



**The Greenfield &  
Hurst Drive Federation**  
[www.GreenfieldandHurstdrive.co.uk](http://www.GreenfieldandHurstdrive.co.uk)



# **Greenfield Health and Safety Policy**

**Person Responsible: Mireilli Forrest, Executive Headteacher  
Hayley Nicolas, Deputy Headteacher  
Policy Last Reviewed: November 2024  
Policy Next Review: November 2025**

# MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

## Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.
2. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer, it's for the Governing Body / Board of Trustees of Foundation, VA and Academy<sup>1</sup> schools to determine whether to adopt such arrangements.
3. Schools should ensure the policy is customised to fit their individual circumstances. Some examples for further consideration / customisation are provided in red font, in order to help to meet the requirements of different schools some alternative wording is suggested, and such alternatives are separated by / within square brackets [ ].  
**Significant customisation will be required for those schools where the Local Authority (LA) is not the employer (VA, Foundation, Academy etc.).**

## Writing a Policy Statement

4. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up-to-date written statement of health and safety, this general policy must be complemented by a school policy statement.
5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.
6. The safety policy should be signed and dated by the head teacher / chair of governors.<sup>2</sup>
7. The main points required in a Health and Safety Policy Statement are:

### Part 1 Statement of Intent

Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

### Part 2 Organisation (roles and responsibilities)

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Headteacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g., Heads of Department, Deputy Heads, School Business Managers, Site Managers, Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

### Part 3 Arrangements

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<sup>1</sup> References to academies should be taken to include free and studio schools.

<sup>2</sup> References to governors should be taken to mean whoever is responsible for fulfilling governance functions

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

[DfE Health and Safety: advice for schools](#) provides further information on areas for inclusion in a school health and safety policy.

### **Arrangements for policy review**

8. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g., Premises, Resources etc).
10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years).
11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

### **Further Information**

12. For further information and guidance contact: the Health and Safety Team  
Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)
13. A summary of changes from the previous version of the model policy (and from August 2021) is provided in the table below.

# HEALTH AND SAFETY POLICY

## Greenfield Nursery School

### PART 1. STATEMENT OF INTENT

The Governing Body of The Greenfield and Hurst Drive Federation 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 all members of staff by a reference copy which will be kept in the staff room as well as copy in the school office. An electronic copy will be stored on the Federation's EVERY EDUCATION system and can be emailed to staff on request.

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 as well as the school's following policies:

- Educational visits in the local area
- Supporting pupils with medical needs
- Behaviour policy



Diane Croston **Chair of Governors**

Date: 5<sup>th</sup> November 2024



Mireilli Forrester, **Executive Headteacher**

Date: 5<sup>th</sup> November 2024

## **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 **Reggie Entis** 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 Executive Headteacher/Deputy Headteacher 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 Executive 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 Executive Headteacher.

The Executive 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.**

**Deputy Headteacher- Hayley Nicolas  
Carrie Gray- Assistant Administrator**

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

The Deputy Headteacher, Class Teachers, Seniors and the Forest School Leader 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 Deputy Headteacher, Hayley Nicolas and/or Carrie Gray, Administrative Assistant 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.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- 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.

Greenfield Nursery School is the lead agency of the Greenfield Nursery School building and thus retains overall responsibility for Health and Safety. The local arrangements of this policy will therefore apply equally to the One YMCA Family Centre. The day-to-day management of health and safety within the Family Centre is the responsibility of Vicki Young, Family Support Service Manager and Sam Lemay, Family Support Service Deputy Manager The named person for Health and Safety is Vicki Young.

The One YMCA Family Centre have responsibility for repairs and maintenance within the Family Centre rooms and there are alternative procedures for H&S in place (e.g., for risk assessment, first aid provision etc.) The service manager will develop their own local health and safety arrangements to supplement those of the school. Both parties collaborate and communicate effectively on shared issues (lockdown, fire evacuation arrangements etc.). A 'site user group' meeting is scheduled for each term with H&S a standing agenda item.

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

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

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming and pools
- Appendix 23 - Work Experience
- Appendix 24 - 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 Hayley Nicolas – Deputy Head Teacher following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Executive Headteacher

Risk assessments are available for all staff to view and are held centrally in the office and shared drive these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. The Risk assessments will also be uploaded as Every Documents 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 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 Deputy Headteacher, Hayley Nicolas. 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 Lisa Moore ( Pre-school Lead) and Hayley Nicolas (Deputy Headteacher) and Michele Partridge (Forest School Lead) using the relevant codes of practice and model risk assessments detailed below. Whenever new activities are presented this is checked against these and significant findings incorporated into texts in daily use. Expectations of use agreed by staff e.g. woodwork

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:

**Primary schools**

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

**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 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) Hayley Nicolas, Deputy Headteacher, who will check the documentation and planning of the trip and if acceptable refer the visit for approval to Mireilli Forrest, Executive Headteacher for approval.

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

<b>HEALTH AND SAFETY MONITORING AND INSPECTION</b>
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A formal inspection of the site will be conducted on a **6 monthly** basis and be undertaken / co-ordinated by Deputy Head Teacher & Health and Safety Governor.

Inspections of individual rooms will be carried out by SLT.

In all cases the person(s) undertaking inspection will complete a report in writing and submit this to the Executive Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Hayley Nicolas and Mireilli Forrest.

A named governor **Reggie Entis** will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to full governing body meetings.

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

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

See Appendix 10 for details of monitoring premises compliance issues.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Executive 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 located in the school's fire log book in school office and on shared computer drive and will be reviewed on an annual basis.

### **Emergency Procedures**

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

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

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by Finance & Personnel Administrator, Loraine Spooner, 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**

- 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 fire fighting 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 located in the school office

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

An inventory of these will be kept by Carrie Gray, Admin Assistant as appropriate, for consultation.

**INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

Carrie Gray Admin assistant, alongside Loraine Spooner, Finance Administrator are responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in school office

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday PM  
Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Clymac

A fire alarm maintenance contract is in place with Clymac and the system is tested twice a year by them.

**FIRE FIGHTING EQUIPMENT**

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

Plowright Hinton 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 Plowright Hinton

**EMERGENCY LIGHTING SYSTEMS**

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

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Plowright Hinton

**MEANS OF ESCAPE**

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

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

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

Carrie Gray from October 2023

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

Hayley Nicolas - Deputy Head Teacher	Sheital Patel- Classroom Teacher
Lisa Moore – Under 3s Lead	Gemma Henderson- Classroom Teacher
Dominique Rae- Senior Practitioner	Liz Dunne- Senior Practitioner
Claire Wade- Senior Practitioner	Michele Partridge- Forest School Lead
Jo Demetriou- Early Years Practitioner	Bina Motiwala- Early Years Practitioner
Diana Newbury- Early Years Practitioner	Remziye Cifci- Early Years Practitioner
Jo Tippet- Early Years Practitioner	Jo Comer- Early Years Practitioner
Paula Norgate- Early Years Practitioner	Chris Smith- Early Years Assistant
Anne Moore- SEN Support	Vedia Tati- SEN Support
Raimonda Verca- Early Years Assistant	Sarah Giugliano- Early Years Learning Support Assistant
Naz Kaya- Early Years Assistant	Victoria Smith- Early Years Learning Support Assistant
Leanne Hardy- Early Years Learning Support Assistant	Rebecca Gudgeon- Cleaner
Carrie Gray- Administrative Assistant	

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

The trainer covers elements of this within Paediatric 1<sup>st</sup> Aid training and has clarified it meets the requirement and standard.

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

None

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

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

Office  
Kitchen  
Annexe  
Pre School  
Base 1  
Base 3  
Staffroom

Carrie Gray, admin assistant is responsible for regularly checking (termly) that the contents of first aid boxes, are complete and replenished as necessary.

**AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS<sup>3</sup>:**

Reception area, just before Nursery classroom door.

Lisa Moore, Under 3's Lead checks the AED on a weekly basis.

**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:

Cheshunt Cottage Hospital - 01992 622157

**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.

Nursery Teacher/Pre-school Leader 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 school office

All non-emergency medication kept in school is securely stored in each room within a locked first aid cabinet in the bathroom 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 but as children are very young these are stored in Bathroom cabinets for each room and all staff are aware of signs/symptoms and when a child may require medication, all such medication is clearly labelled and includes the child's name, DOB and photograph.

The school have chosen to hold an emergency salbutamol inhaler for use by children/adults who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty. This is kept in the Office First Aid box

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. This emergency AAI would be used where their own device is unavailable or not working. This is kept in the office First Aid box

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<sup>3 3</sup> DfE intending to provide a defibrillator to all schools without one [by end of 22/23 academic year](#). Currently no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

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 termly by Lisa Moore/Hayley Nicolas and Key person for the child.

All staff are made aware of any relevant health care needs and copies of health care plans are available within the bathroom area of each classroom.

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



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

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

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.)**

Accident forms are kept in each classroom and is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

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

**Procedure for notifying Parents/Carers (major injuries)**

In any of the cases noted above Senior Leadership should be informed about the injury in advance of phoning the parent/carer. The senior leader will decide who is best placed to inform the parent/carer. All accident forms that are filled in because of an injury should be checked by the Senior Leader. It is the responsibility of the Senior Leader to follow up and the quality check the accident form.

**Procedure for notifying Parents/Carers (minor injuries)**

- 1) Key worker will notify parents in the case of minor injuries.
- 2) If the Key Worker is absent another significant person will notify parents/carers

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 Executive Headteacher and the Governing Body/ Health and Safety Governor.

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

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

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

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

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

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

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

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare. This school has a subcommittee that meets half termly and Health & Safety is reported on as part of premises and overall safety in school. SLT meet weekly and health, safety and welfare issues affecting staff, pupils or visitors are a standing agenda item. Action points from meetings are brought forward for review by school management.

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

### Communication of Information

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

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

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

### 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.) and refresher training where required.

Any new instructions or restrictions will be communicated to all staff via staff meetings and recorded in minutes. Updated policies relating to Health & Safety are emailed to all staff and changes highlighted for ease of reading and as part of the standard cycle of policy review.

### Training records will be kept in school office

The Deputy Headteacher is responsible for co-ordinating health and safety training needs and or 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 Deputy 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 Deputy 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.

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

Staff will report any such incidents to the Deputy 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.**

Staff working outside of normal school hours must obtain permission of the Deputy Headteacher or SLT and sign in and out of the school premises.

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

**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 are used for out of hours alarm call outs and keyholder service – contact number 01462 481811

## PREMISES AND WORK EQUIPMENT

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

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

Carrie Gray Admin Assistant, alongside Hayley Nicolas, Deputy Headteacher are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

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

### **Planned maintenance / inspection**

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

### **Curriculum Areas**

Class Teachers & Seniors are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to office staff/Deputy Headteacher

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant 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 Plowright Hinton on an annual basis.

Carrie Gray, Admin assistant 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 Plowright Hinton, on a maximum of a 5 year cycle

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

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

The establishments nominated person(s) responsible for substances hazardous to health is Carrie Gray, Carrie Gray, Administrative Assistant.

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, Deputy Headteacher 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*).

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on 7<sup>th</sup> May 2024

The school's asbestos log (including school plans, asbestos survey data and site-specific management plan) is held in the school office.

The Executive 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.

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 Jan Sheppard, Administrator, Carrie Gray and refresher training is required 3 yearly.

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

The Executive 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 and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

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

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

The Deputy Headteacher/office staff are 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 Hertfordshire County Council on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk). When considering the appointment of contractors outside of Hertfordshire frameworks Executive Headteacher/Governing body/Administrator will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

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

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

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<sup>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 schools behalf.



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

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

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders, see

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

The establishments nominated person(s) responsible for work at height is Debbie Wright, Hurst Drive 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.

<b>LIFTING AND HANDLING</b>
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Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

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

#### **Paediatric Moving and Handling**

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

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

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

## APPENDIX 16

### 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 17

### 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.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Deputy Headteacher/Administrator

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 \(thegrid.org.uk\)](#))

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

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

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

## APPENDIX 19

### MINIBUSES

Not applicable

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

The school will

- demonstrate good practice through a step-by-step risk assessment approach, 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 lead<sup>5</sup> is Lisa Moore, Under 3's Lead

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education. [Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Systems in place for responding to individual concerns and workloads

- Performance management
- Supervisions
- Wellbeing plans
- Membership to Education Mutual (Employee Assistance Program)

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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.

**LEGIONELLA**

A water risk assessment of the school has been completed by Fordham Heating, June 2023. Fordham Heating 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, monthly, 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. Log is kept on Every

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 T Clarke and tank water temperature recorded.

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

**SCHOOL SWIMMING**

Not applicable

**WORK RELATED LEARNING**

Not applicable

<b>INFECTION CONTROL</b>
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The school follows UKHSA guidance [‘Health protection in education and childcare settings’](#) and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

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

This will include:

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

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

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