



Health and Safety Policy Homerswood Primary and Nursery School

Ratified : September 2024
Review : September 2025



Introduction

- 1.1 The Governing Body of Homerswood Primary & Nursery School will take steps to ensure it meets its responsibilities under the Health and Safety at Work Act and other statutory and Common Law duties, details of which are given in this statement.
- 1.2 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.

HEALTH AND SAFETY POLICY

Homerswood Primary and Nursery School

1. STATEMENT OF INTENT

The Governing Body of Homerswood Primary and Nursery School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the school office.

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

This policy statement supplements:
Hertfordshire County Council's (HCC) Health and Safety Policy.

Signature.....		Signature.....
Chair of Governors		Headteacher
Date.....		Date.....

2. ORGANISATION RESPONSIBILITIES

The Governing Body of Homerswood Primary & Nursery School are responsible for:

- formulating a Health and Safety Statement, detailing the responsibilities for health and safety within the school
- ensuring that this statement complies with the County Council and Children, Schools and Families (CSF) 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 Health & Safety Leader, reports on health and safety matters and reporting to Hertfordshire CSF, or any other body as necessary, any hazards which the school is unable to rectify from its own budget
- seeking specialist advice on health and safety which the school may not feel competent to deal with
- promoting a positive culture and high standards of health and safety within the school

[Managing for health and safety \(HSG65\)](#)

The school's Health and Safety governor is Lisa Charter (Lcharter@homerswood.herts.sch.uk).

Responsibilities of the Headteacher/Health & Safety Leader

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher/Health & Safety Leader.

These responsibilities are to:

- take overall responsibility for implementation of the school's health and safety arrangements within the establishment
- supervise the Site Manager or other person/s 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 school has emergency planning arrangements in place; we will follow the Critical Incident Recovery Plan for emergency and crisis situations
- report to the CSF Health, Safety and Risk Manager any hazards which cannot be rectified within the establishment's budget
- ensure there is no misuse of the school's equipment
- ensure that the premises and equipment are maintained in a serviceable condition

Responsibilities of employees

All employees of Homerswood Primary & Nursery School have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work
- cooperate 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 their line manager any shortcomings in the arrangements for health and safety

ensure that they only use equipment or machinery that they are competent to use or have been trained to use

The task of overseeing health and safety on the site has been delegated by the head to the Headteacher and Site Manager.

Responsibilities of other staff holding posts of special responsibility

The Headteacher and Site Manager will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Governing Body of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

PART 3. ARRANGEMENTS

The following list of arrangements covers the main risks and hazards at Homerswood Primary & Nursery School.

- 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
- 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 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Covid-19

RISK ASSESSMENTS

Health & Safety Policy Appendix 1 – October 2024

Risk Assessments

1. Introduction

- 1.1 It is a legal requirement to carry out risk assessments.
- 1.2 All staff should ensure they are familiar with the HCC and CSF guidance regarding risk assessments.
- 1.3 Risk assessments should only be carried out by a competent person, i.e. someone who has knowledge and experience.

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Site Manager following guidance contained in the Education Health and Safety Manual and are approved by the headteacher.

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml> - p

2. Risk Assessments

- 2.1 Risk assessments are available for all staff to view and are held centrally by the Site Manager. 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.
- 2.2 Specific risk assessments relate to individual persons, e.g. staff member or pupil, or a specific, one off activity are held on that individual's file and will be undertaken by the Headteacher.
- 2.3 Assessments relating to individuals will be held on that person's file.

3. Offsite Visits

- 3.1 All Off Site Visit activities will be risk assessed or they will not operate.
- 3.2 Further guidance can be obtained from **EVOVE** (Offsite Visit Leader) and/or the Offsite Visits Manual located in the Site Managers office.

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 Headteacher. 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 the responsible adult in charge of the activity using the relevant codes of practice and model risk assessments detailed below.

[Home - Association for Physical Education - Association For Physical Education | PE](#)

OFFSITE VISITS

Health & Safety Policy Appendix 2 – October 2024

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. [Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required]

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Coordinator(s) Headteacher who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher

<http://www.hertsdirect.org/docs/pdf/p/manlotc2012.pdf>

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

A general inspection of the site will be conducted termly and undertaken by the Headteacher and Site Manager.

Monitoring 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 Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher and Site Manager.

A named governor, Lisa Charter will be involved in / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

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

The head teacher is responsible for ensuring the school's 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 school's fire log book/Signing in book outside the office and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation **procedures including the emergency response plan** are detailed in all classrooms and the Visitors signing in book. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

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 by the Headteacher and updated to the LA via Solero.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- 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 fire fighting equipment.

Details of service isolation points (i.e. gas, water, electricity)

Gas kitchen supply Outside the kitchen facing the car park. The Main school supply is by the Infants front gate.

Water, the main feed to the school, is located in the food store in the kitchen.

Electricity the main distribution is located in the Site Manager's office.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager as appropriate, for consultation.

Site Manager 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 log book located in Site Managers Office, Health and Safety Audit folder.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Thursdays.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer ADT Fire & Security 08706006005

A fire alarm maintenance contract is in place with ADT Fire & Security and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire-fighting equipment is available for use and operational and for any evidence of tampering.

Chubb undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb 08448791666

EMERGENCY LIGHTING SYSTEMS

The school does not have any internal emergency lighting. External lighting is present and is operated by a sensor detecting movement.

MEANS OF ESCAPE

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

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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 extracurricular activities)

TRAINED TO EMERGENCY AID LEVEL 2 (6 hr):

All staff had this CPD in September 2022. To be renewed September 2025

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

Claire Harrison

Mumtaz Bohoran

Jane Mills

Sarah Spiers

Lisa Spillman

SolaniTenerio-Chazin

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

FIRST AID Boxes/Trays ARE LOCATED AT THE FOLLOWING POINTS:

- In the Dining Room cupboard, that is clearly labelled
- In the office
- each stock cupboard in the EYFS classrooms, that is clearly labelled
- kitchen staffroom
- Small bum bags first aid kits are used in addition to for school trips. These are located in the stock cupboard.

MSA supervisor/Admin Manager is 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 pupils with the parents/carers.

Details of contact numbers, hospital accident and emergency departments, NHS direct and other medical services are kept in the school office.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document **"Managing Medicines in Schools and Early Years Settings"**

The school will, at the request of the parent / carer and with the consent of the head teacher, administer medication prescribed by a medical practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Bryony Atkinson/Bev Williams 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 **Bryony Atkinson/Bev Williams**.

All non emergency medication kept in school are securely stored in a lockable **cupboard in the stock room, refrigerated meds kept in clearly labelled containers within fridge detail location** with access strictly controlled. All pupils know how to access their medication. **Under no circumstances is medication stored in first aid boxes.**

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the stock cupboard under lock and key (key in Site Managers Office), 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 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 **Headteacher** and **Inclusion Manager**.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the following locations, **Office and the bump book in the Dining room.**

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

Accidents to employees

Where the LA is the employer then **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 to site etc.)

A local accident book in the Dining Room is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be 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 head teacher and Health and Safety Governor. 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 Head teacher, 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

- 1.1 Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.
- 1.2 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. Copies of both forms are available from the school Office.
- 1.3 'Near Misses' are also reportable. At Homerswood Primary & Nursery School These incidents are recorded on the IDOR forms and are labelled 'Near Misses'. These are incidents that occur but where no injury or damage is sustained. These could, potentially, have been serious incidents. Remedial action will always be taken promptly, after a near miss, to prevent a serious accident occurring

later. Faulty systems of work, equipment, fittings etc. will also be reported and attended as soon as possible.

1.4 The Headteacher/**Deputy Headteacher** will countersign the report form before the original copy is sent to County Hall. A copy will be kept at the school, either centrally filed or held on the personal file of a member of staff or pupil.

1.5 The Headteacher/**Deputy Headteacher** will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. will be taken out of use where necessary and will be clearly labelled to that effect.

1.6 All deaths and major injuries will be reported immediately to the Health and Safety Executive (HSE) as outlined below:

On-line at their website, or by telephone on 0345 300 9923

1.6.1 If a case is completed by telephone a 'hard copy' of the Health and Safety Executive Form, F2508, will be completed and sent to the HSE within ten days of the incident occurring.

1.6.2 The CSF Health, Safety and Risk Management Team will also be informed by telephone immediately on **01992 556478** and a copy of the F2508 sent to them at County Hall.

1.7 Health and Safety Executive Form F2508 will be completed and sent to the HSE for absences through accident for periods of 3 days or more (including weekends and holidays) or when a non-employee attends hospital following an accident whilst at work.

1.7.1 The County Health and Safety Policies and Guidance Manual, including the forms within the 'Accident Report Book', will be used at all times.

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 **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/> 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.

HEALTH AND SAFETY INFORMATION & TRAINING Health & Safety Policy Appendix 8– October 2024

Training

1.1 The Headteacher/Health & Safety Leader are responsible for identifying the health and safety training needs of staff. These include the following areas:

- induction procedures
- emergency evacuation, e.g. fire drills and routines etc.
- use of emergency fire fighting 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
- handling of chemicals, safe systems of work etc.
- off site visits and residential journeys and working off site with pupils
- use of display screen equipment
- provision of training
- use of personal protective equipment
- occupational health issues (e.g. recommended vaccinations, stress, manual handling, asthma etc.)

2. Designated People

- 2.1 The school has two people responsible for coordinating the health and safety training needs, and for including details in the training and development plan. These are **Lesley Brennan** (Interim Headteacher) and **Dave Craven** (Health & Safety Leader).

3. Recording

- 3.1 Records of training will be undertaken and arrangements for refresher training put in place.

4. Evaluating

- 4.1 **Lesley Brennan** (Interim Headteacher) and **Dave Craven** (Health & Safety Leader). will be responsible for assessing the effectiveness of training received.

Consultation

The **Governing 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 leadership.

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the Education Health and Safety Manual, which is available for reference [Health and safety](#) via [Hertfordshire Grid for Learning: Homepage](#)

The Health and Safety Law poster is displayed in the staffroom.

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

Health and Safety Training

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 will be kept in / by the Office by the Headteacher and the Site Manager. The Headteacher and the Site Manager is responsible for coordinating 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 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.

PERSONAL SAFETY / LONE WORKING

Health & Safety Policy Appendix 9 – October 2024

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.

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.

Lone Working' means working alone after hours or at weekends, including on the premises which may, or may not be your usual workplace.

2. Arrangements

All staff should:

- 2.1 Where possible, obtain the Head Teachers/Deputy Headteacher's permission and notify him/her on each occasion when lone working will occur.
- 2.2 Take all appropriate steps to keep themselves safe when working alone. To achieve this staff need to refer to guidance on 'Personal Safety' as set out in the CSF Health and Safety Manual.
- 2.3 When working off site, notify a colleague of their whereabouts and the estimated time of return. It is good practice to pre-plan the route of travel if the premises are unfamiliar.
- 2.4 Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- 2.5 Key holders attending empty premises where there has been an incident or suspected crime should do so with another adult if possible. They should not enter the premises unless they are sure it is safe to do so. As the school has an agreement with the key-holder services of Arena Security they are likely to attend on behalf of the school.
- 2.6 Ensure they do not put themselves or others at risk.

- 2.7 Report any incidents or situations where they may have felt 'uncomfortable'. Good communication between colleagues, in terms of personal safety is essential.
- 2.8 When the Site Manager is working alone after hours or at weekends he should ensure that there is means to summon assistance close to hand e.g. by mobile telephone.

Staff working outside of normal school hours must obtain permission from the headteacher / **Deputy Headteacher** and inform the Site Manager.

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.

School staff responding to 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 Security 01462481811 will attend the site without calling any member of staff between 8:00pm – 8:00am. From 8:00am – 8:00pm the contact order is Site Manager, Headteacher and then **Deputy Headteacher**.

PREMISES AND WORK EQUIPMENT

Health & Safety Policy Appendix 10 – October 2024

School Equipment & Testing

1. Identification, Use and Repair

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

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders	Site Manager	Site Manager	Inspection: Site Manager Repair: appointed contractor	Termly
Caretaking/cleaning equipment including hand tools and power tools	Site Manager	Site Manager	Inspection: Site Manager Repair: appointed contractor	Termly
Grounds maintenance equipment	Site Manager	Site Manager	Inspection: Site Manager Repair: appointed contractor	Termly
PE and play equipment	Site Manager	Site Manager	Inspection: Site Manager & T&B Inspections Repair: appointed contractor	Termly Inspection Site Manager Annual Inspection: appointed contractor
Curriculum Equipment e.g. DT/Art/Science/ICT etc.	Subject Leaders	Staff, Pupils, Visiting Adults	Inspection: Subject Leaders Repair: appointed contractor or disposed of	Termly

Staging/Lighting	Site Manager	Site Manager	Inspection: Site Manager Repair: appointed contractor	Termly
Gates, including vehicle segregation fencing	Site Manager	Site Manager	Inspection: Site Manager & appointed contractor Repair: appointed contractor	Termly
Display Screen Equipment (DSE)	ICT Subject Leader	Secretary	Inspection: ICT Subject Leader Repair: appointed contractor	Termly
Portable electrical equipment	Staff, Pupils, Visiting Adults	Staff, Pupils, Visiting Adults	Inspection: Site Manager Repair: appointed contractor	Annual Inspection: appointed contractor

2. Testing

2.1 Electrical PAT testing will be undertaken annually by the school.

2.2 Fixed wiring testing will be undertaken every five years.

3. Responsibility

3.1 All electrical equipment used in school will have undergone a PAT test, unless it is less than one year old.

3.2 Staff have been advised not to bring in electrical items from home for school use, as these items will not have been PAT tested.

3.3 It is the responsibility of all staff at Homerswood Primary & Nursery School to report any items(s) on school site that could present a health and safety risk.

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Site Managers Office and maintained by the Site Manager.

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

All staff are required to report to the 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.

Curriculum Areas

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

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 Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (depending 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 the Site Manager annually.

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 PHS
01942290888

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 Site Manager will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by T&B Contractors
01582830518

FLAMMABLE AND HAZARDOUS SUBSTANCES

Health & Safety Policy Appendix 11 – October 2024

COSHH-Flammable and Hazardous Substances

1. Inventories

- 1.1 Inventories of flammable and hazardous substances are maintained by all class teachers and the Site Manager. These inventories are collated as a school, so known substances and their quantities are accounted for on

school site.

- 1.2 Risk assessments for their use are maintained by the Health and Safety Leader, in collaboration with all class teachers.
- 1.3 These persons will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed, especially in storage areas. Each classroom, along with the Kitchen and Site Manager's storage cupboard will display a COSHH poster.

2. Training

- 2.1 Training involving COSHH will be delivered in staff meetings and external courses sought where appropriate.

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 / coordinators are responsible for COSHH and ensure 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 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.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, 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*).

LIFTING AND HANDLING

Health & Safety Policy Appendix 12 – October 2024

Lifting and Handling

1. Manual Handling of Loads

- 1.1 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 school.
- 1.2 All these activities will be eliminated where it is reasonably practical to do

so.

- 1.3 Where it is not reasonably practical to do so, this has been recorded in the school's risk assessment and the risk reduced as far as possible.

2. Manual Handling of Loads at Height

- 2.1 Staff will be provided with appropriate equipment to reach items that are stored at height, if appropriate to their job.
- 2.2 Heavy items will not be stored at height.
- 2.3 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 **Dave Craven** (Health & Safety Leader) 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.)
- 2.4 The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.
- 2.5 The written risk assessment will take into account the task, load, environment, individual and other factors that might affect the risk to the health and safety of anyone on the school site.

3. Lifting

- 3.1 Staff must ensure that they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
- 3.2 A lifting and handling poster is displayed on the Health & safety noticeboard for all staff to refer to.

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.

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

ASBESTOS

Health & Safety Policy Appendix 13 – October 2024

An asbestos management plan is in place for the school in accordance with HCC's asbestos policy.

The school's asbestos log is held in Site Managers Office and maintained by the Site Manager and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The School's Asbestos Authorising Officers are **Head teacher, Site Manager**.
Refresher training is provided 3 yearly.

These authorising officers shall ensure:

- The asbestos management plan is maintained and any changes are notified to the LA.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)

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

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

Any damage to materials known or suspected to contain asbestos should be reported to Site Manager and Head Teacher who will contact HCC's asbestos team

CONTRACTORS

Health & Safety Policy Appendix 14 – October 2024

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

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

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

School managed projects

Where the school undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by 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. when considering the appointment of contractors outside of Hertfordshire frameworks the Site Manager and the Head teacher will undertake appropriate competency checks prior to engaging a contractor]

Contractors will be asked to provide risk assessments, **safeguarding policy** 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.

WORK AT HEIGHT

Health & Safety Policy Appendix 15 –October 2024

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 step ladders 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

¹

<http://www.hse.gov.uk/pubns/indg405.pdf>.

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.

The establishments' 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 are properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

Health & Safety Policy Appendix 16 – October 2024

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).

Advice on the use of DSE is available in the Education Health and Safety Manual

VEHICLES ON SITE

Health & Safety Policy Appendix 17 – October 2024

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

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

The vehicle access gate must not normally be used for pedestrian access.

LETTINGS / SHARED USE OF PREMISES

Health & Safety Policy Appendix 18 – October 2024

Lettings are managed by Bryony Atkinson following HCC guidance.

Guidance on Lettings can be found in the Lettings and Hire Policy

STRESS / WELLBEING

Health & Safety Policy Appendix 19 – October 2024

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

The school takes staff and pupil wellbeing seriously. As a staffing team we are heightened to taking care of each other and all incidences of concern are encouraged to be reported to the Headteacher.

LEGIONELLA

Health & Safety Policy Appendix 20 – October 2024

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 2013 and the Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book (**stored in the site manager's room**). This risk assessment should be reviewed where significant changes have occurred to the water system. Site Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted.

Operational checks include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly).
- Water tanks being inspected for compliance and safety on an annual basis