

St. Albert the Great Catholic Primary School



“The more I learn about the world in which I live,
the closer I grow to God.”

Health & Safety Policy

Author: Headteacher

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THE CATHOLIC ETHOS OF THE SCHOOL

At St, Albert the Great Catholic Primary School we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a warm and caring environment within which all children can learn and develop. Our school was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

STATEMENT OF INTENT

The Governors of St. Albert the Great Primary School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site. They are committed to working within the framework provided by the County Council outlined in the 'Health and Safety: Policy and Guidance' manual.

The Governors are committed to the provision of adequate and appropriate safety training for staff and accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

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.

This policy exists to provide a framework to support the aim of ensuring the happiness of every individual in our community, to promote a climate which enables all students to flourish, regardless of ability or special needs.

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 Local authority (LA) 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 LA 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 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 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 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. 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](#).

- 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 and Personal Safety
- 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 1

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 as appropriate.

These risk assessments are available for all staff to view and are held in the School Office in a Risk Assessment folder as well as in the Teacher's Common 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

Pro-formas for undertaking risk assessments are available on HGfL in the School Admin section of the HGfL website. Staff download the relevant form depending on the circumstances/focus for the offsite visit. This is in accordance with H.S.E. guidance.

Individual Risk Assessments

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

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 class teachers and teaching assistants using the relevant codes of practice and model risk assessments developed by national bodies.

APPENDIX 2

OFFSITE VISITS

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

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities. 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 Headteacher.

A range of generic risk assessments and procedures is available at HGfL in the admin section of their website.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be co-ordinated by the HSO . The person(s) undertaking such inspections 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 HSO who is the Caretaker.

Governors from the Resources 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 between a representative of the governing bod and the caretaker.

APPENDIX 4

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 school 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 walls throughout the school corridors, the main hall, kitchen, the wall in the caretaker's office and the classrooms/teaching rooms. Individual copies of the guidance are given to staff and a summary is also posted in classrooms for the children. There are 2 Fire Wardens – for both floors in the school.

Emergency contact and key holder details are maintained by the Headteacher, Deputy Headteacher and the Site Manager and updated via Solero upon review.

Fire Drills

- Fire drills are 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 firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment. If they are unsure of its operation, they should consult the Premises Team.

- **Details of service isolation points** (i.e. gas, water, electricity) are located in the Caretaker's Office. The isolation points are located in and next to the Plant Room
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Caretaker, for reference if we find we need to have any on site and they are kept locked in the cleaner's cupboard.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire log book. This test will normally occur in an evening and rotating days. (This is because the gas shuts off when the alarm is tested.

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

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

INSPECTION OF FIRE FIGHTING EQUIPMENT

The School Contractor undertakes an annual maintenance service of all firefighting equipment and deals with any interim problems. The Caretaker has details.

The caretaker checks weekly that all firefighting 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 Caretaker

EMERGENCY LIGHTING SYSTEMS

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

Test records are located in the Plant Room.

MEANS OF ESCAPE

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

FIRST AID AND MEDICATION

FIRST AID BOXES are located in the Medical Room on the ground floor opposite the school office.

Users are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check is made half termly by the lead MSA (Kelly Baird) who is also responsible for re-ordering stock.

THE STAFF THAT ARE AVAILABLE TO PROVIDE FIRST AID are detailed on the staff area and on the board in the First Aid room, with a note of retraining dates.

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, Guardians or carers will be notified immediately of all major injuries to students, and informed as soon as possible of any incident requiring a pupil's attendance at hospital. 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.

ADMINISTRATION OF MEDICINES

All medication will be handled in accordance with the DfE guidelines ["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 Secretaries in the Main Office.

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

All pupils know how to access their medication.

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 Medical Room and clearly labelled.

HEALTH CARE PLANS

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

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

Children with identified medical issues/concerns are photographed and put on the information board in the Medical Room to ensure staff have access to the relevant information.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the SENCo Office.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

All employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

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

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

All major incidents will be reported to the Headteacher and the Resources Committee.

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

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

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

Reporting to the Health and Safety Executive (HSE)

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

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

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

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Resources 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.

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 the school.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Headteacher and the Caretaker/Site Manager.

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 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.

APPENDIX 9

LONE WORKING AND PERSONAL SAFETY

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

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

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. They should ensure mobile phone contact and notify a colleague of visit details. Where there are known risks which may affect staff safety, staff should not visit alone. [Staff undertaking home visits should 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.
- 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 to legislative requirements by competent contractors. Records of such monitoring will be kept by the Finance Secretary.

All staff are required to report to the Caretaker/Site 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.

Electrical Safety

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified 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 a contractor. Frequency of inspection and testing is annually and liaised with the Site Manager.

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

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

A fixed electrical installation test (fixed wire test) will be conducted by a contractor on a 5 year cycle.

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).

As a Primary School, we do not use any hazardous substances in our classrooms

Any cleaning products are provided by our Contractors (Haywards) and labelled accordingly in a locked cupboard. These are all compliant with the CLEAPSS regulations.

Where persons may be affected by the use of hazardous substances on site, the Premises Manager is responsible for ensuring that COSHH assessments are available from

contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

APPENDIX 12

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 Headteacher and 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 is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 13

ASBESTOS

As this school is a new build (2013) there is no asbestos on site.

APPENDIX 14

CONTRACTORS

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

All contractors must report to Reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, safeguarding information, local management arrangements and vehicle movement restrictions.

The Finance Secretary and the Site Manager are 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 Site Manager 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 CDM¹ regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>. 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

APPENDIX 15

WORK AT HEIGHT

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

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

They should liaise with the Caretaker about any work at height, requiring more than a kick stool.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders
<http://www.hse.gov.uk/pubns/indg405.pdf>.

¹CDM 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.

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

The establishment's nominated person(s) 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 and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

APPENDIX 16

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.

APPENDIX 17

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.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Finance Secretary.

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 Finance Secretary and implemented by the Caretaker.

APPENDIX 19

MINIBUSES (Occasionally borrowed from church)

The School Secretary 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.² We do not have our own minibus and very occasionally use the church minibus.

APPENDIX 20

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing 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 and Well-being Policy to which staff can refer, and which provides a range of guidance and support.

APPENDIX 21

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. The operational water testing is carried out by Nemco. The risk assessment should be reviewed where significant changes have occurred to the water system.

² 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.

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).
- water tanks being inspected for compliance and safety on an annual basis.