

# Bonneygrove Primary School

## Health Safety and Welfare Policy

<b>Subject:</b>	<b>Healthy Safety and Welfare Policy</b>
<b>Approval date:</b>	<b>March 2020</b>
<b>Review date:</b>	<b>March 2022</b>
<b>Approved by:</b>	<b>Chair of Governors</b>



## Contents

### Introduction

- 1 [Statement of Intent](#)
  
- 2 [Organisation](#)
  - 2.1 [Governing Bodies of Community Schools](#)
  - 2.2 [Head Teachers of Community Schools](#)
  - 2.3 [Responsibilities of employees](#)
  
- 3 [General Arrangements for implementing the Health, Safety and Welfare Policy](#)
  - 3.1 [Risk Assessments](#)
  - 3.2 [Offsite Visits](#)
  - 3.3 [Health and Safety Monitoring and Inspections](#)
  - 3.4 [Fire Evacuation and other Emergency Arrangements](#)
  - 3.5 [Fire Prevention, Testing of Equipment](#)
  - 3.6 [First Aid and Medication](#)
  - 3.7 [Accident Reporting Procedures](#)
  - 3.8 [Health and Safety Information and Training](#)
  - 3.9 [Personal safety / lone working](#)
  - 3.10 [Premises Work Equipment](#)
  - 3.11 [Flammable and Hazardous Substances](#)
  - 3.12 [Asbestos](#)
  - 3.13 [Contractors](#)
  - 3.14 [Work at Height](#)
  - 3.15 [Lifting and Handling](#)
  - 3.16 [Display Screen Equipment](#)
  - 3.17 [Vehicles](#)
  - 3.18 [Stress / Wellbeing](#)
  - 3.19 [Legionella](#)
  - 3.20 [Noise at Work](#)
  - 3.21 [Ponds](#)
  - 3.22 [Waste Including Waste Electrical and Electronic Equipment \(WEEE\) regulations](#)
  - 3.23 [Work Experience](#)

**PART 1. STATEMENT OF INTENT**

The Governing Body of Bonneygrove Primary 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 in the school office.

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

This policy statement supplements:  
Educational visits, Medical Needs, Behaviour Policy

Shen Hasekilerden, **Chair of Governors**

Amanda Gable, **Headteacher**

**Part 2 Organisation**

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

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

**2.1 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 in the Education Health and Safety Manual.

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified

The Governing Body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources and 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.

### **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.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- 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 recognizing 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 and contract conditions.
- Training needs are identified and met
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures

The task of overseeing health and safety on the site has been delegated by the head to the School Business Manager.

- Copies of completed accident forms are maintained. The forms will be retained for 3 years for adults and until the young person is 22 years old.
- A record is maintained of all premises related maintenance and inspection reports

Responsibilities of other staff holding posts of special responsibility has been delegated by the

head the Site Manager to

- Apply the school's health and safety policy to their own department of area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance \*from sources such as CLEAPSS, AfPE etc.)
- Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measure are implemented.
- Ensure that appropriate action on health, safety and welfare issues referred to them, informing the head or School Business 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.
- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Headteacher / School Business Manager of any unresolved issues;
- Undertaking termly inspections of the communal areas of the school to identify hazards;
- 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 the School Business 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.
- In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

## Part 3. ARRANGEMENTS

### 3.1 RISK ASSESMENTS

#### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Nicole Moody following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the shared drive 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.

#### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Leaders of Learning / Subject leaders using the relevant codes of practice and model risk assessments details 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.

All LA schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science, art and DT.

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

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ] ISBN ISBN 978-0-86357-426-9]
- [National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx> ]
- [ Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/> ]

### 3.2 OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Dawn Thomas who will

## Bonneygrove Primary School

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

Staff may drive pupils in their own vehicles only if written permission has been obtained from their parent/guardian and provided their license; MOT, Tax and Insurance are valid for such an activity.

### 3.3 HEALTH AND SAFETY MONITORING AND INSPECTION

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

Advice and pro forma inspection checklists to assist the monitoring process 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.

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This Establishment will carry out the following monitoring:

- Daily checks by the Site Supervisor in addition to detailed termly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of the establishment or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc;
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- Reviewing accident statistics by governing body to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the School's health & safety management system.

This Establishment will also carry out a formal inspection at least twice a year using an inspection checklist

The Health and Safety team will arrange for a formal audit at this Establishment on a periodic basis.

Records of maintenance checks, inspections etc are located in:

<b>Record Type</b>	<b>Location</b>	<b>Responsible Dept/Person</b>
Accident Reports	School Business Managers Office	Person who witnesses the accident completes report and is checked by School Business Manager
H&S Walkrounds	School Business Managers Office	School Business Manager
Daily H&S Checks	School Business Managers Office	Site Team
Weekly H&S Checks	School Business Managers Office	Site Team
Monthly water monitoring	Site Supervisors room	Site Team
Fire Alarm checks	School Business Managers Office	Site Team
Fire Extinguisher checks	School Business Managers Office	Chubb
Emergency Lighting Checks	School Business Managers Office	Site Team
5 Year Electrical Testing	School Business Managers office	.....
PAT Testing	School Business Managers Office	.....
Annual Gas Inspection	School Business Managers Office	.....
Classroom Inspections	School Business Managers Office	Class TA - checks are kept for 1 month
Playground Equipment Checks	School Business Managers Office	Site Team

### 3.4 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in 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. This training is supported by regular drills.

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

- On hearing the fire alarm staff should:



## Bonneygrove Primary School

- Ensure the safe evacuation of everyone in their area(s) of responsibility
- Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
- Where possible, closing windows and doors as each room is checked;
- Reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building, or to report any problems;
- Ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so;
- Ensure they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.

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 Monica Jack and updated to the LA via Solero.

### Fire Drills

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

### Fire Fighting

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

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

**Details of chemicals and flammable substances on site.**

An inventory of these will be kept by the Site Manager as appropriate, for consultation.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of Nicole Moody
- Liaising with the fire brigade is the responsibility of Nicole Moody
  
- Collecting class registers, staff book and visitors' book is the responsibility of office team.
- Organising fire drills is the responsibility of H & S Co-ordinator Nicole Moody and the Site Manager/Assistant.
- Organising fire safety training is the responsibility of H & S Co-ordinator Nicole Moody

Blue Dot 'Fire instruction notices' are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

## 3.5 FIRE PREVENTION, TESTING OF EQUIPMENT

The School Business 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.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 5.30pm. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb.

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

### **FIRE FIGHTING EQUIPMENT**

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

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

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb.

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by insert name and telephone number of contractor

### **MEANS OF ESCAPE**

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

## **3.6 FIRST AID AND MEDICATION**

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

### **TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):**

Insert Names/ date of training Dawn Thomas Cathy Nobrgra,

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

Insert Names/ date of training Dawn Thomas and Julie Wallace

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

Insert Names/ date of training Many Hollis

### **OTHER TRAINING IN EMERGENCY FIRST AID <sup>1</sup> (6 hr):**

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

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

**All class Rooms, staff room and school office**

**AEDs(automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS: KS1 and KS2 staff rooms**

Teaching assistants are responsible for regularly checking (termly) that the contents of first aid boxes in class and Office staff to check all other first aid boxes.

**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 0845 4647) and, in the case of pupil with the parents/carers.

North Middlesex University Hospital NHS Trust  
Sterling Way  
London  
N18 1QX

Telephone: 020 8887 2000

**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 non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

Dawn Thomas is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by Dawn Thomas

All non emergency medication kept in school is securely stored in classroom, refrigerated meds kept in clearly labelled container within fridge in the office for KS2 and in the staffroom for

## Bonneygrove Primary School

KS1 with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in class and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. This is kept in the office.

### **Individual Health Care Plans (IHCP)**

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, 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 Dawn Thomas

All staff are made aware of any relevant health care needs and copies of health care plans are available school office and classroom  
Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **3.7 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 class or with MSA's 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. Parents / carers will be notified immediately of all major injuries.

## Bonneygrove Primary School

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

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

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

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

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

- A 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.
- 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.**

## **3.8 HEALTH AND SAFETY INFORMATION & TRAINING**

### **Consultation**

Insert details of any school health and safety committees, frequency of meetings, membership etc.

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

In accordance with the Safety Representatives and Safety Committee Regulations, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives are to be displayed on the premises\*. The training of Safety Representatives is the responsibility of the appropriate trade union. The Establishment will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

### **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 office corridor.

### Health and Safety Training

All employees will be provided with:

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

Any new instructions or restrictions will be communicated to all staff 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 Business Manager's office.

Nicole Moody 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.

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

### 3.9 PERSONAL SAFETY / LONE WORKING

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

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

#### **Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. **Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

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

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

For staff conducting home visits, staff members should go in pairs, be contactable by mobile phone, notify the office of visit details and time of return.

## **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.

### **3.10 PREMISES AND WORK EQUIPMENT**

All staff are required to report to Nicole Moody 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.

Monica Jack 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 Monica Jack and kept in the site manager's office (Key areas for compliance are outlined on the Grid)

#### **Curriculum Areas**

Subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

#### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Nicole Moody.

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 [insert contractor name] frequency of inspection and testing - yearly.

Monica Jack 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 [insert contractor name] [on a 5 year cycle]/[an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period].

### 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 site team will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by our contactor.

### 3.11 FLAMMABLE AND HAZARDOUS SUBSTANCE

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) subject leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health Monica Jack.

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 .
- 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, Monica Jack 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*).

### 3.12 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 [insert date].

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in / by Monica Jack in the Site Managers office.



## Bonneygrove Primary School

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

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

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

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

The school's asbestos authorising officers are Monica Jack and Nicole Moody 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 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).

### 3.13 CONTRACTORS

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

## Bonneygrove Primary School

All contractors must report to 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.

Nicole Moody 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>2</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

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

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the 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 [insert name / position] / [insert agents / consultants name] 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.

### **3.14 WORK AT HEIGHT**

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

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

## Bonneygrove Primary School

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 Darren Bone

The nominated person(s) shall ensure:

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

### 3.15 LIFTING AND HANDLING

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

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to Nicole Moody 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.

### 3.16 DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (continuous spells of an hour or more at a time) 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.

### 3.17 VEHICLES ON SITE

**Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. Disabled parking is available for parent use if a blue badge is presented.**

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

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

Deliveries made by vehicles, where possible be made outside of the times when pupils or staff are outside. A Site team member must usher vehicles during these times.

A risk assessment of traffic management within the school grounds and immediate vicinity is available in the Office.

### 3.18 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. Systems in place to responding to individual concerns and monitoring staff workloads include Performance Management, mentoring, personal development plans, schools advisory service.

### 3.19 LEGIONELLA

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

A water risk assessment of the school has been completed on [insert date] by Houseman. Monica Jack 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 calorifiers);
- Quarterly disinfection / descaling of showers;

## Bonneygrove Primary School

- Six monthly temperature checks of stored water;

Stored cold water tanks are inspected for compliance and safety on an annual basis by Houseman and tank water temperature recorded

### 3.21 Noise at Work

The Control of Noise at Work Regulations are in place to ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in this Establishment noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the Establishment will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Further information and advice about noise at work can be found on the HSE website <http://www.hse.gov.uk/noise>

### 3.22 Ponds

The Management of Health & Safety at Work Regulations require that employers assess the risks to the health and safety of their employees, and others who may be affected by their acts or omissions.

The risk assessment should be undertaken by a competent person and identify the significant risks and the control measures to reduce those risks to an acceptable level. The assessment should be regularly reviewed.

The person responsible for undertaking, and regularly reviewing a risk assessment of the pond is the site team
--

### **3.22 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations**

All waste generated by this Establishment will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations. This may be via Herts facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licenses) must be kept by the Establishment.

Waste disposal from the Establishment will be organised by the Site Team

### **3.23 Work Experience and Young Persons**

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations require employers to specifically take account of young person's when carrying out

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

Mr Chris Bond will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The establishment will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Where the school's own students undertake work experience with a local employer, the school will ensure that pre-placement checks of health, safety and welfare arrangements at the employers' premises are carried out by suitably qualified and competent people. They must also ensure that students are prepared for, supported and monitored appropriately during work placement programmes.

Mr Chris Bond will be responsible for carrying out health, safety and welfare arrangements pre-placement checks (including risk assessments) and ongoing monitoring during placement period.

Mr Chris Bond will be responsible for managing work experience placements.

Any pupil undertaking work experience at this Establishment will be given an induction, which will be recorded using the Work Experience Induction Checklist.

Completed checklists are located the Deputyhead's Office