



400 YEARS OF EXCELLENCE

Health & Safety Policy

Policy approval date	October 2020
Policy review date	October 2021
Policy Lead	Matt Botheras
Governor or SLT approval	Governor
Governor Committee responsible for policy	Building & Grounds

Statement of Intent

The Governing Body of Richard Hale School will take steps to meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation, details of which are given in this statement.

This statement includes a description of the school'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 sections.

This policy will be brought to the attention of all members of staff at the staff meeting at the beginning of the academic year. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Following Academy conversion and until further notice, this policy statement supplements Hertfordshire County Council's Health and Safety Policy.

Organisation

Responsibilities of the Governing Body:

The Governing Body is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment
- Ensuring that this statement complies with the Hertfordshire County Council and Children, Schools and Families codes of practice
- 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 or other nominated member of staff reports on health and safety matters and reporting to the DfE, 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:

These responsibilities are to:

- Take overall responsibility for implementation of the school's health and safety arrangements within the establishment
- Co-operate with the DfE and Governing Body to enable health and safety policy and procedures to be implemented and complied with
- Convene the School's Health & Safety Committee
- Supervise the Deputy Headteacher, Business Manager, Site Manager or other persons who have been delegated with health and safety tasks
- Act as a focal point on health and safety matters and give advice or seek sources of advice where necessary

- Ensure that the establishment has emergency planning arrangements in place (NB. schools should follow the Critical Incident Recovery Plan)
- Report to the DfE any hazards which cannot be rectified within the establishment's budget
- Ensure there is no misuse of plant, equipment etc.
- Ensure that the premises, plant and equipment are maintained in a serviceable condition

Responsibilities of employees:

All employees of the establishment have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Co-operate with the employer 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 immediately to their line manager any serious or immediate danger
- Report immediately to the 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
- Alert their Line Manager if they feel under undue stress which is related to their professional responsibilities

Arrangements

The following list of arrangements cover the main risks and hazards in schools as identified by Hertfordshire County Council. Also refer to the County and CSF Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

Appendix 1	-	Pregnant Workers
Appendix 2	-	Fire Evacuation and other Emergency Arrangements
Appendix 3	-	Maintenance of Emergency Equipment
Appendix 4	-	First Aid and Medication
Appendix 5	-	Reporting Procedures
Appendix 6	-	Lone Working
Appendix 7	-	Health and Safety Training
Appendix 8	-	Flammable and Hazardous Substances
Appendix 9	-	Manual Handling of Loads
Appendix 10	-	Health and Safety Inspections
Appendix 11	-	Asbestos
Appendix 12	-	Vehicle Safety
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COVID Addendum		

Further DfE advice on legal duties can be found at:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

APPENDIX 1

Pregnant Workers and New Mothers

Any risk assessment undertaken on pregnant workers should be completed with reference to the Pregnant Workers and Nursing Mothers guidance in the County Safety Manual.

The definition of 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. 'Given birth' is defined in the regulations as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

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

A risk assessment will be carried out to ensure that there are no risks to the expectant mother or baby from the employee's duties or environment. (It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered.)

The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

NB Ensure Human Resources are contacted for advice and guidance on this issue.

For further assistance and guidance Headteachers/Managers should contact the Health and Safety Team and/or the Occupational Health Unit.

NB A further risk assessment must be undertaken for nursing mothers when returning to work.

APPENDIX 2

Fire Evacuation and Other Emergency Arrangements

Location of Emergency Procedure Documents

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. Critical Incident Plan
- b. Fire Procedure in every teaching space
 - In the event of a fire alert/alarm the School will evacuate to the designated assembly point
 - The Business Manager will meet the Network Manager, the Site Manager and the Caretaker at the fire alarm panel and commence an investigation. All other staff should evacuate the premises immediately. One of this group will report to the Head's PA and inform them if they are required to enter another building to investigate the cause of the alarm
 - The Business Manager will take the decision to inform the emergency services and summon them as necessary
 - The safe evacuation of people 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
 - Whilst evacuating premises, staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows
 - Fire drills will be undertaken a minimum of twice yearly, and fire alarm tested weekly (where possible), and a record kept in the Fire Log Book
 - Regular inspections of the premises and grounds should be undertaken each term. (A fire check list is available in the Risk Management Handbook)
 - Details of service isolation points (i.e. gas, water, electricity) are located in the caretaker's office
 - Emergency procedures for incidents outside normal working hours are held by the Business Manager and Headteacher (copies of the *Critical Incident Plan*)
 - These procedures will be reviewed annually

APPENDIX 3

Maintenance of Emergency Equipment

The arrangements for fire prevention inspections, testing of equipment etc are given below.

Testing of Fire Alarm

The fire alarm will be tested weekly (where possible) on Thursdays at 11.20am by two of the following members of staff on a rota:

Business Manager, Site Manager, Caretaker, Network Manager

Different call points in varying zones should be used for each test.

Defects on the system must be reported immediately to the Network Manager or Site Manager who in turn will contact the maintenance contractor.

The current maintenance contractor is Clymac.

The fire alarm was replaced by HCC through Mouchel and completed in April 2010.

Inspection of Fire Fighting Equipment

An annual maintenance service of all portable fire fighting equipment is carried out annually by **Kidde Fire Protection Services**. The last inspection took place in **December 2019**.

Defective equipment or extinguishers that need recharging should be reported to the **Site Manager** who will contact the current contractor if required.

Emergency Lighting Systems

The **Site Manager** will make arrangements for these systems to be checked annually.

Electrical Testing

Fixed wire testing is required to be carried out every 5 years. The last test was carried out by **B&M Installations in August 2018**. The next test is due in August 2023.

Portable Appliance Testing will take place every year. The last test was carried out by **Clark Electrical Services in August 2019**. All electrical items must be made available for testing, including personal items used in school. Due to the COVID break and in consultation with our insurers, we have extended the testing period this year and the next test will now take place in Easter 2021.

APPENDIX 4

First Aid

The following staff are training to First Aid at Work Level:

Pauline Marshall	Expires 02/2023 (Senior First Aider)
Wendy Boorn	Expires 01/2022
David Greenfield	Expires 09/2023
Kieth Graham	Expires 07/2022
Karen Webster	Expires 09/2022
Lisa Harrold	Expires 01/2022
Jack Bridges	Expires 12/2022
Harry Hicks	Expires 11/2022

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

First Aid Boxes are located at the following points:

School Reception / PE Office / D&T Office / Science Prep Rooms / Art Office

The Fleet Manager will check that any minibuses are properly equipped with first aid boxes before they are used.

The Senior First Aider is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

THE FIRST AID TREATMENT RECORD BOOK FOR RECORDING DETAILS OF ALL FIRST AID ADMINISTERED IS KEPT IN:

School Reception

The school policy on medication is the **‘Supporting pupils at school with medical conditions’** guidance which is produced by the DfE and the Department for Health. A copy of the guidance is available in the first aid room and can be found here:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

A defibrillator is located in Reception and also on the outside of the pavilion. No training is required for its use; the machine gives instructions to the user as required.

APPENDIX 5

Accident Report Procedures

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form. Violent incidents and verbal abuse must be reported on the standard County Council Violent Incident Report (VIR) Form. Forms are submitted online by the Senior First Aider.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must countersign the report form before the original copy is sent to County Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Executive (HSE) on-line at their website or by telephone on 0845 3009923. If completed by telephone a ‘hard copy’ of the Health and Safety Executive Form, F2508, must be completed and sent to the HSE within ten days of the incident occurring. The CSF Health and Safety Team should also be informed by telephone immediately on 01992 555741 and a copy of the F2508 sent to them at County Hall.
- Health and Safety Executive Form F2508 must be completed and sent to the HSE for absences through accident for periods of 3 days or more (including W/E’s and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident Report Book for full details of reportable incidents. Full guidance and copies of the form are located in the County Health and Safety Policies and Guidance Manual.
- Senior First Aider is responsible for submitting reports where necessary.

APPENDIX 6

Lone Working

LONE WORKING means working alone after hours or at weekends, including premises which may, or may not be your usual work place.

All staff should:

- Obtain the Headteacher's or Business Manager's permission and notify them on each occasion when lone working will occur
- Take all appropriate steps to keep themselves safe when working alone. (Refer to Guidance on Personal Safety for Staff in the CSF Health and Safety Manual)
- When working off site, (e.g. when visiting homes), to notify a colleague of their whereabouts and the estimated time of return. (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)
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- 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
- Ensure they do not put themselves or others at risk
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety, is essential
- Caretakers working alone after hours or at weekends should ensure they always have a means to summon assistance close to hand.

APPENDIX 7

Health & Safety Training

The Headteacher is responsible for identifying the health and safety training needs of staff. This would include the following areas:

- Induction procedures
- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency firefighting equipment
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Safety inspections
- Good housekeeping including defect reporting
- Lifting and handling procedures
- Asbestos safety and Log
- Safe use of work equipment (tools, machinery and other equipment)
- Personal safety and security including lone working policy
- Handling of chemicals, safe systems of work etc
- Offsite visits and journeys and working off site with pupils/students/young people etc.
- Use of display screens
- Provision of training
- Use of personal protective equipment
- Occupational Health Issues (e.g. recommended vaccinations, stress, manual handling, asthma etc.)

Heads of Departments in practical subjects are responsible for ensuring that training requirements and records for members of staff in that department are up to date.

The Headteacher will be responsible for assessing the effectiveness of training received.

APPENDIX 8

Flammable and Hazardous Substances

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by:

The Heads of Science and Technology Departments

These persons ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas.

LOCAL EXHAUST VENTILATION (Fume cupboards, dust extraction on woodworking machinery etc.) will be examined annually by:

Design and Technology Services

The Site Manager will be responsible for ensuring that report forms are available for reference and for ensuring any defects are rectified and any necessary repairs carried out.

APPENDIX 9

Lifting and Handling

Manual Handling of Loads

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 identified by the establishment's health and safety co-ordinator.

These activities must be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment should be made and the risk reduced as far as is reasonably practicable.

Staff should be provided with appropriate equipment to reach items that are stored at height. Note - heavy items should never be stored at height.

All work activities that involve the manual handling of loads which present a significant risk to the health and safety of any persons must be reported to the **Business Manager** who will arrange for a risk assessment to be carried out. This includes activities where the load is quite small but the activity is of a highly repetitive nature.

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

The written risk assessment will take into account the task, load, environment and individual and other factors that might affect the risk to the health and safety of employees or other persons.

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.

APPENDIX 10

Health & Safety Inspections

1. Health and Safety inspections will take place at least once each half term. They will be initiated by the Health & Safety Committee. They will be conducted by representatives of the Health & Safety Committee.

Members of the Health & Safety Committee are:

Matthew Greenwood, Deputy Headteacher / Chair
Matt Botheras, Business Manager
David Greenfield, Site Manager
Peter Woollard, Caretaker
Tom Gleed, Head of D&T
TBC, Staff H&S Representative
TBC, Science Technician
Lisa Harrold, Art Technician
Pauline Marshall, First Aid

2. The Chair of the Health & Safety Committee will submit a copy of the inspection notes to the Chair of the Governors Buildings & Grounds Committee.
3. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager.
4. HODs should ensure that H&S is a standing agenda item at department meetings and should report any concerns to the Site Manager in the first instance.

APPENDIX 11

Asbestos

The Establishment's Authorising Officers are:

Matt Botheras, Business Manager
Oliver Crampton, Assistant Network Manager
Jamie Glazebrook, Network Manager
David Greenfield, Site Manager
Peter Woollard, Caretaker

The premises asbestos log is kept in the Caretaker's Office.

Any damage to materials known or suspected to contain asbestos should be reported to the Caretaker 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 Caretaker.

Under no circumstances may staff carry out work however minor to the fabric of the building unless it has been authorised by an Authorising Officer.

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.

APPENDIX 12

Vehicle Safety

In order to maximize pedestrian safety on site, the following arrangements are in place:

- There is a 5mph speed limit on site
- The School operates a separate entry and exit for vehicles
- Hertfordshire Catering have been asked to ensure that collections/deliveries are not made during the School's break and lunch times or between 8.40am and 9.10am
- All employees' vehicles are identified by a list kept in the School Office. Separate parking spaces are designated for visitors
- Parents have been asked wherever possible to refrain from bringing vehicles on to the school site between 3.00pm and 3.40pm

Separate arrangements have been made for the use of school minibuses. This information can be found in the **School Minibus Users Policy**.

Arrangements for vehicles entering the school site for school trips can be found in the **School Offsite Visits Policy**.

APPENDIX 13

Equipment in the Workplace

PAT Testing

The HSE state that there is no time related requirement for electrical equipment testing. Richard Hale School endeavour to test every item on an annual basis.

The last PAT testing was carried out by **Clark Electrical Services in August 2019** and, due to school being closed for an extended period of time and through consultation with our insurers, the next test is booked for Easter 2021.

Staff are expected to visually inspect all equipment as they use it, both the School's and their own.

Any school equipment which raises safety concerns should be reported immediately to a Caretaker.

Any personal equipment which raises safety concerns should be removed from the School site immediately.

Personal items of electrical equipment (eg. radios, kettles) that are brought in to School are required to be made available for PAT testing and are brought in at the owner's risk.

DSE (Display Screen Equipment)

An employee is designated as a 'user' of DSE if:

- They normally use a VDU for continuous or near continuous spells of an hour or more **and**
- use it in this way more or less daily

Employees who meet the conditions above may be entitled to an eye test and/or spectacles. Employees who feel that they are designated as a user and require an eye test should contact the Business Manager who will carry out an assessment and issue the user with an application form. The application form sets out the arrangements for organising tests.

APPENDIX 14

Offsite Visits

The Hertfordshire policy for school visits can be found at:

<http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits>

The School has a separate policy for local arrangements at Richard Hale School and this can be found in the Staff Handbook.

If any students are taken offsite on a school excursion, reception must be informed of the names of absent students.

Trip paperwork is available from the Deputy Headteacher's Secretary. All foreign or residential trips are required to be submitted on the Evolve system.

If any member of staff is in any doubt about the arrangements for school visits, they should speak to the Offsite Visits Manager immediately.

Offsite Visits Manager – Matt Botheras

Offsite Visits Administrator – Jan Bryant

APPENDIX 15

Work at Height

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.

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, ICT staff etc.

Working at height can present a significant risk. 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.

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

The establishments nominated persons responsible for work at height are the Site Team.

The nominated persons 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;
- any risks from fragile surfaces is properly controlled.

The scaffold tower must only be erected and dismantled by a qualified person and may only be used under the supervision of a responsible adult.

COVID Addendum

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to reflect any changes in national guidance as well as local operational issues.

The Headteacher will:

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

All staff will:

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- wear face coverings where recommended, in communal areas of the school where social distancing is hard to maintain;
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.

In the event of any infection the school will:

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- contain any outbreak by following local health protection team advice.
- Report confirmed cases

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.