisable paragraph for schools on eye tests for DSE users
	Minibuses	HCC minibus permit now valid for 3 years
P31	Infection Control	Paragraph on risks for new and expectant mothers added.

PART 1. STATEMENT OF INTENT

The Governing Body of Batford Nursery 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, all members of staff and a reference copy is kept in the Headteacher's office and, electronically, in the Policies shared drive.

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

This policy statement supplements:

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

See also School's:

- Medical Needs Policy, including First Aid and Intimate Care
- Sun Care Policy

Gail Hamilton, Chair of Governors	Sarah Hedges, Headteacher

PART 2. ORGANISATION

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

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.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor, **Nicola Parsons**, 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 Headteacher or 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 Education Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provides competent health and safety advice for Batford Nursery School.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing Body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to 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 Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Site Manager.

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 the senior leadership team 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.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- 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 all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

The school shares its site with Batford Day Care Ltd, a company owned by the school. The school retains overall responsibility for Health and Safety throughout the site. The local arrangements of this policy will therefore apply equally to Batford Day Care and its employees. The day-to-day management of health and safety within Batford Day Care is the responsibility of the Day Care Manager. Where the company has alternative procedures in place (e.g. for risk assessment, food safety, etc.), the Day Care Manager will develop their own local health and safety arrangements to supplement those of the school.

PART 3. ARRANGEMENTS

Detailed information on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.thegrid.org.uk)

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APPENDIX 1: RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and saved to a folder on the Policies shared drive; hard copies are filed in the Headteacher's Office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. 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) will be undertaken by the Headteacher (staff) or Lead Teacher (children).

Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the Headteacher/Teachers using the relevant codes of practice and model risk assessments (eg. Forest School Tools and woodwork).

APPENDIX 2: OFFSITE VISITS

Batford Nursery School conducts individual risk assessments for offsite visits. These are available on the shared drive and a hard copy is retained in the Headteacher's office for reference.

APPENDIX 3: HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken by the Headteacher and Site Manager. This is supplemented by a termly walkround by the school's Property Consultant.

A written report of findings from these termly inspections will be completed and kept in the Site Manager's Premises file.

Any actions are noted by the Headteacher and planned for in the Site Manager's schedule of work. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager.

A named governor, **Nicola Parsons**, will be involved in an audit of the school's health and safety management systems on an annual basis as a minimum and will report back to the Full Governing Body meetings. The annual inspection will be conducted jointly with the Site Manager, with input from the School Business Manager.

Advice and pro forma inspection checklists can be found on the [Grid](#).

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented by a competent person following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and on the [Grid](#)

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 in the staff handbook and a summary posted in each classroom.

On hearing the fire alarm sound –

- Immediately commence evacuation
- Collect Evac Bags emergency meds, and both staff and room registers
- Gather children together and encourage them to be calm and quiet
- Guide children and instruct any visitors to leave the building via the nearest fire exit, directing them to the appropriate assembly point
- Conduct a quick sweep of the room / toilets to ensure everyone is out
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- If possible, ensure inner doors are closed and shut outside doors as you leave
- Keep key person groups together, holding hands
- Key person or other available adult to check the register to ensure all children are present
- Collect and take emergency medication out with you.

These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

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

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

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

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

Fire Drills

- Fire drills will be undertaken termly and 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** or if they are blocking an exit route, using portable fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and signposted to the instructions on its correct use at induction.

Details of service isolation points

Gas	Bunker facing kitchen external door Area above store room, accessible via black metal doors in wall
Water	At main pedestrian gate and in Buntings room

Electricity Main fuse box – corridor by Batford Day Care Staff Room
 Cleaner's cupboard
 Reception office
 Electrics for heating – in boiler room

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager for consultation (See COSHH Appendix 11).

APPENDIX 5: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The 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 located in the Site Manager's Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer, TJ Fire & Security Ltd.

A fire alarm maintenance contract is in place with TJ Fire & Security Ltd and the system tested every 6 months by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all firefighting equipment remains available for use and operational.

TJ Fire & Security Ltd undertakes annually maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to TJ Fire & Security Ltd.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and these tests recorded. Annually, a full discharge test for the duration of the batteries and certification of the system will be undertaken by TJ Fire & Security Ltd.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and to ensure 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)

TRAINED TO FIRST AID AT WORK LEVEL (3days/18 hours):

Liz Attenborough, May 2023

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

For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

At Batford Nursery School all permanent staff are Paediatric First Aid trained.

All staff are offered Paediatric First Aid Training and certification is held by staff including the Senior Leadership Team, Key Workers, Site Manager and School Business Manager – see Training Record.

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

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

Sarah Hedges (Headteacher) and Caroline Borrell (EYP) were trained in Emergency First Aid at Work on 6th February 2025.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- School Office
- Robin Room
- Kingfisher Room
- Cuckoo Room (Day Care)
- Bunting Room (Day Care)
- Kitchen

Caroline Borrell is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits) belonging to the school are complete and replenished as necessary.

AEDs (Automated External Defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:

The school has an automated external defibrillator, situated in the Front Lobby of the school.

The Site Manager performs a visual battery check on the AED on a weekly basis and checks the expiry date for the pads and a power check monthly.

Defibrillators are registered on [The Circuit](#) to ensure they are visible to local ambulance services.

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 children, with the parents/carers.

Administration of medicines

All medication will be administered to children in accordance with the school's separate policy on Medical Needs, including First Aid and Intimate Care which is in accordance with the DfE document [Supporting pupils at school with medical conditions](#)..

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

The Headteacher (or the most senior person in her absence) is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be made by the person administering medication and filed in the medication cupboard.

All non-emergency medications kept in the school are securely stored in a designated high level cupboard in Robing Room (unless not in use, then this is kept in Kingfisher Room).

Refrigerated meds are kept in a clearly labelled container within Robin's lockable fridge, with access strictly controlled.

Where children need to have immediate access to emergency medication, e.g. asthma inhalers, epi-pen, etc., it will be kept in the medicines cupboard in Robin room (unless not in use, then this is kept in Kingfisher Room) and clearly labelled.

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 parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed if appropriate by SENCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the Medical Cupboard in Robin Room (unless not in use, then this is kept in Kingfisher Room).

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

APPENDIX 7: ACCIDENT REPORTING PROCEDURES

Accidents to employees

All employee accidents, no matter how minor, must be reported to the Local Authority using the online accident reporting system hosted on Solero.

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 in the School 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.

Parents / carers will be notified immediately of all major injuries.

Pupil accident forms must be retained for a minimum of three years after the pupil's 18th birthday.

All Accidents

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

All major incidents will be reported to the Headteacher and Governing Body.

The Headteacher, or her 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. Any relevant learning points will be communicated to relevant staff.

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 (to employees, [see specified reportable injuries from HSE](#)) will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. 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

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 8: HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

The school Governing Body meets half-termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Senior Leadership Team.

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

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is via the [H&S pages of the Grid](#) .

The Health and Safety Law poster is displayed in Chaffinch Room (the staff room).

The Education Health and Safety Team, Tel: 01992 556478 provides competent health and safety advice for the school.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy and signposted to this policy on the server (hard copy available in the Headteacher's office);
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff via the diary, weekly updates, staff meetings and staff meetings and recorded in minutes, and highlighted as part of the standard cycle of policy review.

Training records for school staff will be kept by the School Secretary on the training log spreadsheet in the Admin Private drive. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

The 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 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.

These incidents will also be reported to:

· the Local Authority

· the governing board.

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 the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

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

Staff working outside of normal school hours must obtain permission of the Headteacher and sign in and out of the premises. A message should be sent to the Headteacher as the individual both signs in and leaves the school premises/site.

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.

For staff conducting home visits:

- this must always be done in two's or more
- during school time
- appointments must be pre-arranged, with a start and expected time of return
- staff must have a charged, mobile phone,
- a colleague on site must be aware of visit details, including:
 - expected end time and time of return
 - arrangements for contacting etc. (eg telephone number)
- Staff are aware of any known risks and relevant other information.
- Where there are known risks which may affect staff safety staff should not visit alone.

Keyholders responding to call outs

Nominated key holders should not attend empty premises alone where there has been an alarm dual activation and should request that Arena Security attend. For single activations, the key holder should be accompanied if possible, and should also message the Headteacher to inform her that they are attending the call out. They should not enter the premises unless they are sure it is safe to do so.

Call outs between the hours of 11pm and 5am will ordinarily be delegated to Arena Security.

APPENDIX 10: PREMISES AND WORK EQUIPMENT

All staff are required to report to Site Manager and/or most senior staff member present 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.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Site Manager is responsible for identifying all plant and work 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.

Oversight of premises compliance issues is the responsibility of the Site Manager. This is achieved using the adapted HCC online health and safety compliance tracker.

Electrical Safety

The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged /defective equipment must not be used and will be reported to the Site Manager and Headteacher.

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).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Ian Phillips (Site Manager) on a rolling cycle.

The Site 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.

An electrical installation condition report (fixed wire test) will be conducted by an appropriately qualified electrical contractor on a five-year cycle (last inspection August 2022).

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

PE and External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily (by the Site Manager and also face-to-face staff) before use for any apparent defects and the Site Manager will conduct a formal termly inspection of the equipment.

The outdoor play equipment is subject to an annual inspection by a competent person: John Harrison tel. 07957 554736.

APPENDIX 11: FLAMMABLE AND HAZARDOUS SUBSTANCES (COSHH)

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

The establishment’s nominated person responsible for substances hazardous to health is the **Site Manager**.

They will 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 (if decanted, the container must be marked with full labelling).
- suitable personal protective equipment (PPE) has been identified and available for use where appropriate. NB PPE is provided by the school where the need is identified as part of the risk assessment.

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

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 **Headteacher** 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*).

APPENDIX 12: ASBESTOS

An asbestos survey, **register** 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 2019, with supplementary surveys relating to areas affected by the re-wiring of part of the school conducted in 2020; and installation of new fire alarm in July 2023; and heating and pipework upgrade in August 2023. The Asbestos Management Plan was updated by HCC after the pipework in completed in November 2024, received in 2025. An R&D survey was undertaken in Spring 2025 prior to the toilet project in Heron Rooms (was IA).

The school's asbestos log (including school plans, asbestos survey data and site specific **register and management plan**) is held in the Site Manager's Office.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) 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. The school follows HCC's incident procedure for dealing with an unplanned disturbance of asbestos-containing materials (see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>).

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk.

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Sarah Hedges, Ian Phillips, Beth Gooseman, Pippa West, Amy Gaitely (BDC) and Zoe Price (BDC), and refresher training is required 3-yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers), 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) as part of the school's asbestos management plan (AMP).
- 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). Archived records are kept in the container on the Cuckoo playground.
- The school's asbestos management plan is kept up to date, reviewed at least annually, and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via 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 reception where they will be asked to sign in to the eReception online sign-in system and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Headteacher 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](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct, the governing body is considered the 'client' and therefore has additional statutory obligations. Such projects are managed by the Headteacher who will ensure that landlord's 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 will consider using a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](#)

When considering the appointment of contractors outside of Hertfordshire frameworks, the Headteacher will undertake appropriate competency checks prior to engaging a contractor, (i.e. they have sufficient skills, knowledge and experience) to do the job safely - the degree of competence required will depend on the work to be done].

Where the school's Property Manager is the project manager, his advice will be relied upon in determining the above.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

¹ 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 school's behalf.

² CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In 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 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 lightweight 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 the Site Manager is trained and therefore permitted to use ladders safely may use them (ie. for medium/high level work).

Other staff may only work at low level height and must use a kick stool to avoid overstretching.

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

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. See also [LA455 - The Ladder Association](#)

The establishment's nominated person responsible for work at height is the Site Manager, Ian Phillips.

The nominated person 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 is properly controlled.

Ladders must not be stored where they can be accessed by staff other than the site manager.

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.

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

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use – not applicable at Batford Nursery currently).

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor - not applicable at Batford Nursery currently).

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 via the [Grid](#).

APPENDIX 17: VEHICLES ON SITE

Vehicular access to the school is restricted to School and Day Care staff, and visitors/delivery vehicles. The car park is not for general use by parents / guardians when bringing children to the school or collecting them, other than by special arrangement, e.g. for children with mobility issues.

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

Vehicles and pedestrians are segregated.

Separate pedestrian and vehicle gates are provided. The vehicle access gate must not be used for pedestrian access unless there are specific reasons, in which case a separate risk assessment and restrictions on vehicle movements will be in place.

APPENDIX 18: LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Business Manager following HCC guidance and the school's own policy.

The only space available for hire is Chaffinch Room, out of working hours. The school will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire, although currently the building is not let to short-term hirers. (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.

Shared use of premises

Batford Day Care Ltd's use of premises is governed by a Memorandum of Understanding.

APPENDIX 19: STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the [HSE management standards](#).

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made.

The school's Mental Health leads **are Gemma Bacon and Jenni Voskanian**.

[The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.

Education staff wellbeing charter - GOV.UK (www.gov.uk)

The school subscribes to an Employee Assistance Programme, via Herts County Council.

Wellbeing services are also available for staff named on the school's staff absence insurance policy.

Stress cover for all members of staff is included in the staff absence insurance policy.

APPENDIX 20: LEGIONELLA

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

A water risk assessment of the school was completed in February 2019 by Brodex Trident, tel. 0844 335 6607.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/or building footprint.

A legionella risk assessment of the school has been completed and received on 4th March 2025 by Oakray.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are 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 (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers (shower tap head in kitchen).

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

APPENDIX 21: INFECTION CONTROL

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

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

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

This will include:

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

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

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