



Crabtree Infants' School
Crabtree Lane, Harpenden, AL5 5PU
Tel No. 01582 623597 Fax: 01582 623450
Mrs Sally Patrick BA (Hons) NPQH



Health & Safety Policy

Including First Aid and Medicines in Schools

Previously Reviewed (Author & Date):	Sally Patrick October 2010
Latest Review:	May 2012, as approved by Resources Committee October 2012
Reviewed By:	Sally Patrick/Ian Robertson
Frequency of Review:	Annual
Next Review Date:	October 2013
File Name:	Health & Safety Policy POL022

Adapted from: Herts CC CSF0035 Model Health & Safety Policy Sept 2010

The governing body shall conduct the school with a view to promoting high standards of educational achievement

HEALTH AND SAFETY POLICY
Crabtree Infants' School

PART 1. STATEMENT OF INTENT

The Governing Body of Crabtree Infants 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 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 arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff.

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

This policy statement supplements

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

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

[Insert signature]

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R. Cregan Chair of Governors

S. Patrick Headteacher

[Insert date]

[Insert date]

PART 2. ORGANISATION

Status

Statutory

Governing bodies of community and voluntary controlled schools must use the policy provided by their local authority.

Main ECM outcomes: Be healthy; Stay safe; Enjoy and achieve; Achieve economic well-being

Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents/carers need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

Relationship to other policies

This policy should be read in conjunction with the curriculum policy, pupil discipline policy, first aid policy, child protection policy, subject policies, and the policies for lettings, nutritional standards, drugs, staff discipline and school visits.

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

At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body

The Governing Body is responsible for health and safety matters at a local level and is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher reports on health and safety matters and reporting to (CSF, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place.
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

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

Responsibilities of other Teaching staff / non-teaching staff holding posts of special responsibility

Deputy Head, INCo, all Teachers and School Caretaker

- Apply the school's Health and Safety Policy to their own 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 the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all staff they line manage 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, or refer to the Headteacher 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 areas 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 both. 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 of the establishment 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 to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Staff who wear open toe sandals or flip-flops at school do so at their own risk.

All **pupils** and **visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

PART 3. ARRANGEMENTS

Appendix 1	-	Fire Evacuation and other Emergency Arrangements
Appendix 2	-	Fire Prevention, Testing of Equipment
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Detailed information is given in the [Education Health and Safety Manual](#)

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher 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 fire book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's 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 file in Caretaker's office and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Headteacher and provided to HCC 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.
- **Material Safety Data Sheets for Chemicals and flammable substances**. These will be kept by Caretaker as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by Caretaker and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on a Monday morning.

Any defects on the system will be reported immediately to the maintenance surveyor Mouchel Parker - 0800547547

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

Smoke detectors are tested on a quarterly basis by Caretaker.

INSPECTION OF FIRE FIGHTING EQUIPMENT

The Local Authority's contractor, currently FPS (Fire Protection Services) undertakes an annual maintenance service of all fire fighting equipment

Weekly *the caretaker* checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to FPS – 01582 413694

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by caretaker and annually by Mouchel.

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

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Reception: one inside and one outside classroom

Year 1: in cupboard in Creative Area

Year 2: one in each classroom

Additional box for outside play kept in girl's toilets

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

A list of qualified staff can be found on both the office and staffroom noticeboards and are available to provide first aid.

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

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.

Blood Spillages

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

Administration of medicines

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

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

The only medication kept and administered within school are those prescribed by a doctor specifically for a pupil at the request of the parent / guardian and with the consent of the Headteacher. Records of administration will be completed by a member of the school staff and kept with the medicine. Non prescription medicine is not administered by the school (parents, however, are permitted to come into school to administer non-prescription medicine). If a child refuses to take medication staff will not force them to do so, but note this in the records and inform the parents of the refusal.

All medications kept in school are kept in the fridge in the staffroom with access strictly controlled. Where children need to have access to medication i.e. asthma sufferers, it will be kept in classroom stock cupboards, and clearly labelled.

Medicines stored in school are still the responsibility of the parents, and must be checked by them regularly to ensure they are in date and correctly labelled.

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

First Aid Procedures

Treatment of minor injuries should be treated with water and sterile gauze.

The children should be asked if their parents would use plasters on their cuts and grazes at home before applying a plaster, in case of an allergy. Gauze and micropore tape can be applied instead.

All staff must wear gloves when dealing with an injury involving blood or when cleaning up bodily fluids.

Ice, wrapped in a thin plastic bag, should only be used for more serious injuries such as bumped heads or bruises and bumps to other parts of the body.

No foreign bodies i.e. stings or splinters must be removed. They should be covered with sterile gauze and if the child is distressed, the parent should be called to come and remove the sting/splinter.

All bumps to the head must be investigated. If it has been necessary to apply ice a yellow 'bump' sticker must be attached to the child. The teacher must be informed and the child observed for any signs of concussion. It is essential that any head related injury must be recorded on the 'Accident Report Log' forms. In fact, all accidents involving first aid should be recorded on the 'Accident Report Log' forms and a 'Bump Note'.

Other Health Issues

Children who are unwell should stay at home until they are fit to return to school.

Asthma

It is important that the child is aware of its own condition and is trained in how they will manage it from its onset. The child must be trained by a health professional and able to administer its own drug effectively.

The class teacher will keep asthma inhalers in a cupboard. The parent must complete an asthma card, be given a copy of this school statement on medicines in school. The cards are stored in the office in the red 'Children's Medical Records File'. A list is kept in the accident file and on the notice board in the secretary's office.

Anaphylaxis

It is essential that the child is aware of the seriousness of their condition and the steps they must take to avoid harm.

Epi pens or Jext pens must be held on the school premises in the classroom cupboard, if we have a child who will suffer from anaphylaxis. All staff will be offered training in order that they can administer the drug if necessary. A list of staff that have received training is kept in the Safeguarding file in the Headteachers's office.

Fractures

Children can be readmitted to school only once the doctor has recommended this, and it has been agreed by the Headteacher.

Parents must provide a letter indicating the nature of the injury, and any recommendations for special care suggested by the doctor. These must be discussed and agreed with the Headteacher before the child is readmitted to school.

The child must be aware of the limitations that need to be placed on them temporarily and agree to comply with these for their own health and safety.

If there is a need for the child to be lifted, this must be the responsibility of the parents as no staff are trained in lifting techniques.

Headlice

Parents are asked to inform the school if they find their child has head lice. A letter is then sent to all the parents of children in that year group informing them headlice have been found and informing them of the treatment currently being suggested by school health department.

Communicable Diseases

If any child is suspected of having a communicable disease, as listed on the notice board in the school office, the Headteacher or Senior Teacher must make an assessment as to whether the symptoms are in line with those of the disease. If they are satisfied there is sufficient cause for concern, they must telephone the parents and ask for the child to be taken from school to the doctors for the situation to be properly assessed. The child will only be readmitted to school after the stated time or on the doctor's advice.

Sickness and Diarrhoea

If a child has vomiting or diarrhoea they must be excluded from school until they have regained control of their bodily functions. Forty eight hours should have elapsed since vomiting or having diarrhoea before they are brought back to school.

Unwell Children

Children who are not fully fit to learn should not be at school. However, if a child has had a long illness or been hospitalised, it is necessary for them to readjust to school gradually to prevent excessive tiredness. Parents should discuss and agree with the Headteacher an agreed pattern of attendance during the rehabilitation time. This should be confirmed in writing.

If any child is absent from school for a period of 4 weeks without being hospitalised, the parents will be asked to provide a letter from their doctor explaining the nature of the illness, the treatment being given and the expected return date to school.

Sun safety

At Crabtree Infants' School we acknowledge the importance of sun protection and want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through:

EDUCATION

- All pupils will have at least one SunSmart lesson per year.
- We will talk about how to be SunSmart in assemblies at the start of the Spring2 and before the summer break.
- Parents will be informed about the school's proactive approach to sun protection at the beginning of Spring 2.
- Information on sun safety can be accessed by teachers at www.sunsmart.org.uk.

PROTECTION

- There are a number of shady areas in which children will be encouraged to play – under the sun canopy, under the main canopy, under the shade of the trees, in the Millennium Trail. We will provide a range of activities for these areas.
- Children are required to wear hats that cover the ears, face and preferably neck. If a child does not have this protection, they will be told to play under a canopy.
- Where timetabled outside activities take place during the school day, children are required to wear hats that cover the ears, face and preferably neck.
- On days when temperatures reach in excess of 24oC the children will have the option of coming inside.
- Parents will be expected to talk about sun safety with their own child.

Application of sunscreen:

Parents will be asked to apply a sunscreen that, wherever possible, lasts for the duration of the school day. Where this is not possible, the following options may be considered:

- Parents wishing to reapply sunscreen are encouraged to come to the school at 12pm.
- Children who are able to reapply their own sunscreen may bring a labelled bottle into school to self- apply at lunchtime.
- In exceptional circumstances, a member of school staff, who is happy to do so, will apply the sunscreen. There needs to be a discussion with the class teacher and the appropriate form completed (see below) and approved by the Headteacher. ***The school do not accept any liability for the possible misapplication of the sunscreen.***

PERMISSION FOR THE APPLICATION OF SUNSCREEN BY A MEMBER OF SCHOOL STAFF

Name of Child: _____ Class _____

Date agreed:

Reason reapplication is needed:

Name of school staff member (who has agreed to apply the sunscreen – this may need to vary if not available):

I understand that a member of school staff is not liable for misapplication of the sunscreen.

Signed(Parent/Carer) : _____

Name: (Parent/Carer) _____

Signed (Headteacher) _____

Record of applications:

Date	Time	Signed

ACCIDENT REPORTING PROCEDURES

In accordance with the County Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the standard County Council Violent Incident Report (VIR) Form.

Copies of these forms are available from the folder in the School office.

The Headteacher will countersign the HCC report form before the original copy is sent. A copy should also be kept at the establishment.

- A local accident book in the school office is used to record all minor incidents to pupils. Any more significant incidents must be also reported to HCC using the forms described above.
- 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, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The Education Health and Safety team should also be informed on 01992 556478.

In the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the HSE within 10 days of the incident occurring.

In every case where a incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety Team.

Full guidance and copies of the form are located in the [County Health and Safety Policies and Guidance Manual](#).

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 proposed lone working 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 Headteachers/senior member of staff's permission and notify 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), a colleague should accompany and notification of their whereabouts and the estimated time of return should be given to the office. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar).
- 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.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION**Consultation**

The Resources Committee meets twice 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.

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 Headteacher.

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.

Employees will be provided with:

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

Training records are held by the Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (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

WORK EQUIPMENT

All staff are required to report to the Caretaker any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by PH Ltd

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.

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by *the Caretaker* for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders	Caretaker	Caretaker. Step ladders - All	Caretaker	Ladders termly
Caretaking/cleaning equipment including hand tools	Caretaker	Caretaker	Caretaker	annually or following manufacturers advice as applicable
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Caretaker	Cook	Mouchell	Annually
PE equipment	PE Co-ordinator	All	Educ. Workshop	Annually
Play equipment	Lunchtime TA's	All	Caretaker/ Educ. Workshop	Termly
Technology Equipment	D&T Co-ordinator	All	D&T Co-ordinator	Termly
Art/Design Equipment	Art Co-ordinator	All	Art Co-ordinator	Termly
Portable electrical equipment	Caretaker	All	Contractor	Annually

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) then the Class Teacher is responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

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 2004" (the "COSHH" Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health (is/are) the caretaker.

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 (generic risk assessments are available 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

These areas include

- Stock room
 - Caretakers cupboard
 - Storage area for tables and chairs in the hall
 - Server cupboard
 - Store cupboards in classrooms
 - School kitchen
 - Boiler house
- 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 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 Ian Robertson and is responsible for ensuring all records pertaining to radioactive sources are maintained.

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

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

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Headteacher, who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

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.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken by the Caretaker, the Headteacher and the Site Governor

Monitoring inspections of classrooms will be carried out by Class Teachers

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.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher

A named governor will be involved in inspections on a termly basis and report back to the Resources committee and full governing body meetings.

ASBESTOS

The HCC Asbestos Policy, available on the [Property Matters](#) web site will be followed.

The asbestos register is held in the Caretaker's 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 Officer is

- the Headteacher
- the caretaker (as from 11/5/10).

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 Headteacher 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 Headteacher

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Headteacher following guidance contained in the [Education Health and Safety Manual](#).

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by Class Teacher and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in: [Health and Safety File In Head's Office](#).

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the Headteacher following guidance contained in of the [County Health and Safety Manual](#).

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Teachers and subject Leaders using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the [Hertfordshire County Council Children, Schools and Families Offsite Visits Manual](#) held in School Office and Head's Office.

The County Council Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinator(s) is the Secretary.

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the Headteacher or nominated member of the SLT, the Deputy Head.

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated person(s) responsible for work at height is the 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 that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.
- Staff should always use step ladders when completing displays
- Step ladders should not be used by the children in school unless a risk assessment has been made (Role play)

DISPLAY SCREEN EQUIPMENT (DSE)

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

All staff who 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)
e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.

[HCC DSE Risk Assessment Form](#) is available on Connect.

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).

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut between 8.45 and 3.45

The children's and parent's access shall be kept clear of vehicles.

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

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

Suppliers are requested to ensure that deliveries should be made outside the times of 8.45 – 9.15 am and 3.00 – 3.30 pm

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Admin Assistant, Melissa Keen, following [County council guidance](#)

CONTRACTORS

Contractors are selected using the county guidelines. If staff have any concerns regarding Health and Safety they should report it to the Caretaker and then to Senior member of staff. Contractors are expected to produce photo ID and must report to the School Office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

Safety Guidelines in school

Certain aspects of school require a higher duty of care and need for awareness of safety issues. For those guidance is given in this section

1. Safe Play in the Playgrounds
2. Use of Food Technology Area and Food Handling and Hygiene
3. Robin Hood Trail and School Grounds
4. Animals in school
5. Security

1. Safe Play in the Playground

1. Play areas to be checked each morning for foreign objects and any overnight damage.
2. Before an area is used by children, member of staff should check the area. An assessment needs to be made as to whether the weather conditions present a hazard in any way.
3. No child shall enter a play area without an adult present.
4. Wellie boots should be encouraged when conditions dictate.
5. In wet conditions the play park and decking should not be used and play should be encouraged under the canopy.
6. Children must not play on the steps leading to the Junior school or play out of sight of the adult in charge nor go over the blue lines at sides of the playground.
7. A group of children should be organised to clear equipment away and return it correctly to the shed.
8. The bell is rung at the end of play time, all children should Stop, Look and Listen.
9. On the second bell all children line up.

2. Use of Food Technology Area Food Handling and Hygiene

1. Size of the group working in the area will be determined by the type of activity in hand.
2. All children working with food should be checked for allergies.
3. Attention must be paid to the cleanliness of the working area.
4. All children should be instructed in personal hygiene associated with food handling.
5. All equipment used must be regularly checked for correct operation.

Staff must ensure that in any activity when children are handling food, whether at lunch or within food technology work, children wash their hands thoroughly. It is beneficial if this situation can be supervised whenever adequate resources for this exist, so children learn the importance of hygiene and of washing their hands thoroughly.

Younger children frequently need reminding of the need to flush the toilet and wash their hands thoroughly after they have used the toilet and any adult witnessing a child exiting from a toilet without performing these actions should remind them of this.

3. Safe Use of Robin Hood Trail and School Grounds

1. These areas are provided for use as curriculum areas and as a play area.
2. Before an area is used by the children, a member of the staff should check the area to ensure there are no hazards or undesirable objects. An assessment needs to be made whether the weather conditions present a hazard to the children's safety in any way.
3. No child should enter these areas unless they are being supervised by an adult.
4. When in these areas, children should be reminded that they are on uneven paths and they must take care when walking.
5. There are no handrails along the trail, and staff need to make children aware of the ditch on one side of the trail.
6. The exit to the trail is up a steep grassy slope onto the field. Staff need to ensure the children wait at the exit for the member of staff, and no children stay unattended in the trail.

4. Animals in School

Dogs and Dog Fouling

No dogs are allowed on the school premises.

Any member of staff seeing a person with a dog on the premises should challenge them firmly but politely and ask them to leave the dog at the gate. If there is any negative response the matter should be reported immediately to the Headteacher who will request the removal of the dog from the private property.

If any member of staff finds instances of dog fouling in school, they must either remove the offending material themselves or ensure this is done. It is not adequate to just send a message, without ensuring it has been received and acted upon. The faeces must be removed with a plastic bag before being placed in a dustbin. Plastic gloves must be worn to undertake this. The Headteacher must be informed of the incident and it be entered in the Incident book.

Animal visitors or visits including Animals

Should the children be offered the opportunity to handle any pets or other animals within their time in the care of the school, extreme care must be taken to ensure they wash their hands thoroughly with soap after handling the pets.

5. Security

The security of the children whilst they are in the care of the school is the joint responsibility of every member of staff. Any incident, which causes concern, must be responded to and the child must be redirected to a secure situation.

All external doors in Key Stage 1 classrooms cannot be accessed unless the door has been opened from the inside and are fire doors. Class teachers must ensure these doors are shut at 9.00 when registration takes place. They must remain closed during the times when the children are in the classroom.

The other fire door is beside year 2 toilets. This has sliding locks so they can be opened from the outside at playtime and at lunchtime. It is the responsibility of the class teacher in a) Eagles to ensure these doors are securely closed in school time.

In the reception unit, top bolts have been fitted as young children may try to leave the premises when distressed. As this has been an issue, our risk assessment is to fit bolts as there are always sufficient adults in this area to undo them in event of an emergency. Should staff on any occasion feel there are not sufficient staff to protect the children in this way, the bolts should NOT be fastened.

There is therefore only one entry point to school, via the front door that leads into a lobby area. A security code needs to be entered into the keypad to allow access through the inner door. **Any other person should be asked their name and business before they are admitted to the school building.** . If sufficiently alarmed by the caller, the member of staff should alert other staff and call the police without allowing entry to the school.

All visitors to school must sign in and out at the office, and wear a badge showing they are a visitor or helper in school. Children should be told that any visitors in school should be wearing a badge and if they see visitors without badges they must tell the teaching staff.

Any person who is helping in school will be asked to sign an appropriate volunteer's contract; whether assisting on an outing or on a regular basis in school. CRBs may be required and will be requested as necessary. These forms are retained in the school office once returned.

STRESS

APPENDIX 20

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 a Performance Management System that includes a termly review
- Staff are able to speak to the Headteacher or their line manager
- New members of staff have a mentor to support them
- The school have taken part in Hertfordshire Well-Being programme .

LEGIONELLA

APPENDIX 21

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

The Caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis.