



## Health & Safety Policy Statement

<b>Policy Review</b>	
Review Schedule	Annual
Reviewed by:	Trust Board (Resources)
Accepted by:	Local Governing Bodies
Reviewed:	January-2021
Date of Next Review:	January 2022
Janis Donald - Chair of Trustees Signed: <i>Janis Donald</i>	Susanna Collings - CEO Signed: <i>Sue Collings</i>
Date: 26 January 2021	Date:26 January 2021

The Ridgeway Learning Partnership is committed to equality of opportunity for all pupils, staff, parents and carers. Policies have been written and reviewed with due regard to the Equalities Act 2010.

### Introduction

We believe that students thrive in a happy, secure and caring environment. It is an essential part of a school ethos that the values of peace, love and caring for others should be core values that we respect and agree.

### Scope

The RLP is at the heart of the community delivering an inclusive education to students of all ages. Our mission is to embrace challenge and to celebrate success in all that we do by striving for every learner to reach their full potential. The culture that we have in our schools means that they each retain their distinctiveness but learn and grow together and remain collectively responsible for providing all students with exciting and inspiring opportunities.

### For Church Schools in the Ridgeway Learning Partnership the following biblical narrative applies:

*"Follow my decrees and be careful to obey my laws, and you will live safely in the land."*  
Leviticus 25:18

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## **Policy Statement of Intent**

The Trust 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

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

This policy statement supplements:

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement
- Educational Visits Policy
- Restrictive Physical Intervention Policy
- Behaviour Policy
- SEN Policy
- Work Experience Policy

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#).

## **Aims**

The Trust aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students, and all visitors to the schools' sites
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected

These will be managed by:

- Safe systems of work
- Risk Assessments
- Regular reviews

- Consultation with employees
- Providing instruction, information, supervision and training

## **Roles and Responsibilities**

### **Organisation**

As the employer, Ridgeway Learning Partnership has the responsibility for Health and Safety.

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

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

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

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

Health & Safety Trustees/Governors have 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 Trust.

The Trust will receive regular reports from the COO or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Trust will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools. The Trust as the employer provides access to competent H&S advice via the Facilities Manager as required by the Health and Safety at Work etc Act 1974.

### **Responsibilities of the Head of School/Headteacher**

Overall responsibility for the day-to-day management of health and safety in accordance with the Trust's Health and Safety Policy and procedures rests with the Head of School/Headteacher.

The Head of School/Headteacher has responsibility for:

- Co-operating with the Trust to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Trust 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.

The Head of School/Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

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

Within departments this task is further delegated to the relevant Head of Department/Middle Leader.

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

Deputy Head - Off Site Visits

Assistant Head - First Aid and Medication

Facilities/Premises Manager - Premises / Minibuses / Fire

Enhancement Leader - Work Experience

Commercial Director - Lettings

(Itemise the functions and areas of responsibility delegated to staff from the Head of School/Headteacher that are appropriate in the circumstances of the school, e.g. Deputy Head, Safety Coordinator, Heads of Department, Premises/Facilities Managers etc.):

- Apply the Trust's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head of School/Headteacher or Facilities Manager 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.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of employees, visitors and those hiring the premises**

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, visitors and hirers 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 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.

### **Contents/Procedures for Individual Schools are available on the schools' websites within Appendices as Listed below**

**Tring School**

**Grove Road Primary School**

#### **Arrangements**

Detailed information on expectations are provided in the [Education Health and Safety Manual](#).

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
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Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	Swimming pool
Appendix 23	-	Work Experience
Appendix 24	-	COVID related documents

[Behaviour Policy at Tring School](#)  
[Tring School Risk Assessment](#)  
[Parent Handbook for Phased Return](#)  
[Grove Road Phased Return](#)  
[Grove Road Risk Assessment](#)

## Tring School Appendices

## APPENDIX 1

### Risk Assessments

#### General Risk Assessments

The Trust conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Facilities Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the CEO.

Risk assessments are available for all staff to view and are held centrally by the Facilities Manager these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

#### Individual Risk Assessments

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

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

#### Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use (scheme of work / lesson plan / syllabus etc.)

The Trust schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science and DT.

In addition the following publications are used within the school as sources of model risk assessments:

### **Secondary schools**

[BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice]

[Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006 <http://www.ase.org.uk/>]  
[Topics in safety, 3<sup>rd</sup> Edition ASE 2001]

[National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx> ]

[Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'  
<http://www.afpe.org.uk/> ]

## **APPENDIX 2**

### **Off Site Visits**

The Trust has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via  
<http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Educational Visits Co-ordinator who will check the documentation and planning of the trip and if acceptable approve the visit. (See Educational Visits Policy.)

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

## Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by Facilities/Premises Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

The person(s) undertaking such inspections will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the Facilities/Premises Manager

A named governor will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and Trust Board meetings.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## Fire Evacuation and Other Emergency Arrangements

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

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 Facilities/Premises Manager and updated to the LA via Solero.

### Fire Drills

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

### Fire Fighting

- 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.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity)

**Gas isolation points** – Meter between tennis courts and garage and meter in compound behind kitchen

**Water isolation point** – Meter in grass area at the front of school by the main gate

**Electricity isolation point** – Main breaker in the electrical intake room in the red corridor
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Facilities Manager and Heads of Department as appropriate, for consultation.

## APPENDIX 5

### Inspection / Maintenance of Emergency Equipment

The Facilities 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 Facilities Manager's Office.

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested in full by Chubb every quarter as part of their regular checks.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb Fire Ltd – 01582 747280

A fire alarm maintenance contract is in place with Chubb Fire Ltd and the system tested quarterly by them.

#### **FIRE FIGHTING EQUIPMENT**

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

Weekly Site Team checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire Ltd 01582 747280 and the Facilities Manager

#### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by Site Team and annually by Chubb Fire Ltd, 01582 747258

Test records are located in the site's fire log book.

#### **MEANS OF ESCAPE**

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

## APPENDIX 6

### First Aid and Medication

The school has assessed the need for first aid provision and a list of staff to provide first aid (both on site and where required for trips/visits and extra curricular activities) is kept by the Facilities Manager

#### **TRAINED TO FIRST AID AT WORK LEVEL (18 hr)**

#### **TRAINED TO EMERGENCY AID LEVEL (6 hr)**

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

No trained staff

First aid qualifications remain valid for 3 years. The First Aider 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:**

Science	Upstairs technicians' office
Food	office between T13 and T14
Canteen	right hand office
D & T	Technology Office
Art	Art office off T10
Caretaker's	caretakers Office next to W5
Cleaner's	cleaner's office red corridor
Minibuses	one in each
Medical Room	5 located

The school first aid officer is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check is made monthly.

Site Team will check that any vehicles are properly equipped with first aid boxes before they are used.

**Transport to hospital:** If the first aider or Head of School/Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

The school will follow the procedure for completion of incident/accident

records in accordance with HCC guidance.

Details of contact numbers of Hospital A&E departments etc are located within the first aid room and reception

### **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.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the head teacher. Records of administration will be kept by the First Aid Officer

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored within the First Aid room with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the First Aid, and clearly labelled

### **Health Care Plans**

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year /when child enrolls/on diagnosis being communicated to the school and will be reviewed annually by First Aid Officer and SENCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available on SIMS.

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

## Accident Reporting Procedures

### Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

A local accident book in the Medical Room is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor. Parents/carers will be notified immediately of all major injuries.

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

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

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

## Health & Safety Information and Training

### Consultation

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

The teaching Trade Unions appointed Safety Representative on the staff is/are – none currently appointed

### Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the school reception.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools. In Academy, Foundation and Voluntary Aided Schools, then the Governing body as the employer provides access to competent H&S advice via the Facilities Manager as required by the Health and Safety at Work etc Act 1974.

### Health and Safety Training

All employees will be provided with:

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

Training records are held by the Senior Administration Manager who 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 Head of School/Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School/Headteacher's / line

managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## Personal Safety / Lone Working

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

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

### Lone working

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

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

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.(Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or wait for Arena Security to attend if possible. They should not enter the premises unless they are sure it is safe to do so. Key holders to call the Police backup as necessary
- Report any incidents or situations where they may have felt "uncomfortable".

## Premises and Work Equipment

All staff are required to report to the Facilities 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 Facilities Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

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

### **Planned maintenance/inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Facilities/Premises Manager (Key areas for compliance are outlined on the [Grid](#))

### **Curriculum Areas**

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by 3 Counties PAT Testing 01442 878253.

The Facilities/Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Brooks Electrical on a 5-year cycle (last report October 2013).

### **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 Facilities/Premises Manager will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by The Great Outdoor Company.

## APPENDIX 11

### Flammable and Hazardous Substances

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

Within curriculum areas (in particular science and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's “Topics in Safety” etc.) are in place.

In all other areas the establishment's nominated person responsible for substances hazardous to health is the Facilities Manager.

They shall ensure:

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.

Where persons may be affected by their use on site, the Facilities/Premises 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*).

#### Secondary level only

#### RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in ‘Managing Ionising radiations and Radioactive sources in schools’.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science

- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Mrs Julia Curtis, they are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

## APPENDIX 12

### Asbestos

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on November 2011.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in ? / by the Facilities Manager.

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 drill or affix 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.)

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities Manager who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Graham Hyde & A.N.Other [insert names, minimum of 2 people] and refresher training is required 3 yearly.

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

The Head of School/Headteacher / asbestos authorising officers shall ensure that:

- the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- a visual inspection of asbestos-containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- the limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the

permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- all records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- the school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk) .

## APPENDIX 13

### Lifting and Handling

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Facilities/Premises Manager 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.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## APPENDIX 14

### 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 the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

### **School managed projects**

Where the school undertakes projects direct the Trust is considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Business Director, who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

This would include whether CDM<sup>2</sup> regulations will apply.

To ensure contractor competency the school uses 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 <http://www.thegrid.org.uk/info/premises/property.shtml>. When considering the appointment of contractors outside of Hertfordshire frameworks Rod Gibberd, Business Director will undertake appropriate competency checks prior to engaging a contractor.

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.

## **APPENDIX 15**

### **Work at Height**

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

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/stepladders <http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.

The establishments nominated person(s) responsible for work at height is/are: Facilities/Premises Manager, Site Team & Head of Drama.

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<sup>2</sup> 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 it is recommended that an agent be used to work on the school's behalf.

The nominated person(s) shall ensure that:

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

## APPENDIX 16

### Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin/office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

## APPENDIX 17

### Vehicles on Site

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

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

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

## APPENDIX 18

### Lettings / Shared Use of Premises

Lettings are managed by the Commercial Director following County council guidance.

## **Mini Buses**

The Facilities/Premises Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.<sup>3</sup>

The school has three minibuses

- One of them is traditional in terms of weight and driver requirements. Nominated drivers holding D1 Category driving licence and passed Tring School Minibus Driving assessment are eligible to drive those minibuses.
- Two of them are a minibus “lite” which is a lower weight and can be driven by people who can drive a traditional minibus mentioned above, but also by people with a standard B category drivers licence providing they are over 21 years of age and hold their driving licence at least for 2 years. However, we have opted to put in place a MiDAS (or similar) 1 day training and assessment programme and this is valid for 5 years .

The Facilities Manager is responsible for the undertaking regular checks on the vehicles and the school’s operation of minibuses follows [County Guidance](#).

## **Stress / Wellbeing**

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

The school participates in the wellbeing programme and the school’s wellbeing co-ordinator is the Business Director.

The school has systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to Headteacher / senior management, membership of an employee Assistance Programme

## **Legionella**

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

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<sup>3</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

A water risk assessment of the school has been completed by NEMCO and the Facilities/Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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 and all showers (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.
- Stored cold water tanks are inspected for compliance and safety on an annual basis.

## APPENDIX 22

### Swimming Pool

The Swimming pool at Tring School is managed by TSSL.

See TSSL Health & Safety policy [TSSL Health & Safety Policy](#)

The Head of PE will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of school PE swimming sessions. The School PE department follows Swim England teaching ratios and TSSL health and Safety arrangements.

When the PE department supervises a pool session without a lifeguard employed by TSSL they are required to have a radio on them to summon assistance and are trained in the centre's emergency procedures.

Pool Safety Operating Procedures are in place and are available from TSSL and are available to any groups hiring the facility.

Lettings agreements are managed by the Commercial Director and the TSSL management team who will ensure that a lettings agreement has been completed, risk assessments, public liability, insurance details for the activity have been completed by the hirer and returned to TSSL and that the hirer knows and understands the PSOP.

Pool plant operations and water testing is carried out by TSSL operations team, who hold a appropriate pool plant qualification, and who will ensure that the water

quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The facility manager will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the PSOP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

Outside of school hours the swimming facility is managed according to the centres PSOP (Appendix 25 in the TSSL policy )

## APPENDIX 23

### Work Experience

The school has a separate work experience policy which is regularly reviewed and updated the Enhancement Leader is responsible for managing and coordinating work related learning within the school following guidance contained in the [Education Health and Safety Manual](#) and in accordance with the Quality Standard for Work Experience.<sup>4</sup>

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

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks, Youth Connexions Hertfordshire will be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser/Education H&S Team at the earliest possible opportunity.
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<sup>4</sup> [http://www.dcsf.gov.uk/14-19/index.cfm?go=site\\_home&sid=49&pid=404&ctype=None&ptype=Contents](http://www.dcsf.gov.uk/14-19/index.cfm?go=site_home&sid=49&pid=404&ctype=None&ptype=Contents)

### **Addendum to H&S policy**

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

#### **The CEO/Head of School/Headteacher will:**

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

#### **All staff will:**

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Government's guidance on managing the risk of COVID-19 namely to:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- wear face coverings where recommended, in communal areas of the school where social distancing is hard to maintain;[1]
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- keep occupied spaces well ventilated.
- promote and engage asymptomatic testing, where available.

In the event of any infection the school will:

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- contain any outbreak by following local health protection team advice.
- Report confirmed cases

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.

## COVID-19 Documents

[Behaviour Policy at Tring School](#)

[Tring School Risk assessment](#)   [Parent Handbook for Phased Return](#)

[Grove Road Phased Return](#)   [Grove Road Risk Assessment](#)

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**[1] Schools that teach years 7 and upward Heads have discretion to require face coverings to be worn by pupils, staff and visitors in communal areas outside the classroom where maintaining social distancing is difficult.**

**In primary schools headteachers have the discretion to decide whether to ask staff or visitors to wear face coverings in these circumstances. Primary school children will not need to wear a face covering.**

**Based on current evidence the DfE guidance is that face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided**