

Kings Langley School



Health and Safety Policy

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Signed:	_____ Chair of Governors
Signed:	_____ Headteacher

1. The Policy Statement

Policy Title

Kings Langley School Health and Safety Policy

Rationale

The Governing Body notes the provisions of the Health and Safety at Work Act 1974 (HASAWA 1974) and other Health and Safety Legislation. The Governing Body has a responsibility to **take all reasonably practical steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities.** The HASAWA 1974 states that it is the duty of every employer to conduct their business in such a way to ensure, as far as it is reasonable practicable, that persons who are not in their employment, but who may be affected by it, are not exposed to risk to their health and safety. The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students. The Governing Body also appreciates its responsibilities under the 1988 Education Act.

As with all policies in place at Kings Langley School, the governors have given due consideration to the spirit of the 'Every Child Matters' agenda and the school's stated aims and mission statement.

Purpose

The purpose of this policy is to **provide a safe and healthy working and learning environment for students, staff and visitors.** The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will **take all reasonable steps to identify and reduce hazards to a minimum,** but all staff and students must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangement section.

This policy statement supplements:

- HCC's General Statement of Health and Safety at Work Policy
- CSF Health and Safety Policy, Organisations and Arrangements Statement

2. ORGANISATION

Responsibilities of the Governing Body:

The Governing Body is responsible for:

1. Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
2. Ensuring that this statement complies with the County Council and Children, Schools and Families codes of practice;
3. Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
4. Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
5. Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the County Council and Children, Schools and Families any hazards which the establishment is unable to rectify from its own budget;
6. Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
7. Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Headteacher:

These responsibilities are to:

8. take overall responsibility for implementation of the establishments health and safety arrangements within the establishment;
9. supervise the personnel who have been delegated with health and safety tasks;
10. act as a focal point on health and safety matters and give advice or seek sources of advice where necessary;
11. ensure that the establishment has emergency planning arrangements in place (*NB. schools should follow the Critical Incident Recovery Plan and non-schools should have a BCP in place for emergency and crisis situations*);
12. report to the CSF Health, Safety and Risk Manager any hazards which cannot be rectified within the establishment's budget;
13. ensure there is no misuse of plant, equipment etc.;
14. ensure that the premises, plant and equipment are maintained in a serviceable condition.
15. ensure consultation arrangements are in place for staff and their trade union representatives e.g. staff dialogue sessions, staff committee meetings and other representatives including those from professional organisations

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility as defined in individual job descriptions and role responsibilities.

- Apply the school'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 regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head or School Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.

- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- 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.

PART 3. ARRANGEMENTS

Detailed information on HCC expectations is given in the [Education Health and Safety Manual](#).

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to the County and Education Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits and Learning Outside the Classroom
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- 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 - Personnel Security

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the HSO following guidance contained in the [Education Health and Safety Manual](#). They are approved by the Headteacher and School Manager as appropriate.

These risk assessments are available for all staff to view and are held in Departments and on the Staff Area under Health and Safety. Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Proformas and Generic Risk Assessments

A recommended pro-forma for undertaking risk assessments is on the Staff Area. This is in accordance with H.S.E. guidance, and has been regularly updated in the Staff Handbook. Copies of the H.S.E. booklet can be obtained from the H.S.O. Several Generic Assessments are available.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant line manager, in consultation with the HSO or School Manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department, Subject Teachers and Co-ordinators, using the relevant codes of practice and model risk assessments developed by national bodies. Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use, scheme of work, lesson plan, syllabus etc.

All LA schools have a subscription to CLEAPSS and in science and DT their publications¹ can be used as sources of model risk assessment. In addition the following publications are used 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 11th edition, ASE 2006

<http://www.ase.org.uk/>

Topics in safety, 3rd 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/>

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

OFFSITE VISITS

All offsite visits will be planned following guidance contained in the [Hertfordshire County Council Children, Schools and Families Offsite Visits Manual](#)

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.

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) who will check the documentation and planning of the trip, and if acceptable, initially approve the visit before referring to the Headteacher or School Manager. Basic guidelines are in the Staff Area.

A range of generic risk assessments is available.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be co-ordinated by the Premises and School Managers.

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

The person(s) undertaking such inspections will complete a report in writing and submit this to the Headteacher, if the general and learning hazards are not being controlled. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager or HSO.

Governors from the Premises Committee will undertake an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

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 head teacher is responsible for ensuring the 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 Fire Log book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishments induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Fire Log, on the H&S board in the staff room, and in the Staff Handbook. Individual copies of the guidance are given to staff and a summary is posted in each classroom. Details of the 2010 procedures are in the Staff Area.

Emergency contact and key holder details are maintained by the School Manager and updated via Solero upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept 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. Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity) are located in the offices of the caretakers and the Premises and School Managers.
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Caretakers, the School Manager and Heads of Department as appropriate, for reference.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Caretakers and a record kept in the fire log book. This test will normally occur on Monday mornings.

Any defects on the system will be reported immediately to the alarm contractor whose details are held by the Premises Manager.

A fire alarm maintenance contract is in place and the system tested annually (or more frequently if needed), as arranged by the Premises Manager.

INSPECTION OF FIRE FIGHTING EQUIPMENT

The School Contractor undertakes an annual maintenance service of all fire fighting equipment and deals with any interim problems. The Premises Manager has details.

All staff check weekly that all fire fighting equipment is available for use and operational, and that there is no evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the contractor via the Premises Manager.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly, in house, by the Caretakers, and annually by the contractors as arranged by the Premises Manager.

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

MEANS OF ESCAPE

All staff check daily for any obstructions on exit routes, and the caretaking team ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

FIRST AID BOXES are located at the points indicated on the First Aid information sheet in the staff area.

Users are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

THE STAFF THAT ARE AVAILABLE TO PROVIDE FIRST AID are detailed on the staff area and the H & S board

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

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

TRANSPORT TO HOSPITAL: If the first aider or 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.

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, schools nurse, NHS direct etc are held in the Main Office.

ADMINISTRATION OF MEDICINES

All medication will be administered to pupils in accordance with the DfE document ["Managing Medicines in Schools and Early Years Settings"](#)

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 Senior First Aiders in the Main Office.

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 in the Main Office 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 Main Office and clearly labelled.

HEALTH CARE PLANS

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc)

These plans are reviewed annually by the SENCO and Senior First Aiders and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

More detailed guidance about administration of medicines is given in the County Council Health and Safety Manual, and held in KLS Main Office, by the Senior First Aiders.

<p style="text-align: center;">ACCIDENT REPORTING PROCEDURES</p>

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant County Council forms.

Copies of these forms are available via the school office

- A local computerised accident book in the Main Office is used to record all minor incidents to pupils. Any more significant incidents must also be reported to HCC.
- School accident reports will be monitored for trends and a report made to the Governors, 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 Education Health and Safety team on 01992 556478 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc., as indicated in the County Accident Procedure.
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Premises Committee 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.

The teaching Trade Unions' appointed Safety Representatives on the staff are consulted regularly where they are present.

Communication of Information

Detailed information on how to comply with HCC'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 Staff Room.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Special and VC schools.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the HSO.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

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 centrally and on individual staff files. A member of the SLT, in consultation with the with the HSO and School Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) 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.

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

The key holder service 'Arena' is currently contracted to the school, and should be contacted in the first instance.

- Report any incidents or situations where they may have felt "uncomfortable".

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by HCC (these are detailed in the property managers questionnaire). Records of such monitoring will be kept by the School and Premises Managers.

They are also, in co-operation with Heads of Department, responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, and personal protective equipment requirements are identified, and relevant risk assessments conducted. Equipment, restricted to those users who are authorised / have received specific training, is detailed in the register and labelled accordingly.

All staff are required to report to Head of Departments and the Premises 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.

Curriculum areas

Heads of department must be aware of ongoing maintenance requirements for equipment in their areas. Responsibility for all maintenance contracts lies with the Premises Manager.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually. The Premises Manager has details.

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

Major fixed wiring circuits will be checked at least once every five years.

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**” (the COSHH Regulations).

Within curriculum areas (in particular Science and DT) the 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(s) responsible for substances hazardous to health are the Premises Manager, the Principal Caretaker and Technicians, as appropriate, under the supervision of the School Manager.

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.
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- 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.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiatons and Radioactive sources.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- Member of staff in charge of radioactive sources (RPS) is Gill Curtis and is responsible for ensuring all records pertaining to radioactive sources are maintained.

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. It is the responsibility of staff not to lift items that they consider too heavy.

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

ASBESTOS

The HCC asbestos policy will be followed.

The asbestos register is held in the Caretakers Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are the School Manager, Premises Manager and Principal Caretakers.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager or School Manager, who will contact the Asbestos Helpline on 0845 6030369.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Manager or School Manager or Caretakers.

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 fire procedures, local management arrangements and vehicle movement restrictions.

The School Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

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

These are managed by The School and Premises Managers who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses Hertfordshire registered contractors. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Where non registered contractors are used the School or Premises Managers or the appointed surveying practice will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

² CDM refers to the Construction (Design and Management) Regulations 2007 and apply 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 addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

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 and students must not climb onto chairs etc. They should liaise with the Caretakers about any work at height, requiring more than a kick stool.

The establishment's nominated person(s) responsible for work at height is are the School and Premises Managers and the Principal Caretaker.

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;
- any risks from fragile surfaces is properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) should refer to the generic risk assessment for this activity. It is the responsibility of the individual to organise a separate and specific Risk Assessment (in conjunction with the School Manager) taking into account individual and pertinent circumstances e.g. earlier back problems, visual requirements etc.

Those staff identified as DSE users shall be 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 and available to staff through the School Manager.

VEHICLES ON SITE

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

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. The gates will be monitored at the beginning and end of the school day and at lunchtimes. There is detailed guidance in place for boarding coaches. 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.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Premises and School Managers.

Details of any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc are discussed and set out in the lettings agreements, which are held by the Premises Manager and implemented by the Caretakers.

MINIBUSES

The 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.³

All minibus drivers should receive training by the HCC Road Safety Unit; drivers will be issued with a copy of the [County Guidance](#) at the training sessions. Drivers are re-assessed at 5-yearly intervals to maintain safe standards of operation. This will be monitored by the Premises Manager.

The Premises Manager is responsible for arranging for the undertaking of regular checks on the vehicles, and that the schools operation of minibuses follows [County Guidance](#).

When drivers use the Minibus it is their responsibility to ensure checks are carried out prior to departing from the school site.

³ All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees who first obtained a Category B (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.

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 has in place a detailed and effective Stress Management Policy to which staff can refer, and which provides a range of guidance and support.

LEGIONELLA

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

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

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (termly)

SWIMMING POOL

The Headteacher will ensure that the pool is managed in accordance with Hertfordshire County Councils guidance [Safe Practice in School Swimming](#).

A risk assessment has been carried out by the Head of PE. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available as part of the Departmental Health and Safety Policy on computer. They are also available to any groups hiring the facility, and are displayed in the Pool Office.

Lettings agreements are managed by the Premises Manager who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

Pool plant operations and water testing is carried out under the supervision of the Principal Caretaker who holds an ISRM National Pool Carers Certificate, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). He 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 NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

At secondary level the head of PE will ensure all staff expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance.

The Head of PE will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated. The Head of Life Skills is responsible for managing and co-ordinating 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 Experience⁴.

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, the LA's 'preferred' suppliers HCS or Herts Chamber of Commerce 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.

⁴ <http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=49&pid=404&ctype=None&ptype=Contents>

Kings Langley School



Personnel Security Policy

(Guidance and Procedures)

A Policy Title: Personnel Security Policy

B Rationale

The Governors of Kings Langley School (KLS) have a duty to provide a safe and healthy environment for both its students and those members of staff employed on the site. Kings Langley School is committed to providing a quality service and achieving the highest standards of conduct (and has adopted these commitments as school values). As with all policies in place at KLS, the governors have given due consideration to the spirit of the "Every Child Matters" agenda. In addition, in the application of this policy, the school will strive to reflect the school aims to ensure the happiness of all individuals who are members of our community.

One of the ways in which we can continue to improve the service we offer our community is by listening and responding to the views of our students, parents, staff and others involved with our community. However if by doing so an occasion arises where unreasonable behaviour be it violent or aggressive is encountered on the school site the school has a responsibility to ensure the matter is dealt with if it is contrary to the school's aims in providing an environment in which the students and staff feel safe.

C Purpose

This policy aims to outline clearly the procedures that should be followed when dealing with an incident of violent or aggressive behaviour by a parent/member of the public. It is our intention that:

- We protect the staff and students from potentially violent or aggressive incidents.
- We ensure there is guidance to be followed should an incident occur.
- We respond to an incident in a timely manner to prevent any further anxieties to either a member of staff or to any student/s, and seek to solve the root causes leading to the incident.

D Guidelines

All incidents will be dealt with on an individual basis taking into account a range of contributing factors to the incident. It is hoped through good communication, understanding and sensible flexibility that many situations will be resolved satisfactorily. However, it is accepted that in some situations the school will need to pursue a more formal approach.

- A letter will be sent on the day of the incident to the parent/member of the public warning them that if the behaviour is repeated they will be banned from the school site (See letter in Appendix 1). This letter will be accompanied by a copy of the school Complaints Policy.
- If a further incident then occurs a second letter is sent on the same day to the parent/member of the public stating that they have been warned and are now banned from entering the school premises (See letter in Appendix 2). This letter will be accompanied by a copy of the school Complaints Policy.
- If an incident is deemed sufficiently serious that the parent/member of the public is to be banned from the site with immediate effect, the Police will be informed and a letter will be sent the same day to this effect without a warning letter (See letter in Appendix 3). This letter will be accompanied by a copy of the school Complaints Policy.
- Site security is of paramount importance and when a member of staff leaves the employment of Kings Langley School they must complete the attached leaving form which is to be handed to the Finance Manager on departure. (See appendix 4).

- This policy should be read in conjunction with the Health & Safety Policy, Behaviour & Code of Conduct Policy and Complaints Policy.

Appendix 1

Address

Insert date

Dear

The Governors of Kings Langley School have a duty to provide a safe and healthy environment for both its students and those members of staff employed on the site. Your conduct on (*Date.....*) compromised this responsibility and was contrary to the School's aims in providing an environment in which the students and staff feel safe. On (*Date.....*) you (*Description of behaviour....*). The purpose of this letter is to formally warn you of the consequence of the continuation of such behaviour.

I must inform you that should a further incident of a similar nature occur in the future, I would have no alternative other than to ban you from the premises of Kings Langley School.

You may wish to make representations on the incident, in which case I refer you to the attached copy of the Schools' Complaints Policy, which sets out the process which you should follow in making your response.

I am sorry that the school has had to take this step as we value contact with you, and other parents, and know that this plays an important part in the educational progress of a child. The school has always maintained that a child's education should be a partnership between the school and parents.

I would hope we could put this behind us and work together in the future.

Yours sincerely

Mr Gary Lewis
Headteacher

Appendix 2

Address

Insert Date

Dear

You will recall that I wrote to you on (*date of 1st Letter*) in connection with your conduct on (date of 1st incident). I stated in the letter my concerns about your behaviour at school and that should a further incident of a similar nature occur, the Governing Body would have no alternative other than to consider banning you from the school premises.

As a result of an incident on where you (*Describe behaviour....*) I must tell you that you are no longer allowed on the premises of Kings Langley School.

The decision does not alter the school's legal obligation to keep you informed of your child's educational progress. School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with me.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Policy, which sets out the process for your response.

Your ban will be reconsidered by myself and the Governors (at the end of term or a subsequent date).

I am sorry that the school have had to take this step.

Yours sincerely

Gary Lewis
Headteacher

Appendix 3

Address

Insert date

Dear

The Governors of Kings Langley School have a duty to provide a safe and healthy environment for both its students and those members of staff employed on the site. Your conduct on (*Date*.....) compromised this responsibility and was contrary to the School's aims in providing an environment in which the students and staff feel safe.

As a result of an incident on where you (*Describe behaviour....*) I must tell you that you are no longer allowed on the premises of Kings Langley School. Please also be aware that the Police have also been informed of this incident.

The decision does not alter the school's legal obligation to keep you informed of your child's educational progress. School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with me.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Policy, which sets out the process for your response.

Your ban will be reconsidered by myself and the Governors (at the end of term or a subsequent date).

I am sorry that the school have had to take this step.

Yours sincerely

Gary Lewis
Headteacher

Appendix 4

STAFF NAME:

DATE LEAVING:

Please ensure the below checklist is completed and each item is signed by the relevant designated signatory.

CHECKLIST FOR LEAVERS	Signed
Keys to be returned to the Senior Premises Assistant (Graham Lock)	
Laptop to be Returned to ICT Support Manager (Paul Cottee)	
Portable Projector to be returned to ICT Support Manager (Paul Cottee)	
Mobile Telephone to be returned to Finance Manager (Tom Horton)	
All expenses/other monies claimed Finance Manager (Tom Horton)	
Learning area resources returned to relevant Learning Area Leader	

Please return the completed form to the Finance Manager on the date you are leaving.