



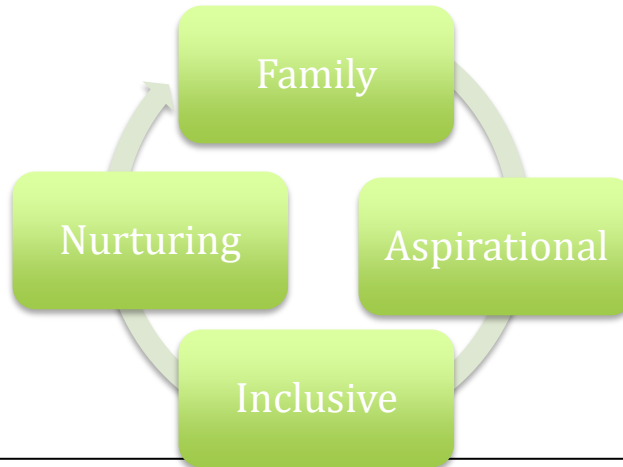
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# Tenterfield Nursery School

## Health & Safety

|                            |   |          |
|----------------------------|---|----------|
| Based on Model Policy      | HCC Model Health & Safety Policy for Schools, CSF0035 |          |
| Review body:               | FGB   |          |
| Date issued:               | Jan 2026  |          |
| Review frequency:          | Annually  |          |
| Review Date:               | Jan 2027  |          |
| Target audience:           | All Stakeholders                                      |          |
| Signed Headteacher:        | Vicky Beare   | 06/01/26 |
| Signed Chair of Governors: | Lucy Hill   | 06/01/26 |

### Values



### Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.



## HEALTH AND SAFETY POLICY

### PART 1. STATEMENT OF INTENT

The Governing Body of Tenterfield 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, and/or issued to, all members of staff; a reference copy is kept on the shared drive and with the Office Manager. All staff will be shown a copy as part of induction programme.

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 Policy
- Supporting pupils with medical needs
- Therapeutic Approach to Behaviour Policy
- Lone Working Policy
- Fire Risk Assessments

Agreed on behalf of Tenterfield Governing Body:

*Lucy Hill*

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Chair of Governors

*Vicky Beare*

.....

Headteacher



## PART 2. ORGANISATION

As the employer the Local Authority 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 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](http://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, Mark Borland, 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 / Office 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.

HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### **Responsibilities of the Headteacher**

Overall responsibility for the day-to-day management of health and safety in accordance with the LA's health and safety policy and procedures 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.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- 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.

### **Responsibilities of the Office Manager**

- Ensure that appropriate safe working procedures are brought to the attention of all staff
- Take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.



## **Responsibilities of employees**

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

All employees have responsibility to:

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

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

- The health and safety governor/chair will carry out a termly audit on the school site using the HCC preferred report to present to the governing body and be aware of and ensure the staff follow relevant published health and safety guidance
- Legionella testing – Thames Air & Water – contractor
- Monthly temperature checks & Emergency Lighting: The Handyman Group- contractor
- Emergency lighting checks – Resistance Fire & Security - contractor
- COSHH checks – Holly Bradley / Jardak
- Fire alarm testing – Vicky Beare/Holly Bradley
- First aid kits – Rhoda - ordering, Zara Borland – checking (at start of every term)
- Kitchen checks – Wraparound Staff / Holly Bradley



### PART 3. LOCAL ARRANGEMENTS

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

- Appendix 1 Risk Assessments
- Appendix 2 Offsite visits
- Appendix 3 Health and Safety Monitoring and Inspections
- Appendix 4 Fire Evacuation and other Emergency Arrangements
- Appendix 5 Fire Prevention, Testing of Equipment
- Appendix 6 First Aid and Medication
- Appendix 7 Intimate Care Procedures
- Appendix 8 Accident Reporting Procedures
- Appendix 9 Health and Safety Information and Training
- Appendix 10 Personal safety / Lone Working
- Appendix 11 Premises Work Equipment
- Appendix 12 Flammable and Hazardous Substances
- Appendix 13 Asbestos
- Appendix 14 Moving and Handling
- Appendix 15 Contractors
- Appendix 16 Work at Height
- Appendix 17 Display Screen Equipment
- Appendix 18 Vehicles
- Appendix 19 Lettings
- Appendix 20 Stress
- Appendix 21 Legionella
- Appendix 22 Infection Control



## APPENDIX 1 RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Senior Leadership Team following guidance contained in the 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 are held centrally in a central shared folder on the One Drive & in CPOMs Library. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the headteacher or assistant head. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their 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 SLT, recorded and shared with staff.

## APPENDIX 3 HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the H&S linked governor and Headteacher/school office manager.

Inspections of individual areas will be carried out by Headteacher or nominated staff.

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

A named governor, Mark Borland, will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#)

Inspections will be conducted jointly with the headteacher if possible.



See Appendix 11 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 by a competent person and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the [Grid](#).

The fire risk assessment is located on the H&S drive ([Fire Log Book](#)) and will be reviewed on an annual basis.

#### Emergency Procedures

On hearing the fire alarm sound:

- Stop what you are doing.
- Encourage children to go outside to under the trees quickly and calmly.
- Quick sweep of the room / toilets to ensure all children are out.
- Shut outside doors behind you.
- Ensure your group are all together under the tree and hold hands.
- Count your children to ensure all children are present.
- Put your hand in the air to let members of staff know that all your group are there. • Use walkie Talkie/ Signal to staff over the fence that everyone is present.
- If you are not with your key group (in another part of the building) evacuate to the nearest meeting point.
- If there is a group whose adult is in another part of the building, please ensure that there is another member of staff there to register them.



In the case of a real local down event then please do the following:

- Call 999 if you are not already in contact with the police;
- Visitors should be asked to stay, not leave – they should be taken to a designated location of shelter by a nominated member of staff and asked to remain quiet and turn their phone to silent and stay out of sight in a safe space;
- Follow lockdown procedure posters on the wall of the room you are in at the time of a lockdown, including:
  - Stay calm and activate panic security alarm in main office corridor (press \*82 button together) or activate a 'personal alarm, stored in each classroom.
  - Announce 'lockdown' verbally if possible
  - Use DoJo staff group to communicate between different parts of the nursery and wait for instruction
  - Once all students are accounted for in their classrooms, external doors should be locked and wedges used for internal doors
  - Activate door wedges and/or personal alarms if necessary
  - Blinds should be closed and children sitting quietly behind carpet curtain
  - Turn off all lights if possible
  - Office staff - turn mobile phones to silent
  - The nursery should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.

All paperwork is stored on H&S drive ([Emergency Response Plan](#))



Fire and emergency evacuation procedures are displayed across the school and at least one per room.

These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building – contractors, visitors, volunteers, etc via our electronic sign in system.

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the Office Manager and updated to the LA via the Solero system.

The school will have arrangements in place for the evacuation of people with specific needs when required. Our Inclusion Lead 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.
- A summary of the evacuation will be sent to all staff to reflect on successes and challenges.

### Fire Fighting

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

### Details of service isolation points

Gas: Cupboard outside heads office  
Electric: Cupboard outside heads office  
Water: CloakRoom / Kitchen

### Details of chemicals and flammable substances on site

An inventory of these will be kept by the Office Manager, as appropriate for consultation. (See COSHH Appendix 11.)



## Appendix 5 INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

### Fire Prevention, Testing of Equipment

Holly Bradley/ Vicky Beare are 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 locked maintenance cupboard of the main nursery entrance.

### Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will occur at 8am on a Friday morning, where possible.

Any defects on the system will be reported immediately to the alarm contractor, Resistance Fire & Security 01707 377 807.

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

### Fire Fighting Equipment

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

Resistance Fire & Security 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 Resistance Fire & Security via the Office Manager.

### Emergency Lighting Systems

These systems will be checked for operation monthly by The Handyman Group and the tests recorded.

Annually, a full discharge test and certification of the system will be carried out by Resistance Fire & Security.

### Means of Escape

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

The office manager also completes a weekly health & safety walk round checking all means of escape are clear of obstructions.



|                                     |
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| APPENDIX 6 FIRST AID AND MEDICATION |
|-------------------------------------|

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

EMERGENCY FIRST AID AT WORK:

|                |   |                               |
|----------------|---|-------------------------------|
| Victoria Beare | Emergency First Aid at work inc. Paediatric and Adrenaline pen training | 14 <sup>th</sup> January 2028 |
|----------------|---|-------------------------------|



# FIRST AIDERS ARE:



| Name               | Qualification   | Expiry date                    |
|--------------------|---|--------------------------------|
| Sarah Barber       | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Victoria Beare     | Emergency First Aid at work inc. Paediatric and Adrenaline pen training | 14 <sup>th</sup> January 2028  |
| Holly Bradley      | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Charlotte Brindley | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 6 <sup>th</sup> September 2028 |
| Zara Borland       | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 22 <sup>nd</sup> April 2026    |
| Ann Day            | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Danni Dormer       | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Mandy Deans        | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Kimberley Farmer   | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 6 <sup>th</sup> September 2028 |
| Aaliyah Fallon     | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 6 <sup>th</sup> September 2028 |
| Debbie Fowler      | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Tyler Johnson      | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 6 <sup>th</sup> September 2028 |
| Elaine Maidment    | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Ellie McFarlane    | 12 hr Paediatric First Aid  | 30 <sup>th</sup> April 2026    |
| Helen Stevens      | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2028  |
| Anya Trigg         | 12 hr Paediatric First Aid inc. Adrenaline pen training                 | 25 <sup>th</sup> January 2027  |



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.

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Rainbow room
- Sunshine Room
- Red Den
- Staff room

The Admin Assistant, in conjunction with Zara Borland is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

**AED** (automated external defibrillator) is located in a locked cupboard on the external wall of the building's main reception entrance. The code to unlock the cupboard is printed on the main office wall and electronically sent to staff (what's app).

#### Spare/emergency EpiPens & Inhaler

Spare adult and junior EpiPens are stored in the medical cupboard, located in the Rainbow Room in clearly labelled boxes. A spare inhaler is stored in the same location.

Expiry dates of these items are logged on the H&S tracker, to ensure they are replenished when expired.

#### Transport to hospital

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

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

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

Lister Hospital 01438 314333



### Administration of medicines

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

No member of staff will administer any medication (prescribed or unprescribed) to a pupil unless a request form has been completed by the parent / carer.

Front office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration are stored electronically on Meditracker and with the child's medication.

All non-emergency medication kept in school are securely stored in a cabinet in the rainbow room and refrigerated meds kept in clearly labelled container within the fridge in the main kitchen with access strictly controlled. Under no circumstances will medication be stored in first aid boxes.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., one will be kept in the medical cupboard in the Rainbow Room classroom and in case of an emergency a spare junior EpiPen is stored in the medical cupboard, located in the Rainbow Room in clearly labelled boxes.

### Individual Health Care Plans

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

Individual health care plans (IHCP) 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 annually by the Inclusion Lead.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the Inclusion Lead or school office.

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



## APPENDIX 7 INTIMATE CARE PROCEDURES

The child's key worker will support a child needing to be changed or needing help to be changed.

The Adult will inform another member of staff that they are going to change the child.

The Adult will take the child to the designated toilet/changing area. The area should remain partially open but the child's dignity should be respected at all times.

Staff should use appropriate protective clothing and equipment, (gloves, blue roll to line nappy changing mat, sensitive baby wipes, nappy sacks, and antibacterial hand gel).

Staff should protect their backs and move children following our Therapeutic Approach to Behaviour Policy.

Staff will double bag any nappies, wipes or soiled clothing and dispose of waste items in the designated nappy bins immediately outside. Ensure area is thoroughly cleaned.

Where possible staff will use the children's own clothes if they need to be changed if not they will use spare clothes and ask the parent to wash and return them for their next session. Wet clothes to be double bagged and put in child's bag.

Only creams which have been medically prescribed will be administered with prior parental consent obtained.

Whilst changing the child the adult will communicate calmly and clearly, offering reassurance if necessary.

If a child refuses help, is distressed or is unwell the parents/carers will be contacted and support plan put in place.

Staff will inform parents/carers when they collect their child if they have been changed that day.

If staff notice any marks or injuries on the child, they will follow the 'Child Protection Policy' and notify the Designated Senior Person immediately.

There may be occasions when a child needs to be changed for reasons other than soiling (e.g. muddy, wet). In those circumstances the following procedure should be followed:

- Staff will encourage children to clean and dress themselves offering support, verbal direction and providing clothing and wipes etc.
- If a child asks/indicates they need help it will be offered.
- If a child has tried to clean themselves but it has not been totally successful, the adult will take over to ensure they are clean and comfortable.



- Staff will inform parents/carers when they collect their child if they have been changed that day, and ask them to bring spare clothes for the following session.

Volunteers or work placement students **MUST NOT** provide any intimate care. This is stipulated at induction.

## APPENDIX 8 ACCIDENT REPORTING PROCEDURES

### Accidents to employees

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then all employee incidents must be reported to HCC using the online accident/incident 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.)

MediTracker is used to record all minor incidents to children and staff. We have a paper accident form to complete for non-employees. More significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

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

Pupil accident forms are to be retained for a minimum of 3 years after their 18th birthday.

### All Accidents

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

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.



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

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

Incidents involving a fatality or major injury (to employees, [see specified reportable injuries from HSE](#)) will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays), within 15 days of the incident occurring.

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

## APPENDIX 9 HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare. This may be through well-being meetings or return to work meetings/forms.

The Health & Safety Governor meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review to Full Governing Body.

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

### Communication of Information

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

The Health and Safety Law poster is displayed in the corridor outside the staffroom.

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



## Health and Safety Training

All employees will be provided with:

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

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

Training records will be kept in the school office. The Office Manager 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 10 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.

These incidents will also be reported to the Local Authority.

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

### Lone working

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

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

Staff working outside of normal school hours must obtain permission of the headteacher and sign in and out of the school premises.



Where lone working cannot be avoided, e.g. opening or closing the premises/ preparing for breakfast club, staff should ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile phone other adults are on site.

Pre-start home visits must be organised in advance and booked into the school diary – full names and address details must be included. Staff must visit in pairs and a mobile phone number must be available for the duration of the visit.

#### School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible.

They should not enter the premises unless they are sure it is safe to do so.

### APPENDIX 11 PREMISES AND WORK EQUIPMENT

All staff are required to report to either the Headteacher or Office Manager 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.

The Office 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. Staff must comply with notices detailing danger.

#### 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 with the school office Manager (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

#### Electrical Safety

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 visual inspection of plugs, cables and electrical equipment prior to use. Damaged /defective equipment must not be used and will be reported to the Office Manager.

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

All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by Plowright Hinton annually.



The Office 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.

In line with our commitment to maintaining a safe environment, staff are not permitted to bring personal electrical items into the school. The school provides phone chargers for staff use.

If any new electrical item is brought into the school (e.g., personal devices or equipment), it must be added to the Handyman job list for Portable Appliance Testing (PAT) before it is used in any classroom or work area. This measure ensures that all electrical items meet safety standards to minimize risk.

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 test (fixed wire test) will be conducted by Plowright Hinton every 5 years. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

#### External play equipment

External play equipment will only be used when appropriately supervised.

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

PE and Play equipment is subject to an annual inspection by John Harrison, contractor.

### APPENDIX 12 COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

The Headteacher, in conjunction with the Office Manager, is responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children and .
- 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.

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 Office Manager is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

## APPENDIX 13 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 on 16/07/2013.

The school's asbestos log (including school plans, asbestos survey data and site specific register and management plan) is held in the school 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 has a 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>)

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)

The school's asbestos authorising officers are Vicky Beare (expires 22.01.28) & Holly Bradley (19.03.28) and refresher training is required 3 yearly.



Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, 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 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.
- 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, 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](mailto:asbestos@hertfordshire.gov.uk)
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

#### APPENDIX 14 MOVING AND HANDLING

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

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

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

#### Paediatric Moving and Handling

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



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

## APPENDIX 15 CONTRACTORS

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

All contractors must report to the school office, where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on 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](#)<sup>1</sup> 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.

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 \(thegrid.org.uk\)](http://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].

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, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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



## APPENDIX 16 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.

General staff may only work at low level height and must use a kick stool or small step ladder to avoid overstretching. <http://www.hse.gov.uk/pubns/indg455.htm>

Only contractors are permitted to use ladders for medium/high level work.

The establishments nominated person(s) responsible for work at height is Holly Bradley.

The nominated person(s) shall ensure:

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

## APPENDIX 17 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 18 VEHICLES ON SITE

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

Rear access to the school must be kept clear for emergency vehicles.

The rear vehicle access gate must not normally be used for pedestrian access.



## APPENDIX 19 LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Vicky Beare.

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

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

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

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

## APPENDIX 20 STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors 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 wellbeing / mental health lead<sup>2</sup> is Vicky Beare, supported by Toni Cole.

Stress and wellbeing are covered at the school resources committee meeting in addition to the headteacher monitoring staff workloads through performance management, mentoring, personal development plans and membership of an Employee Assistance Programme through the Schools Advisory Service and Wisdom.

## APPENDIX 21 LEGIONELLA

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<sup>2</sup> consider suitable training for this role such as mental health first aid training or senior mental health training The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#).

This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health



A water risk assessment of the school has been completed on 21<sup>st</sup> May 2022 by Thames Air & Water Tech. Holly Bradley is responsible for ensuring that the identified operational controls are being conducted and recorded electronically via The Handyman Company.

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 where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that
- generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Stored cold water tanks are isolated.

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

## APPENDIX 22 INFECTION CONTROL

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

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