

# HOBBS HILL WOOD PRIMARY SCHOOL

## Health and Safety Policy (inc First Aid)

<b>Committee</b>	Resources
<b>Author</b>	HCC Model Policy (January 2025) with local amendments)
<b>Approved By Governing Body</b>	26 November 2025
<b>Frequency of Review</b>	Annually
<b>Next review Date</b>	Autumn 2026

### Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

### Our Mission

Inspiring confident and independent learners

### Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

### School Charter

We have the right to:	We have a responsibility to:
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

# Hertfordshire County Council

## Children's Services

### Model Policies for Schools

# Model Health and Safety Policy for Schools

<b>Department:</b>	<b>Health and Safety Team</b>
<b>Author:</b>	<b>James Ottery</b>
<b>Date of issue:</b>	<b>September 2010</b>
<b>Last Review:</b>	<b>January 2025</b>
<b>Reference:</b>	<b>CSF0035</b>



# HEALTH AND SAFETY POLICY

## **PART 1. STATEMENT OF INTENT**

The Governing Body of Hobbs Hill Wood Primary 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. Reference copies are kept in the Staff Room and on the Teacher's SharePoint folder.

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
- Offsite Visits Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy

Mrs C Brown – **Chair of Governors**

Mr R D Haynes - **Headteacher**

Date: 26 November 2025

Date: 26 November 2025

## **PART 2. ORGANISATION**

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

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below.**

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](http://hse.gov.uk)), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor, David Challis, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing Body will receive regular reports from the Headteacher / School Business Manager in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### **Responsibilities of the Headteacher**

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.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and

procedures to be implemented and complied with.

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.**

The task of overseeing health and safety on the site has been delegated by the head to the Deputy Head, School Business Manager, Site Manager, Office Manager and Assistant Heads. The task is further delegated to class teachers, teaching assistants, cleaners and MSAs.

#### **Responsibilities of other staff holding posts of special responsibility**

The Deputy Head, Assistant Heads, School Business Manager, Office Manager 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 head 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.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees 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.
- Always comply with the school's health and safety policy and procedures.
- 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.
- 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.

The school is also the lead agency of the Dacorum Family Services – North & East and thus retains overall responsibility for their health and safety. The local arrangements of this policy will therefore apply equally to the partnership. The day-to-day management of health and safety within the partnership is the responsibility of the Partnership Manager.

### **PART 3. LOCAL ARRANGEMENTS**

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

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

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

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

Risk assessments are available for all staff to view and are held centrally in the School Business Manager's Office and SBM SharePoint folder. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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

### 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 relevant line manager. 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 class teachers using the relevant codes of practice and model risk assessments detailed below.

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

All LA schools have a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

In addition, the following publications are used within the school as sources of model risk assessments:

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

## OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

See HCC's policy for the [management of Learning outside the classroom and offsite visits](#)

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The use of Evolve is recommended for all visits. The school uses Evolve for the planning and approval of offsite visits. Relevant risk assessments, participant's names, etc will be attached electronically, as required.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) (Office Manager) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher for approval.

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

Please also refer to the school's Offsite Visits Policy.

## HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly<sup>1</sup> basis and be undertaken / co-ordinated by the Site Manager.

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 and School Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

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

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<sup>1</sup> Cycle time for formal documented site inspection should be based upon risk, larger schools and/or those with higher risks should be undertaken termly.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

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

See Appendix 10 for details of monitoring premises compliance issues.

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in '[Fire safety risk assessment: Educational premises](#)' and the [Grid](#).

The fire risk assessment is in the Fire Log in the School Business Manager's Office and on the SBM SharePoint folder and will be reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in below and a summary posted next to fire call points and throughout the school. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

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

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the Site Manager and updated to the LA via Solero.

The school has arrangements in place for the evacuation of people with specific needs and where required the Deputy Head (pupils / School Business Manager (staff) is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

#### Fire Drills

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

#### Fire Fighting

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

**Details of service isolation points** (i.e. gas, water, electricity) are detailed below and a map is available in the Site Manager's Office:

- **Gas** – boiler house, kitchen and car park
- **Water** – by main school entrance gate to car park
- **Electricity** - kitchen

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

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

#### **Emergency Evacuation Plan**

**All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.**

#### **Should fire break out in the school, it will be the responsibility of staff members to:**

- **RAISE THE ALARM** immediately by activating the nearest fire alarm call point to start evacuation procedures
- Evacuate the school
- Check all pupils/visitors are out of the area you are working in

#### **On hearing the fire alarm, the following staff will have the following duties:**

##### Classroom Staff/Support Staff

- On hearing the fire alarm, the person managing the class/group/individuals should:
  - instruct the children to exit immediately and quietly through the nearest fire exit and go to the assembly point in the year 5/6 playground
  - the class teacher should take the fire register to the assembly point
  - at the assembly point, line the children up in classes
  - carry out roll call using fire register
- Office staff member will ask you '**how many children have you got?**'
- Names of any children missing will be checked against the fire drill report
- If missing child is not shown on fire drill report as absent, and the person in charge of the class does not know where they are, this must be reported to the Office Manager **immediately** by a member of office admin staff.

**DO NOT** re-enter the building until the Headteacher has said it is safe to do so

##### Year 1 & 2 Playground

Note – if children are on the Year 1 or 2 playground during an evacuation or fire drill follow the below procedures:

- On hearing the fire alarm, the person managing the class/group/individuals should remain in the year 1 / 2 playground:
  - instruct the children line up by class

- the class teacher should take the fire register to the assembly point
- carry out roll call using fire register
- Either call the Head's mobile (**07876 117354**) to confirm everyone is present or notify the Site Manager / Deputy Head who will confirm as part of their checks. They will ask **'is anyone missing?'**
- Names of any children missing will be checked against the fire drill report
- If missing child is not shown on fire drill report as absent, and the person in charge of the class does not know where they are, this must be reported to the Headteacher / Site Manager / Deputy Head **immediately** by the adult in charge of the class.

**DO NOT** re-enter the building until the Headteacher has said it is safe to do so

#### Office Team

- On hearing fire alarm, collect emergency evacuation packs, visitor and staff/pupil signing in books and make your way to assembly point in the year 5/6 playground
- Office manager to allocate one office administrator to FS/KS1 classes (nursery, reception, year1 and year 2) and the other administrator to KS2 classes (years 3-6)
- Administrator to be given emergency evacuation pack for appropriate section and to ask person in charge of each class **'how many children have you got?'**
- The number given should match the population analysis number for that class minus any absent children on the fire drill report
- If a missing child is not shown on fire drill report as absent, and the person in charge of the class does not know where they are, this must be reported to the Office Manager **immediately** by a member of office admin staff. If their location is known, e.g. gone to dentist, this should be checked against signing in/out sheets once all classes have been checked.

#### MSAs – in dining hall

- On hearing the fire alarm, lead all the children quickly and quietly out of the double fire exit doors, down the steps and onto the year 5/6 playground
- MSAs to take responsibility for lining up classes – 1 year group (2 classes) per MSA – and counting the number of children per class (teachers present will take responsibility for their own class)
- Office administrator to ask MSAs **'how many children have you got?'** and check this matches the evacuation pack information (population analysis minus fire drill report)
- If a missing child is not shown on fire drill report as absent, and the MSA does not know where they are, this must be reported to the Office Manager **immediately** by a member of office admin staff.
- Children must stay in class lines until Headteacher gives further instructions

#### MSAs – playground

- On hearing the fire alarm, lead all the children to the year 5/6 playground without entering the building. For children in the year 1/2 playground – see above under 'Year 1 & 2 Playground'
- MSAs to take responsibility for lining up classes – 1 year group (2 classes) per MSA – and counting the number of children per class (teachers present will take responsibility for their own class)

- Office administrator to ask MSAs **‘how many children have you got?’** and check this matches the evacuation pack information (population analysis minus fire drill report)
- If missing child is not shown on fire drill report as absent, and the MSA does not know where they are, this must be reported to the Office Manager **immediately** by a member of support staff.
- Children must stay in class lines until Headteacher gives further instructions

Site Manager (this role will be taken by the Headteacher or SLT member in charge if Site Manager is not on site)

- On hearing the fire alarm:
  - look at the fire alarm panel
  - locate the fire
  - ensure the Headteacher has called the fire brigade
- Undertake a sweep of the building ensuring all children and adults have evacuated

#### Kitchen Staff

- Turn off and unplug any equipment if safe to do so
- Evacuate by nearest fire exit
- Close doors and windows as you leave
- **NO ONE** should stop to collect personal belongings
- Make your way to assembly point in year 5/6 playground
- Person in charge of kitchen staff should undertake roll call
- Office Manager will ask you **‘is anyone missing?’**
- Do not re-enter building until told to do so by Headteacher

#### Partnership Staff

- Evacuate by nearest fire exit
- **NO ONE** should stop to collect personal belongings
- Make your way to the Main Entrance car park
- Person in charge of partnership should undertake roll call and:
  - Either call the Head’s mobile (**07876 117354**) to confirm everyone is present
  - Or the Site Manager / Deputy Head will confirm as part of their checks
- Headteacher / Site Manager / Deputy Head will confirm to the Office Manager if anyone is missing
- Do not re-enter building until told to do so by Headteacher

#### **Calling the Fire service**

- The Headteacher is responsible for calling the emergency services during normal school hours
- Out of hours the person discovering the fire will call the emergency services
- The full address and telephone number of the school must be given:

#### **Meeting the Fire Service**

- The Headteacher will meet the emergency services and give them details of any missing people.
- Plans for the school will be given to the emergency services which illustrate where key shut off points are located. These plans will be handed to the Headteacher by office staff.

## **Fire Drill**

The fire drill will be practised once each term. Best practice is for the building to be evacuated in 2-3 minutes.

## **Evacuation Pack Contents**

- Current population analysis
- Fire drill report for current session
- Pen
- Spare gate key
- Nursery Sparklers information

## **Abnormal circumstances**

- In the absence of the Site Manager the Headteacher will undertake these duties
- In the absence of the Headteacher the Deputy or the most senior Assistant Headteacher will undertake these duties. This person will be made aware they are in charge before the Head and Deputy leave the site.
- In the absence of the Office Manager the HR Administrator or Finance Officer will undertake these duties.

## **APPENDIX 5**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The 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 located in the School Business Manager's Office.

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Mondays between 1.30 to 2 pm. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer: ADT 0344 800 1999. A fire alarm maintenance contract is in place with ADT, and the system tested 6 monthly for all alarm systems with battery back-up by them.

#### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational. Chubb undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager who will contact Chubb.

#### **EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked for operation monthly in house by the Site Manager and these tests recorded. Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Kingson Electrical (01442 531 176) and these tests are recorded.

## MEANS OF ESCAPE

The Site Manager undertakes daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## APPENDIX 6

### FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following plan based on guidance in the DfE good practice guide: 'Guidance on First Aid in Schools'.

#### The minimum provision is:

1. A suitably stocked first aid container – this must be green marked with a white cross. There should be first aid containers available in the following areas:

- Medical Room in School Office
- Classrooms
- For offsite visits

The container should have the following as a minimum

- A first aid leaflet
  - 10 antiseptic wipes
  - 20 individually sterile adhesive dressings
  - 2 sterile eye pads
  - 4 individually wrapped triangular bandages
  - 6 safety pins
  - 6 medium sized (12 cm x 12cm) individually wrapped sterile un-medicated wound dressings
  - 2 large sized (18 cm x 18cm) individually wrapped sterile un-medicated wound dressings
  - 1 conforming bandage
  - 1 pair disposable gloves
2. An appointed person to take charge of first aid arrangements
- someone who takes charge when someone is injured or falls ill
  - looks after and restocks the first aid container
  - ensures that an ambulance or other service is called

The appointed person is Mrs Joanne Smith, Office Manager, in consultation with the Headteacher.

The first aid boxes (including travel kits) are in the following points:

- Medical Room
- School Office
- Classrooms

The Office Administrator is responsible for regularly checking (at least termly) that the contents of first aid boxes (including travel kits) are complete and replenished, as necessary.

A minimum requirement for an appointed person is a 4-hour emergency first aid course covering:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding

### 3. Information for employees on first aid arrangements

- This should include location of first aid equipment – signage in appropriate places including Main Office and Staff Room
- Names of first aid personnel
- Facilities for first aid – the Medical Room must be available containing a washbasin and access to a toilet.
- Policy for first aid – included in Health and Safety Policy and provided to new staff

This provision must be supplemented with a risk assessment to determine additional provision and should always be available on and off the premises. This would include during school session times, lunchtimes, off site visits and after school clubs.

### 4. First aid records must include:

- Date, time and place of injury
- Name of the injured/ill person and class
- Details of injury and treatment given
- How the injury happened with site related issues to be referred to School Business Manager
- Name and signature of person giving aid
- Action taken, e.g. letter, email, parent called, sent home, etc

## **PROCEDURE TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT**

- Minor abrasions to knees, arms, etc. can be dealt with by the Office Staff.
- Where the injury appears more serious (numbness or lack of mobility in a limb, severe bruising, swelling, deep cut, suspected fracture) the Headteacher or Deputy Head must be called.
- When the injury is to the child's head, no matter how slight, the Headteacher or Deputy Head must be summoned.
- Protective gloves are available for use by staff dealing with blood. Government guidelines do not require first aiders to wear full PPE whilst administering first aid.
- The decision of whether an ambulance is to be called will be made by the Headteacher or Deputy Head.
- All injuries should be recorded on an accident form and given to the Office Manager.

### **Transport to hospital**

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

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

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

Hemel Hempstead Hospital Urgent Care: 01442 213141

An up-to-date list of first aid trained staff is available in the School Office and those trained as at time of review are shown below.

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

staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

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

Joanne Smith (11/7/26)

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

Anna Chowles (10/1/26)

Gina Broome (15/11/26)

Anna Hudson (15/11/26)

Linda Challis (4/10/27)

Bonnie Brosnan (10/1/28)

Saira Rashid (25/6/28)

Amber Brewin (18/1/27)

Julie Duncan (15/11/26)

Joanne Smith (23/1/28)

Tracy Rosser (16/6/26)

Nazmen Nahar (11/11/29)

For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

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

Lauren Morley (9/10/26)

Joanna Hartley (01/4/28)

Teresa Mayes (15/6/28)

Bozena Piecyk-Nurce (15/6/28)

Lisa Seggery (9/10/26)

Aisha Ahmed (6/5/28)

Nikki Goodman (6/5/28)

Gabrielle Wood (6/5/28)

Christine Grossman (23/6/27)

Kimberleigh Cruikshank (6/5/28)

Julia Day (15/6/28)

Amy Young (15/6/28)

Lorrayne Lane (6/5/28)

Yvonne Dingley (8/2/27)

Carla Hewitt (5/6/26)

Tahmina Ahmed (10/11/27)

River Foster (6/5/28)  
Jordon Porter (15/6/28)  
Martin Davies (14/11/26)  
Claire Farenden (15/6/28)  
Noelle Robson (15/6/28)

#### **OTHER TRAINING IN EMERGENCY FIRST AID <sup>2</sup> (6 hr):**

Richard Haynes 6-hour 1<sup>st</sup> response (5/4/28)

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

**The School's AED (automated external defibrillators) IS LOCATED AT THE FOLLOWING POINT<sup>3</sup>: outside to the right of the main entrance door.** The Site Manager will test on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm). The school's defibrillator is registered on [The Circuit](#) to ensure they are visible to local ambulance services.

#### **Administration of medicines**

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

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

The Office Manager 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 the Office Manager.

All non-emergency medication kept in school is securely stored in the School Office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

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

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained.

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<sup>2</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.

<sup>3</sup> See [DfE guidance on AEDs](#) defibrillator provided to all schools without one by end of 22/23 academic year.

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted, and advice sought as to whether administration of the emergency AAI is appropriate.

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

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

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

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

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

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

## ACCIDENT REPORTING PROCEDURES

### Accidents to employees

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

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

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

A local accident book (held in the School Office) is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to 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.

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

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

### All Accidents

All major incidents will be reported to the Headteacher and the Governing Body. 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. Any relevant learning points will be communicated to relevant staff and pupils / students.

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

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury (to employees, [see specified reportable injuries from HSE](#)) will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment

or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.

- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays), within 15 days of the incident occurring.

See the HSE information sheet ['Incident reporting in schools'](#) EDIS1 REV 3

**For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.**

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

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

There is a half-termly report provided to the Governor Business Meeting, which includes health, safety and welfare issues affecting staff, pupils or visitors. Action points are delegated to the Resources Committee or SLT, as appropriate.

Regular staff meetings are held, and Health & Safety is an agenda item, when necessary, e.g. to advise of contracted works taking place during school hours, significant changes, etc.

#### Communication of Information

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

The Health and Safety Law poster is displayed in the Staff Room and School Office.

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:

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

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

Training records will be kept by the HR Administrator, in the 'LIVE training tracker' and personnel file, who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Headteacher's / their line Manager's 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

### PERSONAL SAFETY / LONE WORKING

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.

These incidents will also be reported to the Local Authority.

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.**

Staff working outside of normal school hours must obtain permission of the Headteacher and register with 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.

When working off-site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits should obtain as much background as possible about the child/family being visited. Where there are known risks which may affect staff safety staff should not visit alone. Refer to the school's home visits policy and risk assessment.

#### **School staff responding to alarm call outs**

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

## PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager any problems found with the premises or plant/equipment using a 'Site Manager Form'. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

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

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

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors.

Oversight of premises compliance issues is the responsibility of the School Business Manager and Site Manager. This is achieved using the H&S Checklist a hard copy of which is kept in the School Business Manager's Office and soft copy on the SBM SharePoint.

### **Curriculum Areas**

Assistant Heads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged /defective equipment must not be used and will be reported to the Site Manager using the 'Site Manager Form'.

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.

The PAT testing and inspection will be conducted by Three Counties annually.

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

testing. This is based on the previous year's PAT test report, and the Site Manager who briefs Three Counties during their annual visit to agree what additional items, if any, needed checking.

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

An electrical installation condition report (fixed wire test) will be conducted by Technical Electrical Services Ltd (or suitably qualified contractor) on a 5-year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

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

### **PE and 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 the Site Manager will conduct and record a formal weekly and termly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by a competent person – John Harrison (JH Gym Inspections).

## **APPENDIX 11**

### **COSHH (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***" (COSHH Regulations).

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).

- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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

## PPE

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

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

## APPENDIX 12

### ASBESTOS

An asbestos survey, register and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on February 2019.

The school's asbestos log (including school plans, asbestos survey data and a site-specific register and management plan) is held in the School Business Manager's Office and on the SBM SharePoint.

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

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

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. (The school has a incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>)

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

The school's asbestos authorising officers are Nick Rycroft and Emma Geurts refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

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

## APPENDIX 13

### 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 the School Office where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

#### School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>4</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Ian Haywood (Building Advisor), the Headteacher or School Business Manager on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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<sup>4</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the school's behalf.

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

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

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

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

## APPENDIX 14

### CONDUCT OF CONTRACTORS ON SITE

#### Introduction

This Code of Conduct details the acceptable standard of behaviour ensuring proper conduct and safe working of all contractors who carry out work at the school.

All contractors will:

- Comply with this code
- Respect the rules of the school
- Respect that the Headteacher is the manager of the site

#### Behaviour of contractors

- Contractors need to be constantly aware that they are working in buildings occupied by children. This should be considered in working arrangements.
- When working on the site or in the building, operatives should:
  - Avoid excessive noise other than that which legitimately forms part of the building process
  - Not smoke on County Council premises
  - Not use offensive language or behaviour, including that which is offensive on grounds of race, gender, ability or disability

#### Appointments

Contractors are expected to:

- Make an appointment with the Headteacher, School Business Manager or Site Manager before calling
- Keep appointments
- On arrival, report to the office and sign the visitors' book
- Sign the permit to work provided by the school

- Be courteous at all times
- Inform the office when finished or when leaving the site and sign out

### **Security and Identification**

All operatives will be clearly identified by wearing an identification card showing:

- The contractor's name and company

### **Information**

Contractors will:

- Keep the Site Manager informed of the programme and staff involved
- Where a job lasts longer than one day, give progress information to the Site Manager as required
- Provide a contact telephone number to the School Office

### **Quality of service**

Contractors should aim to provide for the school:

- A quick, efficient and clean job
- A quality service carried out by suitably trained operatives
- Rectification of defects within timescales provided in the contract, or as agreed
- Respect to all users of the building

### **Safety**

Contractors working on HCC premises will comply with all Health and Safety requirements both in relation to their own staff and the occupiers of the school building and site.

In addition, contractors will:

- Comply with any special requirements of the school
- Keep the work area as tidy and as clean as possible
- Not leave tools lying around

## **APPENDIX 15**

### **WORK AT HEIGHT**

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

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

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

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

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

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. Site Manager. See also [LA455 - The Ladder Association](#)

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, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.
- any risks from fragile surfaces is properly controlled.

All ladders are listed on the school's ladder register and are inspected termly by the Site Manager. Staff are advised to contact the Site Manager should the use of a ladder be required and the Site Manager will read the top tips for ladder safety cards attached to the ladders before use.

## APPENDIX 16

### 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 to do so safely.**

Those 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.

The school does not have a hoist on site.

## APPENDIX 17

### DISPLAY SCREEN EQUIPMENT (DSE)

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

office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available via the [Grid](#)

## APPENDIX 18

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.  
A risk assessment is in place for pedestrian / vehicle segregation.

During term time, the school 'In' car park 'In' gate is closed between the following times:

- 8.35 to 8.50 am
- 3 to 3.40 pm

## APPENDIX 19

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Finance Officer in accordance with the school's Letting Policy.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. ( See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)). Relevant public liability cover must be in place and checked by the school.

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

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

## APPENDIX 20

### STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the [HSE management standards](#)

The school will

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

The school's wellbeing / mental health leads<sup>5</sup> are Miss Sheehan (Staff) and Mrs Gleeson (pupils).

All staff have an annual appraisal meeting with their line manager, and they are also offered an interim review. Teaching staff have access to health benefits through the school's staff insurance provider. These benefits include but are not limited to: access to counselling, health advice and support, 24-hr GP helpline, lifestyle health screening. In addition, all staff can access the Education Support Helpline – a 24/7, free and confidential support for teachers and education staff (08000 562 561). The school also provides occupational health referrals to support staff, e.g. following a long term absence.

## APPENDIX 21

### LEGIONELLA

A legionella risk assessment of the school has been completed in October 2024 by Sherpa. The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/ or building footprint.

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by [insert contractors name] and tank water temperature recorded.

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

## APPENDIX 22

### SCHOOL SWIMMING

#### Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the school's policy, unless the swimming is delivered onsite.

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<sup>5</sup> **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#). This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health.

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

In addition, the school will obtain assurance over:

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

## APPENDIX 23

### INFECTION CONTROL

The school follows UKHSA guidance '[Health protection in education and childcare settings](#)' and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

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

This will include:

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

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

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