

Presdales School



Title	HEALTH & SAFETY POLICY
Version	March 2020
Author/Title	Margaret Stanley, Business Manager
Committee Responsible	Resources Committee
Governor Link	Peter Dougherty
Date approved by Committee	TBC
Date approved by Full Governing Body	NA
Review Dates	Spring 2: 2022

Enquiries & comments

Any enquiries and comments about this publication may be made to:

Telephone: 01920 462210 / **Email:** admin@presdales.herts.sch.uk

Address: Hoe Lane, Ware, Hertfordshire SG12 9NX

Presdales School Health & Safety Policy

STATEMENT OF INTENT

The Governing Body of Presdales School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other statutory and common law duties.

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

This policy will be brought to the attention of all members of staff. A reference copy is kept on the 'T' drive of the school network under Policies and Procedures/Statutory Policies.

This policy statement supplements the following school policies:

- Behaviour
- Offsite Visits and Learning Outside the Classroom
- Supporting Students with Medical Needs
- Premises Management Policy
- School Site Risk Assessment

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

Mr H Freed
Chair of Governors

Mr M L Warren
Headteacher

Date

Date

PART 2 - ORGANISATION

As the employer, overall responsibility for Health and Safety rests with the Board of Trustees. At school level, duties and responsibilities have been delegated to the Headteacher and staff

Responsibilities of the Governing Body

The Board of Trustees is responsible for ensuring health and safety management systems are in place and effective and take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. As a minimum these systems should follow guidance from the Department for Education. The Board of Trustees fulfils a strategic role in Health and Safety and is not expected to be involved in day to day management of the school.

A Health & Safety Governor 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 school's health and safety governor is: Peter Dougherty

The Governing Body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Board of Trustees will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The school subscribes to the Hertfordshire County Council Health and Safety support service from which competent advice can be obtained, Tel: 01992 556478.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety, in accordance with the Board of Trustees' Health and Safety Policy and Procedures, rests with the Headteacher.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The Headteacher has responsibility for:

- Co-operating with the Board of Trustees to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring that a Health and Safety Policy is produced for approval by the Board of Trustees and that the policy is regularly reviewed and revised.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the board of trustees;
- Reporting to the Board of Trustees on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- 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.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Business Manager

The task of overseeing general health and safety matters on the site has been delegated by the Headteacher to the Business Manager who will ensure that:

- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- Adequate systems are in place for the management of asbestos and control of legionella.
- All premises-related accidents/incidents are recorded and investigated.
- Regular inspections of the premises and equipment take place.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

Heads of Department / Staff with posts of responsibility

Within departments the task of overseeing health and safety matters is delegated to the Head of Department / subject leader / support staff with posts of responsibility who should:

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Ensure staff under their control are aware of and follow relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Take appropriate action on health, safety and welfare problems members of staff refer to them, and inform the Headteacher or Business Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;

- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms and procedures;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act 1974 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 and cooperate with the Board of Trustees on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

First Aiders

In the first instance, First Aiders will act in all situations where first aid and/or the treatment of minor ailments is required. The Principal First Aider will be called upon for more serious incidents.

Responsibilities of the School Caretaker

The caretaker will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and well maintained and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.

The caretaker will undertake to test fire alarm equipment on a weekly basis and keep himself informed of Health and Safety matters affecting premises and ancillary staff for whom he has management responsibility. He will have regard to COSHH regulations concerning substances used for the maintenance/cleaning of premises. He will liaise regularly with the Health and Safety Co-ordinator.

Arrangements for Policy Review

Governors are required to take steps to ensure that:

- They are kept informed of advice and guidance on health and safety matters.
- Health and Safety is a regular item on the agenda of the Resources Committee agenda and subsequently reported to meeting of the full Governing Body
- The Health and Safety Policy will be reviewed and amended where necessary annually.
- The policy is communicated to all staff (teaching and support staff) and will be linked to the induction of all new staff.

PART 3 - ARRANGEMENTS

The following appendices cover the main risks and hazards in Presdales School.

- APPENDIX 1 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS
- APPENDIX 2 - INSPECTION AND MAINTENANCE OF EMERGENCY EQUIPMENT
- APPENDIX 3 - FIRST AID AND MEDICATION
- APPENDIX 4 - ACCIDENT REPORTING PROCEDURES
- APPENDIX 5 - PERSONAL SAFETY AND LONE WORKING
- APPENDIX 6 - HEALTH AND SAFETY INFORMATION AND TRAINING
- APPENDIX 7 - PREMISES AND WORK EQUIPMENT
- APPENDIX 8 - FLAMMABLE AND HAZARDOUS SUBSTANCES
- APPENDIX 9 - LIFTING AND HANDLING
- APPENDIX 10 - HEALTH AND SAFETY INSPECTIONS AND TESTING
- APPENDIX 11 - ASBESTOS
- APPENDIX 12 - PREGNANT WORKERS AND NEW MOTHERS
- APPENDIX 13 - RISK ASSESSMENTS
- APPENDIX 14 - OFFSITE VISITS
- APPENDIX 15 - WORKING AT HEIGHT
- APPENDIX 16 - SCHOOL SECURITY
- APPENDIX 17 - SMOKING
- APPENDIX 18 - VEHICULAR AND PEDESTRIAN MANAGEMENT
- APPENDIX 19 - STRESS MANAGEMENT AND EMPLOYEE WELLBEING
- APPENDIX 20 - DISPLAY SCREEN EQUIPMENT
- APPENDIX 21 - MINIBUSES
- APPENDIX 22 - LETTINGS
- APPENDIX 23 - SWIMMING POOL ARRANGEMENTS
- APPENDIX 24 - LEGIONELLA
- APPENDIX 25 - CONTRACTORS
- APPENDIX 26 - WORK RELATED LEARNING

APPENDIX 1 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. **The date of the last Fire Risk Assessment was 6th October 2019**

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and the 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 drills.

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

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

Emergency contact and key holder details are maintained by **the Business Manager**.

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 firefighting equipment.

Staff are made aware of the type and location of portable firefighting equipment

Details of service isolation points

Gas Meter shed in school canteen car park

Electricity Main electrical intake in the cellar of the Mansion

Details of chemicals and flammable substances on site

An inventory of these will be kept by Head of Science/Science Technician and Caretaker.

APPENDIX 2 - INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

The Business Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire log book located in the Finance Office.

Testing of the Fire Alarm System

The fire alarm will be tested weekly by site staff and recorded in the Health and Safety log held in the Finance Office, (using a different call-point each time) normally on a Wednesday afternoon at 2.00pm by:

The site staff

Defects on the fire alarm system must be reported immediately to:

Site staff or Business Manager

The fire alarm system, including call points and smoke alarms will be inspected twice per year under the terms of the maintenance agreement with:

Blazequel Ltd
01234 357357

Inspection of Fire Fighting Equipment

Chubb Fire Limited undertakes an annual maintenance service of all firefighting equipment. This will be arranged by:

Business Manager

Defective equipment or extinguishers that need recharging between inspections will be reported direct to:

Site Staff

A visual inspection of firefighting equipment will be undertaken monthly by the caretaking staff and recorded in the Health and Safety log in the Finance Office.

Emergency Lighting Systems

These systems will be tested monthly by site staff and checked annually by an electrical contractor. Test records are recorded in the Health and Safety log.

Means of Escape

The caretaker checks daily for any obstructions on exit routes and ensures that all fire exit doors are operational and available for use.

APPENDIX 3 - FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid, both on site and when required for trips, visits and extra-curricular activities:

First Aid at Work

Kim Dewbrey – Principal First Aider

Emergency Aid

Joanna Barrett	Jeremy Reading
Peter Bedwell	Nicloa Marshall
Jessica Clifton	Athi Paphitis
Melissa Coulson	Laura Seaman
Laura Dann	Kate Simmonds
Jane Davies	Rachel Stewart
Emma Fentiman	Natalie White

First Aid qualifications remain valid for 3 years. The Principal First Aider will ensure that refresher training is organised to maintain competence and cover.

First Aid Equipment

First aid equipment will be placed at the following designated sites throughout the school:

Pastoral Office	Art Office
Main School Office	Science Laboratories
Reception	Prep Rooms
PE Office	Technology Rooms

It is the responsibility of the member of staff who uses first aid equipment to inform the Principal First Aider at the earliest opportunity so that the used item can be replaced.

The Principal First Aider is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary and that the minibus is properly equipped with a first aid box. A check should be made at least once a term.

Further detailed information can be found in the Staff Handbook, page 8/9 Yellow section.

First Aid Records

First Aiders will keep a daily record of all first aid treatments.

Transport to Hospital

Where the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline NHS Direct, 0845 4647 and with parents/carers.

Administration of Medicines

The school's policy on the issuing of medicines to students and providing for students with short and long term medical needs is in accordance with the DfE document 'Supporting Students at School with Medical Needs' and the HCC guidance on Managing Medication in Schools.

Students will not generally be permitted to carry medicines in school unless the school has been made aware of specific medical conditions which require the student to carry medication with them at all times.

Under no circumstances will medicines be administered to students without parental consent.

Whilst the school is under no obligation to accept responsibility for administering medicines to students, if medication is required during the school day, arrangements can be made for the Principal First aider and receptionists to administer medicines. The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent/guardian. Records of administration will be kept by first aid staff.

All medications kept in school are securely stored in the Pastoral Office with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the Pastoral Office and clearly labelled.

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 students with significant medical needs, chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc).

IHCPs are developed with the student (where appropriate), parent/carer, designated member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans are completed at the beginning of the school year/ when the student enrolls / on diagnosis being communicated to the school and will be reviewed annually by the appropriate Pastoral Assistant Head for KS3 or KS4 and written procedures made available to staff.

Staff will receive appropriate training related to health conditions of students and the administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate. Further information can be found in the staff handbook.

APPENDIX 4 - ACCIDENT REPORTING PROCEDURES

All accidents, dangerous occurrences and near misses involving employees, students and visitors must be reported.

A local accident book located in reception is used to record all minor incidents.

Accidents resulting in more significant injuries, injuries requiring first aid treatment, injuries resulting in the injured person being taken directly from the scene to hospital and accidents arising from premises/equipment defects will be reported to Mrs Stanley using the accident report form available from reception

All major accidents will be reported to the Headteacher and the Governing Body.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

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

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring:

- A student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work-related accident, for periods of 3 days or more (including W/E's and holidays).
- Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

Reporting of Premises Defects or Faulty Equipment

Premises related matters or faulty equipment requiring urgent action should be reported immediately to the Caretaker or Business Manager.

More routine and less urgent matters should be reported to the caretaker by email;
maintenance@presdales.herts.sch.uk

APPENDIX 5 - PERSONAL SAFETY / LONE WORKING

Personal Safety

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. Staff will report any such incidents to the Headteacher. The school will work in partnership with the police where inappropriate behaviour or conduct compromises the school's aims in providing an environment in which students and staff feel safe.

Lone Working

Members of staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should follow the following procedures:

- Obtain the Headteacher's / senior manager's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits should obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 6 - HEALTH AND SAFETY INFORMATION AND TRAINING

Consultation

The Board of Trustees' Resources Committee meets termly when matters relating to health, safety and welfare issues affecting staff, students or visitors can be discussed. Action points from meetings are brought forward for review by school management.

Communication of Information

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

The school purchases a support service from Hertfordshire County Council Education Health and Safety Team (01992 556478) to advise the Governing Body and assist with the provision of competent health and safety advice as required by the Health and Safety at Work Act 1974.

Health and Safety Training

Health and Safety induction training will be provided and documented for all new employees by the Business Manager

The Headteacher is responsible for ensuring that all members of staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by the Business Manager. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for making the Headteacher /Line Manager aware of their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 7 - PREMISES AND WORK EQUIPMENT

Statutory Inspections

Regular inspection and testing of school equipment is conducted by site staff or appropriate contractors. Records of such monitoring will be kept in the Finance Office.

Use of some equipment is restricted to those users who are authorised and have received specific training is detailed below:

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

Curriculum Areas

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

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Plowright Hinton.

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

Major fixed wiring circuits will be checked at least once every five years.

PE and D&T Equipment

Equipment will only be used under supervision and will be checked daily before use for any apparent defects. Heads of Department will conduct a formal termly inspection of the equipment. PE and D&T equipment is subject to an annual inspection by a nominated contractor.

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

Equipment	Responsible Person (Who Can Assess Risk)	Authorised Users of the Equipment	Authorised Person for Inspection and Repair	Inspection Period (e.g. termly, annually)
Access equipment e.g. ladders, mobile access platform	Caretaker	Trained Site Staff	Caretaker	Termly
Caretaking/cleaning equipment including hand tools	Caretaker	Caretakers and Cleaners	Caretaker	Termly
PE and equipment	Head of PE	PE Staff	Nominated Contractor	Annual
Laboratory Apparatus	Head of Science	Science Staff	Science Staff	Annual
Design/ Technology Equipment	Head of D&T	Technology Staff	Nominated Contractor	Annual
Art/Design Equipment	Head of Art	Art Staff	Staff and Nominated Contractor	Ongoing
Stage Lighting	Head of Drama	Head of Drama	Nominated Contractor	Annual
Drama Staging/seating	Head of Drama	Head of Drama	Caretaker	Annual
Portable electrical equipment	All Staff	All Staff	Nominated Contractor	Annual
Fixed Wire Testing	Caretaker	Caretaker	Nominated Contractor	5 yearly
Gas Taps, valves and Boilers	Caretaker	Caretaker	Nominated Contractor	Annual
Wheelchair lifts	Caretaker	Wheelchair users	Nominated Contractor	Annual
Air Conditioning Units	Caretaker	Caretaker	Nominated Contractor	Annual
Local Exhaust Ventilation	Caretaker	Caretaker	Nominated Contractor	Annual
Emergency Lighting	Caretaker	Caretaker	Nominated Contractor	Annual

Intruder Alarm	Caretaker	Caretaker	Nominated contractor	Annual
Lightning Protection	Caretaker	Caretaker	Nominated Contractor	Bi-Annual
Sports Hall Roof Sayfa System	Caretaker	Caretaker	Nominated Contractor	Annual

APPENDIX 8 - FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

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

Head of Science	Mr J Reading
Head of Technology	Mrs N Garcia
Head of Art and Design	Mrs C Francis
Caretaker	Mr G Craig
Catering Manager	Mr C Huckle

They shall ensure that:

- 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.
- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Radioactive Sources

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive sources.

- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC.
- Member of staff in charge of radioactive sources (RPS) is: Mr J Reading, who is responsible for ensuring all records pertaining to radioactive sources are maintained. He is also responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

Local Exhaust Ventilation

Fume cupboards, dust extraction units on woodworking machinery and the brazing forge will be examined annually by:

Fume Extraction Services Ltd

The Business Manager will be responsible for ensuring that report forms are available for reference and the Heads of Science and Technology will be responsible for reporting defects or necessary repairs to the Business Manager.

APPENDIX 9 - LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

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

APPENDIX 10 - HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of the site will be conducted annually and be undertaken / co-ordinated by the Business Manager/Caretaker. Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases, the person(s) undertaking such inspections will complete a report in writing and submit this to the Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager

The school's designated Health and Safety Governor will be involved in an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises. Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Regular inspections will be carried out regarding control of asbestos, control of legionella, firefighting equipment, emergency lighting and records kept by the caretaker.

Portable Appliance Testing

Portable electrical appliance testing is carried out annually in the summer term. Any personal items belonging to members of staff which are used in school must also be tested.

Fixed Wire Testing

This is carried out in a rolling programme to ensure that all wiring is tested every five years.

APPENDIX 11 - ASBESTOS

An asbestos survey and management plan is in place for the school. The school's most recent asbestos management survey was conducted on 2013

The school's asbestos log (which includes school plans, asbestos survey data and a site-specific management plan) is held in the Finance Office.

The Headteacher will ensure that all school staff and external contractors 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

The school's asbestos authorising officers are Margaret Stanley, Greg Craig and Samuel Craig and refresher training is required 3 yearly. Date of last refresher course was June 2016

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 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).
- 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 recorded in the log.

APPENDIX 12 - PREGNANT WORKERS AND NEW MOTHERS

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

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

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

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

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

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds. Further assistance and guidance can be obtained from HCC Health and Safety Team and/or the Occupational Health Unit.

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

APPENDIX 13 - RISK ASSESSMENT AND RISK MANAGEMENT

Health and Safety law requires the employer to assess and manage the risks to health and safety of staff and others affected by their activities. Risk assessment and risk management describe the process of thinking about the risks of any activity and the steps taken to reduce them. The school conducts and documents risk assessments for all activities presenting higher levels of risk but this does not mean that a separate risk assessment is required for every activity.

A common sense and proportionate approach should be adopted, remembering that risk management and assessment are tools to enable students to undertake activities safely, rather than prevent activities taking place and that sensible risk management cannot remove risk altogether.

The following general risk assessments are in place:

- Health and Safety
- Asbestos
- Control of Substances Hazardous to Health
- Display Screen Equipment
- Fire
- First Aid
- Manual Handling
- Premises
- Work at Height
- Students being drawn into terrorism
- Swimming Pools

Individual Risk Assessments

Specific assessments relating to staff members(s) or students are held on the individual's file and will be undertaken by relevant line manager / pastoral staff. 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 relevant Heads of Department 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 the model risk assessments and significant findings incorporated into schemes of work/lesson plans.

The school subscribes to CLEAPSS (www.cleapss.org.uk) whose publications can be used as sources of model risk assessment in Science, Art and Design Technology.

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

[[BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice].

[Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>]
[Topics in Safety, 3rd Edition ASE 2001].

[National Society for Education in Art & Design (NSEAD)]
<http://www.nsead.org/hsg/index.aspx>].

[Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk/>].

A number of generic risk assessments are available at
www.thegrid.org.uk/info.healthandsafety/riskassessment.shtml.

APPENDIX 14 - OFFSITE VISITS

All offsite visits will be planned in accordance with the school's policy on Offsite Visits and Learning Outside the Classroom and following the Outdoor Education Advisory Panel's national guidance.

The school subscribes to the LA's Offsite Visits Advisory service and Hertfordshire County Council's Evolve online system to facilitate the planning, management and approval of offsite visits. All level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas are notified to the Offsite Visits advisor via Evolve.

Generic risk assessment for trips is available via:

www.thegrid.org.uk/info.healthandsafety/riskassessment.shtml

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, Mrs M Stanley, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher for approval.

Detailed guidance is available in the school's policy on Offsite Visits and Learning Outside the Classroom.

APPENDIX 15 - WORKING 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 light-weight 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 that use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

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

The establishment's nominated person responsible for work at height is:

Mr S Craig

The nominated person shall ensure that:

- 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 access equipment is inspected and maintained
- The risks from fragile surfaces is properly controlled

Sports Hall Roof Safety System

This is inspected annually by Sayfa Systems and the Assistant Caretaker is trained to access the Sports Hall roof using the Safety system.

APPENDIX 16 - SCHOOL SECURITY

Whilst it is difficult to make the school site totally secure, the school endeavours to ensure that the school is a safe environment for all who work or learn here.

Designated Key Holders

The designated key-holders and persons responsible for the security of the school and grounds are:

Mr G Craig	-	Resident Caretaker
Mr S Craig	-	Assistant Caretaker

The Headteacher is also a key-holder

Visitors to the School

All visitors to the school must report to main reception and sign the visitors' book. Visitors will be required to wear an identification badge whilst on the school premises and any adults who appear not to be an authorised visitor will be challenged.

Any unauthorised or suspicious persons or trespassers must be reported to a member of the Senior Leadership Team immediately who will take appropriate action and summon the police if necessary.

Staff

All staff are required to wear ID badges whilst on the school site and students are encouraged to report any person not displaying a badge. Part-time and peripatetic staff are required to sign in on arrival and sign out when leaving the site. All staff are required to sign out if they leave the site before the end of the school day.

Students

Students arriving at school after registration must sign the late book at main reception.

Students leaving school during the school day for any reason, such as a medical appointment or sixth form students studying a course at another school, must sign out and sign in again on their return. Sixth form consortium students from other schools who are studying at Presdales on a part-time basis must also sign in and out. Sixth form students are expected to wear their school ID lanyards.

APPENDIX 17 - SMOKING

The school operates a strict policy of 'no smoking' at all times on the school premises and in the minibus. People and organisations using or hiring the premises out of school hours are asked to maintain this policy.

APPENDIX 18 - VEHICULAR AND PEDESTRIAN MANAGEMENT

The following measures are in place to maximise pedestrian safety on the school site:

- There is a strict speed limit on site of 5mph.
- A one-way system is in operation with separate entry and exit points for vehicles.
- Parents are permitted to drive onto the school site in the morning to drop off students near to the bus shelter. Parents are not permitted to drive into the main car park in front of the mansion which is reserved for staff and deliveries only, other than to drop off students with impaired mobility.
- Parents are not permitted to drive onto the school site at the end of school until after 4.00pm once the coaches have left. Parents are encouraged to arrange an alternative meeting point with students away from the school site.
- Pedestrians are required to use the footpath between the turning circle and the mansion, rather than the drive, in order to segregate pedestrians and vehicles as affectively as possible.
- Owing to the restricted number of parking spaces available for staff and visitors, students are not permitted to park on-site.
- Members of staff are on duty at the beginning and end of the school day to supervise the arrival and departure of students.

APPENDIX 19 - STRESS MANAGEMENT AND EMPLOYEE WELLBEING

The school and Board of Trustees are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. The school's procedures for stress management and employee wellbeing are based on the HfL Guidance for the Management of Workplace Stress. In the first instance, individual concerns should be brought to the attention of the Headteacher, Business Manager or Line Manager. The school endeavours to minimise the cause and effects of stress in the following ways:

- Appropriate training and INSET
- Relevant induction procedures
- Support from line managers and mentors
- Access to relevant policies and procedures, eg. Behaviour, Grievance Procedures
- Regular Performance Management reviews
- Access to professional support from Occupational Health Services

APPENDIX 20 - DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

APPENDIX 21 - MINIBUS

A list of nominated drivers who have received training in order to drive a minibus is maintained by the school Business Manager who also conducts an annual check of their driving licences.

All minibus drivers should receive training based on the 'HCC Minibus Drivers Assessment Scheme'. Drivers are re-assessed at 5-yearly intervals to maintain safe standards of operation.

The caretaker is responsible for the undertaking weekly checks on the minibus and the school's operation of minibuses follows HCC Guidance.

APPENDIX 22 - LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Business Manager and the caretakers in accordance with the school's policy on the Hire of School Premises.

APPENDIX 23 - SWIMMING POOL ARRANGEMENTS

The school complies with Hertfordshire County Councils guidance [Safe Practice in School Swimming](#). The Headteacher will ensure that the pool is managed in accordance with this guidance.

A risk assessment has been carried out by the Head of PE. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from Miss Weaver and are available to any groups hiring the facility.

Lettings agreements are managed by the Business Manager who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

Pool plant operations and water testing is carried out by Lea Valley Swimming Pools who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The Business Manager will ensure that monthly bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff will ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

The Head of PE will ensure all staff expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance.

The Head of PE will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions

APPENDIX 24 - LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the HCC guidance

A water risk assessment of the school has been completed by Nemco. The caretaker is responsible for ensuring that operational controls are being conducted and recorded in the water log book. Mr Craig will be responsible for undertaking basic operational controls.

This risk assessment will be reviewed where 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 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
- Six monthly temperature checks of stored water
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded

APPENDIX 25 - CONTRACTORS

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

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

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

School Managed Projects

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

Where the school undertakes projects direct the Board of Trustees is considered the 'client' and therefore have additional statutory obligations. The school must 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.

When considering the appointment of contractors outside of the framework the school will undertake appropriate competency checks prior to engaging a contractor to ensure they have sufficient skills, knowledge and experience to do the job safely, the degree of competence required will depend on the nature of the work.

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 26 - WORK RELATED LEARNING

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work-related learning, enterprise activities and study visits the school retains a duty of care for all students undertaking such activities.

Work Experience

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted. The following arrangements are in place:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise Youth Connexions to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s).
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.