



Watford Grammar School for Girls

Health and Safety Policy

Approved

This policy adopted by Board of Governors	9th March 2020
Next review date	March 2021
Committee Responsible	Finance and General Purposes

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GENERAL STATEMENT OF POLICY

1.1. Purpose

The Board of Governors of Watford Grammar School for Girls is committed to achieving the highest standards of health, safety and welfare consistent with its responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy reflects our belief that effective health and safety management contributes positively to the success of the school. The document sets out how the policy will be implemented; the organisation, roles and responsibilities of those involved; and summarises the arrangements for managing and minimising risks to health and safety.

The Board of Governors and the Leadership Team of the School are committed to ensuring the health and safety of everybody involved in the school. We aim to:

- Make sure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips
- Establish and maintain safe working procedures for staff and pupils
- Provide and maintain a health and safety working environment, safe school buildings and safe equipment for use in school
- Develop proportionate risk management and awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school
- Formulate, communicate and implement effective procedures for use in the event of fire and other emergencies
- Investigate accidents and near misses and take action as appropriate to prevent re-occurrence.

1.2. Scope

This procedure applies to all staff, pupils, visitors and other users of the premises. It aims to show how the Board of Governors and Headmistress discharge their duties under the Health and Safety at Work etc. Act 1974.

This policy will be brought to the attention of all members of staff, contractors, sub-contractors and stakeholders. The success of this policy depends on their cooperation so it is important that everyone understands the arrangements and their role in implementing them properly.

A copy of this health and safety policy is publicly available on the school website. A reference copy together with associated health and safety records and paperwork is kept in the School Office and electronically on the shared school drive. Other relevant school policies include those relating to Behaviour, Child Protection, Anti-Bullying, and Learning Support.

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



Chair of Governors

Date: 9th March 2020



Headmistress

Date: 9th March 2020

2. Legislation and Guidance

The following guidance was used in writing this policy:

- Health and Safety Executive - <http://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>
- Detailed information on the Local Authority's expectations are provided in the Education Health and Safety Manual. Further general guidance is available on the Health and Safety Executive website www.hse.gov.uk/

3. Responsibilities

3.1. Responsibility chart



Watford Grammar School for Girls Board of Governors has overall responsibility for health and safety at the school.

3.2. Board of Governors: is responsible for ensuring Health and Safety management systems are in place and effective. This includes taking action to:

- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure plant, equipment and systems of work are safe
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff & pupils
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy.

The Health & Safety Governor is Mr Nick Moorhouse.

The 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. He will lead a Health and Safety Advisory Group comprising Governors and school staff. See Terms of reference Appendix 26.

The Governing Body will receive regular reports from the Finance and Business Director to inform decisions on providing and prioritising resources for Health and Safety issues when appropriate.

If necessary, the Governing Body will seek specialist and competent advice on Health and Safety.

3.3. The Headmistress: is responsible for the day-to-day running of the school and the management of Health and Safety in accordance with the school's Health and Safety policy. This includes taking action to:

- Promote a positive, open Health and Safety culture in school
- Devise, communicate and implement safety procedures seeking to ensure everyone understands and cooperates with the school's Health and Safety policy
- Ensure that risk assessments are reviewed annually and oversee regular inspections to make sure the arrangements are working in practice and any actions required are followed up
- Ensure all staff are competent to carry out their roles and are provided with appropriate information, instruction and training
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition, liaising regularly with the Site team to ensure any Health and Safety issues are dealt with in a timely manner
- Report to the Board of Governors on Health and Safety performance and any concerns or issues, particularly those with funding implications
- When necessary, seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc.
- Ensure consultation arrangements are in place for staff and their trade union representatives (where appointed)
- Monitor purchasing and contracting procedures to ensure Health and Safety is included in specifications and contract conditions.

Whilst overall responsibility for Health and Safety cannot be delegated, the Headmistress may delegate certain tasks to other members of staff.

3.4. The Senior Leadership Team: supports the Headmistress in her role. This includes taking action where appropriate to their respective roles to:

- Ensure risk assessments are accurate, fit for purpose and reviewed annually
- Deal promptly with any hazardous practices, equipment or building issues and report to the Headmistress if they remain unresolved
- Provide leadership, guidance and support to staff on Health and Safety issues
- Carry out a Health and Safety induction for new staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and keep appropriate written records and reports
- Ensure any contractors on site are competent in Health and Safety matters.

Meetings will be held termly with representatives from relevant departments to discuss school Health and Safety issues.

The task of overseeing Health and Safety on the site is delegated by the Headmistress to the Site and Facilities Manager.

3.5. **The Site and Facilities Manager** is responsible for day-to-day maintenance and other buildings/grounds issues. This includes taking action to:

- Ensure that any work that has Health and Safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with Health and Safety arrangements during larger building projects.

3.6. **Other staff with specific responsibility** are expected to carry out the following in respect to their specific roles:

- Apply the school's Health and Safety policy to their department/ 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 carried out for the activities for which they are responsible and proportionate control measures are implemented
- Ensure appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headmistress 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 the findings
- Ensure sufficient information, instruction, training and supervision is provided 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.

3.7. **All employees have a 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
- 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 the 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.

4. Arrangements

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the Health and Safety of employees, pupils, contractors and others using the school premises and grounds.

Approved

APPENDIX 1 : RISK ASSESSMENTS

General Risk Assessments

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

Risk assessments are available for all staff to view and are held centrally in the online Health and Safety shared folder. These assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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 relevant line manager. These are 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 are carried out by relevant Heads of Department/ Subject teachers/ Subject Co-ordinator/ leader using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use scheme of work, lesson planning and the school syllabus.

Watford Grammar School for Girls has a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science and DT.

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

Secondary schools

- [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 <http://www.ase.org.uk/>]
- [Topics in safety, 3rd Edition ASE]
- [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/>]

Primary schools

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE]
- [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/>]

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

APPENDIX 2 : OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The Schools Offsite Visits Advisor, must be notified of all trips, including level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

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

There is a separate school policy for offsite visits:

<http://www.watfordgrammarschoolforgirls.org.uk/page/?title=Policies&pid=32>

APPENDIX 3: HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted annually. This is undertaken / co-ordinated by the Site & Facilities Manager in liaison with the nominated Governor representative.

All departments are required to submit a risk assessment to the Health & Safety committee on request.

In all cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headmistress. The Site & Facilities Manager is responsible for following up items detailed in the safety inspection reports.

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

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

Inspections will be conducted jointly with the school's Health and Safety representative(s) if possible.

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APPENDIX 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headmistress is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is located in the school's fire log book and is reviewed on an annual basis.

1) Emergency Procedures

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

Evacuation procedures are also made available to all contractors/visitors and users of the premises.

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 school office.

2) Fire Drills

Fire drills will be undertaken termly and results recorded in the fire logbook.

3) 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.

Details of service isolation points	
Main Building Gas – Car park A, outside finance office Science - Outside wall, ground floor prep room Water – Outside carpark A gate Electricity – Ground floor Tower – Main School fuse board Electricity kitchen fuse board – Corridor next to music practice room 5	
Rhodes Building	Tower Block
Gas – Outside boiler house Electricity - Ground floor boiler house Water – Boiler house	Gas – Fire exit from food room 1 Electricity - Ground floor Tower Water – Outside staff car park gate
Tennet Centre	Hyde House
Gas – Science outside wall, ground floor prep room Electricity – ground floor tower electrical store Water – basement dungeons toilets	Gas – Outside boiler house Electricity – Boiler House Water – Lady's Close road
Lady's Close	Gym / Pool /Sports Hall
Gas – Basement Electricity - Basement Water – Vicarage Road	Gas – Pool boiler house Electricity – Outside P.E cupboard Water – Corner of Vicarage Road

Details of chemicals and flammable substances kept on site.

An inventory of these is kept by Senior Caretaker, Site Manager, Heads of Department.

APPENDIX 5: INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

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

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 4.30pm.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer Eddy – Chubb Fire and Security - 07818030137

A fire alarm maintenance contract is in place with Chubb Fire and Security and the system tested every 3 months by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all firefighting equipment remains available for use and operational.

Chubb Fire and Security undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire and Security - 0344 879 1770 for replacement or repair.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Baldwin & Bleakley Tel. 01923 673839 / 01923 661961

MEANS OF ESCAPE

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

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APPENDIX 6: 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 where required for trips/visits and extra-curricular activities)

TRAINED TO FIRST AID AT WORK *see appendix 24 for list of names.

TRAINED TO EMERGENCY AID LEVEL (6 hr):

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

All P.E staff - Nation Rescue Award of Swimming Teachers with C.R.P & First Aid

First aid qualifications remain valid for 3 years. The Health and Welfare officer 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:

Medical room
Site Office
Reception
P.E office
Fuller Life Office
Main School Kitchen

The Health and Welfare officer is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

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

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

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

School's Health and Welfare Officer Tel – 01923 223403 ext 255

Watford General Hospital

Address: Vicarage Rd, Watford WD18 0HB

Phone: 01923 244366

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 policy.

<http://www.watfordgrammarschoolforgirls.org.uk/page/?title=Policies&pid=32>

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

The Health and Welfare Officer is responsible for accepting medication and checking all relevant information has been provided by parents /carers prior to administering. Records of administration will be kept by the Health and Welfare Officer.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the medical room, refrigerated medication is kept in clearly labelled container within fridge with access strictly controlled. All pupils know how to access their own medication.

Where children need to have immediate access to emergency medication, such as asthma inhalers, epi-pens etc., it is kept in the school office and clearly labelled.

Health Care Plans

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year when a child enrolls or as soon as a new diagnosis is communicated to the school. Plans are reviewed annually by Health and Welfare Officer.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the school office or the Health and Welfare Officer.

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

APPENDIX 7: ACCIDENT REPORTING PROCEDURES

Accidents to employees

All employee accidents, no matter how minor, must be reported promptly to the school office and recorded in the school accident book.

Accidents to pupils and non-employees (including members of public and visitors to the school site)

An accident book stored in the main school office is used to record all minor incidents to pupils and non-employees. A separate accident report book will be used for outside organisations that use or hire the premises

Matters to be recorded should include:

- What could/has been done to prevent a recurrence.
- Has a suitable risk assessment has been carried out and are appropriate safe working procedures already in place or in need of revision.
- Keeping a log on reporting accidents and near misses
- Is any further training is needed to reduce the risk of a recurrence?

More significant incidents

Incidents involving:

- 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 or equipment defects.

All such incidents will be reported to the Headmistress and the Board of Governors' Health and Safety Governor. Parents/carers will be notified immediately of all major injuries.

Accident books and accident records are regularly reviewed to identify any trends and a report made to the Board of Governors as necessary.

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

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury must be reported immediately to the Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 and the LA Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision or organisation.

- 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 weekends and holidays).

There is also a legal requirement (RIDDOR 2013 regulation 8) to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are:

- Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
- Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser
- Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

All incidents and cases of reportable diseases notified to the HSE must also be reported to the LA's Health and Safety Team.

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APPENDIX 8: HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Board of Governors' Finance and General Purposes Committee meets termly and discusses health, safety and welfare issues affecting staff, pupils or visitors. Relevant issues are escalated for discussion by the full Board of Governors as appropriate. Action points from meetings are brought forward for review by school management.

The Health and Safety Advisory Group meets at least twice a year with representatives from relevant departments, to discuss school health and safety issues and to carry out a Health and Safety site walk-around.

*The Trade Union appointed Safety Representatives are on Appendix 24

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the Grid.

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

The LA's Education Health and Safety Team, Tel: 01992 556478 provides competent health and safety advice as required by the Health and Safety at Work etc. Act 1974]

Health and Safety Training

All employees are provided with:

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

Training records are kept in the Director of Teaching and Learning office, they are responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headmistress is responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the attention of their line manager or the Headmistress to their own personal needs for training. They should not undertake duties unless they are confident that they have the necessary competence.

APPENDIX 9: PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour towards its staff.

Staff will report any such incidents to the Headmistress. 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. The risks of carrying out work unaccompanied or without immediate access to assistance should be 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 (7.30am - 6pm weekdays) must obtain inform the Headmistress, senior member of staff, or their line manager. Staff should use the signing in and out systems located in main reception and must let one of the Site Team know that they will be working late in the building.

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. The Site Manager is the main call out person, but will always check the building to see if there is any sign of a break in. before calling for help or support or back up.

APPENDIX 10: PREMISES AND WORK EQUIPMENT

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

The Site & Facilities Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised and have received specific training is detailed in the register.

Planned maintenance/inspection

Regular inspection and testing of school plant and equipment is conducted in accordance with legal requirements by competent contractors. Records of such monitoring are kept by the Site & Facilities Manager and stored in the site office. (Key areas for compliance are outlined on the [Grid](#))

Curriculum Areas

Heads of Department & Subject Co-ordinators are responsible for ensuring any maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment is reported to the Site & Facilities Manager.

All portable items of electrical equipment are subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent on 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 OCS Group UK Ltd Tel 0118 4027236.

The Site & Facilities Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment. Teachers and students can use power chargers for laptops, notebooks, iPads and mobile phones as long as they are safe to use and fit for purpose. Electrical items should not be plugged in or left in school overnight.

A fixed electrical installation test (fixed wire test) will be conducted by Baldwin & Bleakly Ltd, electrical contractor, on a 5-year cycle.

PE and Play equipment

PE and Play equipment is subject to an annual inspection by Design & Technology Services Ltd – Tel 0844 736

APPENDIX 11: FLAMMABLE AND HAZARDOUS SUBSTANCES

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

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

In all other areas the school's nominated person responsible for substances hazardous to health is the Site & Facilities Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed
- Material safety data sheets are obtained from the relevant supplier for all such materials
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance
- All chemicals are appropriately and securely stored out of the reach of children and
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and is available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where people may be affected by the use of hazardous substances on site, the Site & Facilities Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in 'Managing Ionising Radiations and Radioactive sources in schools'. HCC's Radiation Protection Officer is the Curriculum Advisor for Science. CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC.

The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Head of Science, Dr S Macpherson. They are 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. Further details of their responsibilities are in the Science Department Health and Safety Policy.

APPENDIX 12: ASBESTOS

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 10/03/2014.

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

The Headmistress will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officers. (Even stapling/ pushing a drawing pin into ACM may result in the release of fibres into the air.)

The school's asbestos authorising officer will have refresher training for this role is required every three years.

Any damage to materials known or suspected to contain asbestos should be reported to the Site & Facilities Manager who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk.

Before **any** work begins 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 Headmistress and 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 is 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 .

APPENDIX 13: LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are 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 are reported to the Site & Facilities Manager and where such activities cannot be avoided a risk assessment is conducted to ensure such risks are adequately controlled. A copy of this assessment is provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

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

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

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

APPENDIX 14: 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 are issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

School managed projects

Where the school undertakes projects direct, the Board of Governors are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Site & Facilities Manager and the School building consultant who will ensure that all statutory approvals, such as planning permission and building regulations have been sought.

This would include whether CDM² regulations will apply.

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

<http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire frameworks the Site & Facilities Manager and School building consultant will undertake appropriate competency checks prior to engagement.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

² CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work.

APPENDIX 15: WORK AT HEIGHT

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

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff are specifically instructed not to stand on chairs or tables or ask the pupils to do so.

Only those persons who have the necessary skills, knowledge and experience to use a ladder properly for the work they will carry out, may use them. Basic instruction is provided to all staff who 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 technicians. *to see list of names who this applies to see appendix 24

- They will ensure:
- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so
- The risks from working at height are assessed and appropriate equipment selected
- A register of access equipment is maintained and all equipment is regularly inspected and maintained
- Any risks from fragile surfaces are properly controlled.

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*), for example administrative and office staff, will have a DSE assessment carried out on appointment.

Employees who habitually use DSE as a significant part of their normal day to day work can ask for an eye and eyesight test by a qualified optician. If the test shows they need special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at, the school will pay for them. The school will not meet the cost if an ordinary prescription is suitable for your DSE work. Further advice on the use of DSE is available on the HSE website <http://www.hse.gov.uk/pubns/indg36.pdf> and in the [Education Health and Safety Manual](#).

Approved

APPENDIX 17: VEHICLES ON SITE

The speed limit on site is 5 mph.

Vehicular access to the school is restricted to school staff and visitors. It is not for general use by parents/guardians when bringing children to school or collecting them. Girls should not be driving in to school to use the carpark, unless they have written permission from the Headmistress. The Health and Welfare officer will keep a list of girls given permission due to health grounds.

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

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

Approved

APPENDIX 18: LETTINGS/SHARED USE OF PREMISES

Lettings are managed by the Site & Facilities Manager following HCC guidance. Staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, and public entertainment licence form part of the conditions of hire.

Approved

APPENDIX 19: MINIBUSES

The School Office maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licences.³

The Site Manager is responsible for carrying out regular checks on the vehicles and the school's operation of minibuses follows County Guidance.

Approved

³ All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

APPENDIX 20: STRESS / WELLBEING

The school and Board of Governors are committed to promoting high levels of health and wellbeing for its staff and pupils and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE's management standards. These define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled. <http://www.hse.gov.uk/stress/standards/index.htm>

Systems are in place within the school for responding to individual concerns and monitoring staff workloads, including performance management, mentoring, and personal development plans. Jane Hart responds to concerns raised in the anonymous feedback box in the staff room.

Approved

APPENDIX 21: LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed by Nemco Utilities Ltd and the Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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 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 calorifier(s))
- Quarterly disinfection/ descaling of showers
- Stored cold water tanks are inspected for compliance and safety on a bi -annual basis by the site team.

APPENDIX 22: SWIMMING POOL

The Headmistress is responsible for ensuring that the pool is managed in accordance with the LA's guidance Safe Practice in School Swimming.

A risk assessment has been carried out by the Site & Facilities Manager and Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the Site Office, Fuller Life and Pool plant room. These are made available to all groups hiring the facilities.

Lettings agreements are managed by the Site & Facilities Manager who ensures that a lettings agreement has been completed, and that 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 the Site & Facilities Manager, Senior Caretaker, and Fuller Life Staff who hold the ISRM National Pool Carers Certificate, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). Herts County Council will ensure that bacterial testing is carried out once per month and where necessary, advise out any remedial actions needed.

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

Staff must have completed appropriate specialist qualifications as identified in Safe Practice in School Swimming.

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 Site & Facilities Manager and Head of PE will ensure adequate provision is made for lifesaving, first aid and resuscitation cover, appropriate to the type of swimming sessions.

APPENDIX 23: WORK EXPERIENCE

Introducing students to the world of work can help them understand the work environment, choose future careers or prepare for employment. Where students in age 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits, the school has a duty of care for those students undertaking such activities.

The Careers/Work Experience coordinator is responsible for managing and co-ordinating such activities. This includes ensuring work experience activities are appropriate and involves proportionate checks on any health and safety risks that may be involved. In addition:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks by a competent person(s)⁴. No work experience placement will go ahead if deemed unsuitable.
- 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.

Any incidents involving students on work placement activities will be reported to the placement organiser/Education Health and Safety Team at the earliest possible opportunity.

Further information on work experience can be found at <http://www.hse.gov.uk/youngpeople/workexperience/>

⁴ In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

APPENDIX 24 : ROLES

****Information correct as at January 2020**

Role as referenced in policy	Member of Staff
Headmistress	Miss S Tai
Site & Facilities Manager	Mr C Donnellan
Finance & Business Director	Mr P Beasley
Designated Safeguarding Lead	Mrs C Wilshaw
Medical Officer	Mrs K Barrett
Head of Year 7	Mrs R Hall
Head of Year 8	Miss B Dodhia
Head of Year 9	Miss Y Bateson
Head of Year 10	Miss Z Rowley
Head of Year 11	Mrs J Smith
Head of Sixth Form	Mr C Bevan
Head of Year 12	Mr J Landsman
Head of Year 13	Mrs V Brummerstadt
Higher & FE Education Co-ordinator	Rachel Aldridge
Head of Art	Elena Georgiou
Careers/Work Experience Co-ordinator	Ms S Arazi
Head of Classics	Ms Hollie Summerfield
Head of Social Science	Ms J Leonard(Mrs P MacEwen)
Head of Geography	Mr Adam Newbey
Head of Learning Support and Enrichment	Mrs S Robinson
Library	Mrs B Small
Head of Mathematics	Ms S Harris

Head of Modern Languages	Mr C Holbrook
Head of Music	Ms J Bridges
Head of Design and Technology	Mr A Cattini
Head of Computing	Mr A Tibble
Head of History, Government & Politics	Mr A Thompson
Head of English and Drama	Ms S Solomons
Head of Physical Education	Miss K Holes
Head of Religious Studies	Miss K McDougall
Head of Science	Dr S Mcpherson
Examinations Officer	Mrs A King
Catering Manager	Mrs D Zimolag
Office Supervisor	Mrs J Paddick
EA to Headmistress/HR Manager	Ms S Granville
Cleaning Supervisor	Mrs D Oleszko
Fuller Life Fitness & Health Centre Manager	Mr A Oakley
Senior Lunchtime Supervisor	Mrs A Ray
Trade Union Representatives	Ms Sian Andrews – NEU (was NUT/ATL) Mrs Mary Meerabux – NAS/UWT

The school's nominated persons responsible for work at height are:

Chris Donnellan
Keith Holmes
Lee Plowright
Juan Villar

APPENDIX 25 FIRST AIDERS & QUALIFICATIONS

NAME	DEPARTMENT	CERTIFICA	VALID	EXT
FIRST				
Catherine Barrett	Medical Team	First Aid at Work, Defib	21/06/2020	255
Rama Dhanak	Medical team	First Aid at Work, Defib	13/03/2022	255
Cecile Brenner	Medical team	Emergency First Aid at Work & AED	23/04/2022	255
Joanne Conway	Chemistry Technician	First Aid at Work, Defib	26/05/2021	216
Lee Plowright	Site Team	First Aid at Work, Defib	26/05/2021	218
Amelia Pooley	PE	Emergency First Aid at Work & AED	15/11/2021	283
Katie Holes Karen Chapman Binde Dodhia Xanthe Mainwaring Joanne Shrimpton	PE	Emergency First Aid at Work or National Rescue Award of Swimming Teachers with CPR, First Aid and Defib		283
Andrew Oakley Sandra Lake	FULLER LIFE - after school FULLER LIFE - after school	FIRST AID AT WORK FIRST AID AT WORK		284 284
Emergency First Aid at Work (1Day)				
Clare Sparke	Biology	Emergency First Aid at Work &	15/11/2022	294
Cassie Smith	Physics	Emergency First Aid at Work &	15/11/2022	242
Hollie Long	Classics	Emergency First Aid at Work &	15/11/2022	253
Andrew Thompson	History	Emergency First Aid at Work &	15/11/2022	253
Verena Brummerstadt	Modern Languages	Emergency First Aid at Work &	15/11/2022	231
Sophie Jackson	Modern Languages	Emergency First Aid at Work &	15/11/2022	231
Rosa Vollaro	Modern Languages	Emergency First Aid at Work &	15/11/2022	231
Zoe Rowley	Religious Studies	Emergency First Aid at Work &	15/11/2022	206
Adam Newbey	Geography	Emergency First Aid at Work &	15/11/2022	253
Sian Andrews	Geography	Emergency First Aid at Work &	15/11/2022	206
Rachel Aldridge	Geography	Emergency First Aid at Work &	15/11/2022	206
Kiran Chopra	Economics	Emergency First Aid at Work &	15/11/2022	
Jennifer Smith	Religious Studies	Emergency First Aid at Work &	15/11/2021	206
Antony Cattini	Technology	Emergency First Aid at Work &	15/11/2021	243
Philippa Hunt	Mathematics	Emergency First Aid at Work &	15/11/2021	233
Aiden Tibble	Computing	Emergency First Aid at Work &	15/11/2021	206
Amber Blogg	Biology	Emergency First Aid at Work &	15/11/2021	217
Grace Burke	Learning & Enrichment	Emergency First Aid at Work &	15/11/2021	212
Janani Ahilan	Support Staff / Cover	Emergency First Aid at Work &	15/11/2021	
Chris Holbrook	Modern Languages	Emergency First Aid at Work &	10/10/2021	231

APPENDIX 26: HEALTH & SAFETY ADVISORY GROUP – TERMS OF REFERENCE

Overview

To be a forum for all matters relating to the Health and Safety of students, staff and visitors to the school so issues can be discussed and considered, and to assist in the dissemination of good practice throughout the school. The Governing Body has responsibility for health and safety in the school and has the power to ensure that its health and safety policy is carried out in-school and on all school activities. The Governing Body, through the scheme of delegation places responsibilities on, the Headmistress and individual employees to ensure that it is meeting its own responsibilities. The Local Authority has the power to ensure that health and safety policy is carried out in-school and on all school activities.

Terms of Reference

1. To assist the Governing Body in discharging its responsibilities as defined by the Local Authority guidance and Legislative requirements.
2. To help develop more detailed health and safety policies and guidance based on the Local Authority's general policy
3. To provide a mechanism for staff and Union safety representatives to raise Health and Safety Concerns as required in the Safety Representatives and Committees Regulations & The H&S (Consultation with Employees) Regulations
4. To make recommendations to the Finance and Premises Committee of the Governing Body regarding changes to Health & Safety policy and procedure

Tasks

To meet the terms of reference, the Advisory Group will undertake the following tasks:

1. To ensure the school Health and Safety Management System continues to be suitable and is operating satisfactorily at all levels.
2. Review at least annually the school Health and Safety policy in light of guidance from the Local Authority, identified good practice and advice from other external bodies.
3. Receive at least termly a report from the school Health and Safety Officer on health and safety matters within the school and to act where necessary in response to the report.
4. Receive at least termly a report from the school Health & Safety Officer on reported accidents and action taken as a result of investigation into each accident, to consider emerging trends or patterns and to act where necessary in response to the report.
5. 8. To designate individual governors to carry out inspections and audits with school staff to ensure that Health & Safety requirements are being complied with and to report back to the Advisory Group on findings and required action.
6. 10. To review, consider and advise the Headteacher, and Governing Body (Finance & General Purpose Committee), and to make appropriate recommendations in respect of:
 - a) Accidents, ill health and sickness absence (having reviewed statistics)
 - b. Accident investigations and subsequent actions,

- c. Inspections of the workplace by enforcing authorities, management or employee health & safety representatives
- d. Risk Assessments
- e. Health and Safety training
- f. Emergency Procedures
- g. Changes in the workplace affecting the health and safety and welfare of employees, students or visitors.

Membership of H&S Advisory Group will include, as appropriate,

Governors

Nominated Lead Governor for Health & Safety

Staff Members

- Headteacher
- Business Manager
- Health & Safety Officer

Departmental Representatives The following departments have been recognised as presenting a higher risk in their day to day activities and may be asked to send a representative to Group meetings via the Business Manager:

- Science
- Performing Arts
- PE
- Art & Design

Staff Representatives The following Trade Unions and Professional Associations are invited to send representatives to group meetings:

- NEU (was NUT/ATL)
- NAS/UWT
- Unison
- GMB

Student Representatives Student Council are invited to send a representative to group meetings.

Frequency of Meeting The group will meet at least twice a year

Appointment of Chair The meeting will be chaired by the nominated Governor Representative