

**ASPIRE ACADEMIES TRUST HEALTH AND SAFETY POLICY**

**LOCAL ARRANGEMENTS**

**Broadfield Academy**



## **PART 3. LOCAL ARRANGEMENTS**

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances (COSHH)
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	School swimming and pools
Appendix 23	-	Infectious diseases
Appendix 24	-	Third Party Premises Responsibilities (Broadfield & Knutsford)

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Principal.

Risk assessments are available for all staff to view and are held centrally on the shared drive and in the folder in the main school office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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

Annual Risk Assessment Reviews are carried out by Central Services Team to ensure regular review and monitoring of Risk Assessments is taking place.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the School Business Manager or Admin Assistant.

Such risk assessments will be reviewed on a regular basis.

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

**Curriculum Activities**

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

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use lesson plans.

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

**Primary schools**

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

<b>OFFSITE VISITS</b>
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HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Each school has a designated Educational Visits Co-ordinator

Named EVC: Georgea Shore

See HCC's policy for the management of Learning outside the classroom and offsite visits

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 school use Evolve for all offsite visits, relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas

The member of staff planning the trip (visit leader) 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 refer the visit for approval to the Principal for approval.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

<p><b>HEALTH AND SAFETY MONITORING AND INSPECTION</b></p>
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A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by Mrs M Fennelly, the Trust's Chief Operating Officer.

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

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with Mr Felmingham, Site Manager.

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

Advice and pro forma inspection checklists to assist the monitoring process can be found on the Grid.

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

**FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Principal is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Grid

The Trust carries out an annual Fire Safety Review and makes arrangements for external Fire Risk Assessments to be carried out every three years.

The fire risk assessment is located on the shared drive and the Risk Assessment folder in the main school office and will be reviewed on an annual basis.

### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook/school's emergency response plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the School Business Manager.

### **Fire Drills**

- Fire drills will be undertaken termly, and results recorded in the fire logbook.

### **Fire Fighting**

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

**Details of service isolation points** (i.e. gas, water, electricity) are in the Boiler Room.

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

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

<b>INSEPCION / MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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Mr Felmingham is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the site managers office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on a Thursday after school.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Sight & Sound 01442 848042.

A fire alarm maintenance contract is in place with Sight & Sound and the system tested 6 monthly by them.

**FIRE FIGHTING EQUIPMENT**

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

Sight & Sound undertakes an annual maintenance service of all firefighting equipment.

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

**EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Sight & Sound.

**MEANS OF ESCAPE**

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

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

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

Mrs Danielle O’Sullivan & Mrs Alison Saunders (03/03/2022)

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

Danielle O’Sullivan (25/07/21), Alison Saunders (28/02/2022), Hannah Alston (23/02/2020), Lewis Giles (17/11/2021), Karen Adams (27/05/2021), Kate McQueen (17/11/2021), Kate Nicholls (17/11/2021), Jenny Oliver (29/11/2022), Jeaneal Marshal (29/11/2022), Ella Hindley (29/11/2022), Alex Plunkett (20/02/2021)

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

**OTHER TRAINING IN EMERGENCY FIRST AID 1 (6 hr):**

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

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

KS1 & KS2 First Aid rooms.

Mrs Saunders and Mrs O’Sullivan are responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits/ those in vehicles) are complete and replenished as necessary.

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

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

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

Hemel Hempstead Urgent Care 01442 213 141  
 Watford General Hospital A&E 01923 244 366  
 School Health 01442 454 697

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1 Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.



### **Administration of medicines**

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

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

Mrs Brightman is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Mrs Brightman in the school office.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the school office, refrigerated meds kept in clearly labelled container within fridge in the school office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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

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

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

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

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by paediatric first aid trained staff.

All staff are made aware of any relevant health care needs and copies of health care plans are available in classrooms, shared drive, staff room and the school office.

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

<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

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

All employee incidents must be reported to CST using smartlog.

Employee accident / incident forms are to be retained for a minimum of 3 years.

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

A local accident book in the school office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to Central Services Team using Smartlog.

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

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

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

**All Accidents**

All major incidents will be reported to the Principal and the Governing Body/ Health and Safety Governor.

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

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

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

The Trust Chief Operating Officer is responsible for ensuring all RIDDOR reportable incidents are reported.

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

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

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

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**Consultation**

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

The full local advisory body meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. The school follows the Trust's Health and Safety Policy.

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

The teaching Trade Unions appointed Safety Representative on the staff are Elle Jameson.

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

**Communication of Information**

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

The Health and Safety Law poster is displayed in the staff room.

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

**Health and Safety Training**

All employees will be provided with:

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

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

Training records will be kept in personnel files, Arbor and Smartlog.

The School Business Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Principal will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Principal'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.

<b>PERSONAL SAFETY / LONE WORKING</b>
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The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

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

**Lone working**

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

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

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

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

Staff conducting home visits, must make sure they have mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

**School staff responding to alarm call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Arena is the responsible key holder company or all Aspire Academies.

<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report to Mr Felmingham, Site Manager, any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

Mr Felmingham, Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Aspire compliance folder in the Site Managers office. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid and the DfE's Good Estate Management for schools )

### **Curriculum Areas**

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

### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Mr Felmingham, Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an 18 month cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by WUES and will be inspected every 18 months. frequency of inspection and testing.

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

An electrical installation condition report (fixed wire test) will be conducted by Martin Cook on a maximum of a 5-year cycle

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

**External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and Mr Felmingham, Site Manager will conduct and record a formal termly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by John Harrison.



<b>COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Mr Felmingham, Site 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.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

### **PPE**

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site, Mr Felmingham, Site Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

<b>ASBESTOS</b>
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An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 18/01/2013.

The school's asbestos log (including school plans, asbestos survey data and a site-specific management plan) is held by Mr Felmingham, Site Manager.

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

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

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

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

The school's asbestos authorising officers are Michelle Fennelly and Mick Felmingham and refresher training is required 3 yearly.

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

The Principal / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be

commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

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

All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

### **School managed projects**

The Construction (Design and Management) Regulations 2015<sup>2</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

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

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at Property contractors and consultants - Hertfordshire Grid for Learning ([thegrid.org.uk](http://thegrid.org.uk))

When considering the appointment of contractors outside of Hertfordshire frameworks Synergy will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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<sup>2</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the school's behalf.

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

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

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders.

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

See also LA455 - The Ladder Association

The establishments nominated person responsible for work at height is the site manager

The nominated person(s) shall ensure:

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

**LIFTING AND HANDLING**

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

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

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

**Paediatric Moving and Handling**

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

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

**DISPLAY SCREEN EQUIPMENT (DSE)**

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). Eye test vouchers are available to redeem from the Central Services Team. To redeem your voucher contact [admin@aspireacademies.org.uk](mailto:admin@aspireacademies.org.uk)

Advice on the use of DSE is available via the Grid

**VEHICLES ON SITE**

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

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

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation

The office can control the opening and closing of the gate.



**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the School Business Manager.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

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

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

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

**MINIBUSES**

The School Business 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 via the DVLA. <sup>3</sup>

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to the School Business Manager in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence.

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years)

Issued by the HCC Road Safety Unit.

Mr Felmingham, Site Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses following advice in Minibuses in Hertfordshire | Hertfordshire County Council

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

<b>STRESS / WELLBEING</b>
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The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the HSE management standards

The school will

- demonstrate good practice through a step-by-step risk assessment approach
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is Mrs Nolan and Mrs Buchanan

Staff have performance management meetings with their line manager which should surface any concerns and regular check-ins by the line manager with their staff.

The School Business Manager is usually assigned to speak with staff and can provide information and guidance if required. Occupational health referral can also be made to support the employee.

<p><b>LEGIONELLA</b></p>
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A water risk assessment of the school has been completed by Safe Care on 11/04/2018.

Mr Felmingham, Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

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

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

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

<b>SCHOOL SWIMMING</b>
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**Primary school swimming in public / secondary schools**

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

<b>INFECTION CONTROL</b>
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The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever

**THIRD PARTY PREMISES RESPONSIBILITIES**

**N/A for the school**