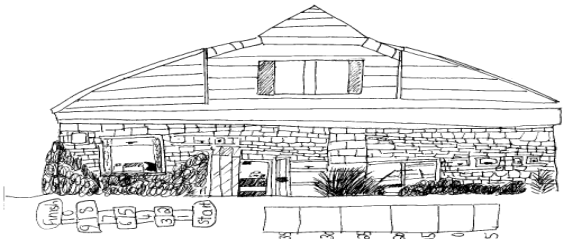
Graveley Primary School

A Church of England (VC) School



HEALTH AND SAFETY POLICY

Date of policy	**Autumn Term 2026**
Date ratified by the Governing Board	**11/11/2026**
Date of next review	**Autumn Term 2028**

HEALTH AND SAFETY POLICY

Graveley Primary School

PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of all members of staff – all members of staff will be emailed the latest version of this policy and new starters will be provided with a copy as part of their induction.. Additionally, a copy will be kept in the Policies folder (in the staff room); on the shared drive in the Policies folder (*T://STAFF POLICIES)* and also on the school website (www.graveley.herts.sch.uk).

This policy statement and the accompanying organisation and arrangements will be reviewed every two years (or sooner in the event of any significant change).

This policy statement supplements:

- Hertfordshire County Council's (HCC) Health and Safety Policy
- Supporting Pupils with Medical Needs Policy
- First Aid policy
- Allergy Safety Policy
- Behaviour Policy

David Marriott *Nicky Hand*

Chair of Governors	**Headteacher**
11/11/2026	11/11/2026

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

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

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

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant. This includes tracking significant actions from inspections / audit and premises compliance to completion.
- **Act**-undertake a formal review of health and safety performance.

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

The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.

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

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

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections, audits and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and

recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

The task of overseeing health and safety on the site has been delegated by the head to Nancy Yuen (School Secretary and Clerk to the GB), who, alongside Class Teachers will:

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

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent to use (i.e. have received appropriate information, instruction and training).
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Volunteers are expected to follow the same health and safety arrangements as employees and will be provided with appropriate information, instruction and supervision relevant to their activities.

PART 3. LOCAL ARRANGEMENTS

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

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

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 Nicky Hand, Paige McNeilly and Nancy Yuen following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Risk Assessment folders (kept in the staffroom) and also on the shared drive on the school server. These assessments will be reviewed on an annual basis / sooner in the event of any significant changes to the activity or an accident / incident occurs. Staff will be made aware of any changes to risk assessments relating to their work.

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

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Nicky Hand or Paige McNeilly.

Such risk assessments will be reviewed on a regular basis and whenever there is a significant change in the individual's circumstances or needs.

It is the responsibility of all staff to inform the Headteacher or Deputy Head of any medical conditions (including pregnancy) or any other circumstance which may impact upon their health and safety at work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant member of staff 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 (lessons plans).

The school subscribe to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and DT. (CLEAPSS technology site http://dt.cleapss.org.uk/; CLEAPSS science site http://science.cleapss.org.uk/; CLEAPSS primary school's site http://primary.cleapss.org.uk/.)

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

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

APPENDIX 2

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance.

Responsibilities of key roles are outlined by the OEAP here:

Visit leader

EVC

Headteacher

See HCC's policy for the management of Learning outside the classroom and offsite visits

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

The use of Evolve is recommended for all visits. Please refer to the school's Offsite Visits and Learning Outside the Classroom Policy for further details.

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

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

HEALTH AND SAFETY MONITORING AND INSPECTION

An inspection of the site will be conducted on a termly basis and be undertaken by Nancy Yuen.

The person undertaking the inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Nancy Yuen.

A named governor (Katie Adams) will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to the Governing Body in the summer term.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the Grid.

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

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

FIRE SAFETY, SECURITY AND EMERGENCY ARRANGEMENTS

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

The fire risk assessment is located in the Fire Log Book (stored on the wall outside the cleaning cupboard) and will be reviewed on an annual basis.

Emergency Procedures

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

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

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

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

The school has arrangements in place for the evacuation of people with specific needs and where required, Nancy Yuen is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

Emergency Planning, Lockdown and Invacuation

The school maintains emergency arrangements for a range of foreseeable incidents which may affect the safety and welfare of pupils, staff and visitors. These are detailed in the school's Emergency Plan which is updated annually. These arrangements include procedures for evacuation, lockdown and invacuation.

Emergency response procedures are reviewed periodically and communicated to all relevant staff. Where appropriate, drills will be undertaken to test the effectiveness of these arrangements and identify any improvements required.

The Headteacher is responsible for ensuring emergency arrangements remain suitable and that staff receive appropriate information, instruction and training.

Security Arrangements

Visitors and contractors are required to comply with the school's access control and visitor management arrangements.

All key holders are responsible for the day-to-day security of the premises, including securing buildings, managing access arrangements and undertaking routine checks of buildings and boundaries, reporting any security defects or concerns to the Headteacher.

All staff are responsible for following visitor and access control procedures, reporting security concerns and contributing to a safe and secure school environment.

Security incidents, breaches or concerns must be reported immediately to the Headteacher and investigated as appropriate.

Security arrangements, including procedures for lockdown and invacuation, will be reviewed periodically and following any significant security incident, major change to the premises or relevant national guidance.

Fire Drills

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

Fire Fighting

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

Details of service isolation points:

- **GAS** – boiler room (left of door – waist height). Key to the boiler room kept in the school office key cabinet.
- **ELECTRICITY** – mains cupboard in the school reception area (left side door before door to the hall). Key kept in the school office key cabinet.
- **WATER** – boiler room (left of door – waist height). Boiler room key kept in the school office key cabinet.

Details of chemicals and flammable substances on site.
An inventory of these are kept in the staff room in the COSHH folder (See COSHH Appendix 11).

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Nancy Yuen 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 logbook located on the wall outside the cleaning cupboard.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur during the morning (before school opens).

Any defects on the system will be reported immediately to the alarm contractor (Firelec Controls Ltd – 01582 350 380).

A fire alarm maintenance contract is in place with Firelec Controls Ltd and the system tested every 6 months.

FIRE FIGHTING EQUIPMENT

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

Firelec Controls Ltd 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 Firelec Controls Ltd.

EMERGENCY LIGHTING SYSTEMS

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

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Firelec Controls Ltd – 01582 350 380).

MEANS OF ESCAPE

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

FIRE DOORS

Fire doors are subject to periodic inspection to ensure they close effectively, are free from damage, and that features such as intumescent strips, seals and self-closing devices remain effective.

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).

NAME/TYPE OF TRAINING	STAFF NAME	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED
First Aid at Work	Sheena Leonard	May 2025	May 2028
Paediatric First Aid - Level 3	Tracey Tooley	November 2023	November 2026 (scheduled to attend course in December 2026)
	Sheena Leonard	March 2024	March 2027
	Nancy Houghton	June 2025	June 2028
	Michelle Lingwood	November 2024	November 2027
	Leanne White	October 2026	October 2029
Emergency Paediatric First Aid	Emma London	March 2025	March 2028
Emergency First Aid at Work	Amanda Otto	November 2024	November 2027

For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. In line with the Sept 25 EYFS update when EY children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.

First aid qualifications remain valid for 3 years. Nancy Yuen 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 in all classrooms and in the staffroom.

Nancy Yuen is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits) are complete and replenished as necessary.

AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS[1]: Reception area.**

Nancy Yuen checks the AED on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm). AED pads and batteries will be replaced in accordance with manufacturer recommendations.

Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

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 111) and, in the case of a pupil, with the parents/carers.

Administration and storage of medicines
All medication will be administered to pupils in accordance with the DfE document.

Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate school policy – Supporting Pupils with Medical Conditions and the school's First Aid Policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances where immediate action is needed to safeguard the child's health. e.g. the use of a spare adrenaline device in an emergency.

Nancy Yuen and Amanda Otto are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

The school will maintain records of medication held on site, including expiry dates to ensure they remain in date, and ensure these are stored correctly and are available for use when required. Parents/carers will be notified when replacement medication or devices are needed. Medications kept in school are sent home at the end of term and returned at the beginning of the next term.

Records of administration will be kept by the school office.

All non-emergency medication kept in school is securely stored in named plastic pouches in the pupils' classroom to ensure easy access when required. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes. Controlled medication under the Misuse of Drugs Act 1971 will be stored in a secure location with access limited to named staff.

Emergency medication and devices such as adrenaline auto-injectors (AAIs) are always readily available to children and not locked away. Those prescribed for individual pupils (where not carried by them) are kept in their classrooms and clearly labelled.

Individual Health Care Plans (IHP)

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

[1] See DfE guidance on AEDs defibrillator provided to all schools without one by end of 22/23 academic year.

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

The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrols / on diagnosis being communicated to the school and will be reviewed annually (sooner in the event of a significant change) by Nancy Yuen.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school's Medical Folder (kept in the school office) and a copy is also kept in the child's medical pouch (together with their medication).

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

Allergen Management

The school recognises the risks presented by food and other allergens and has arrangements in place to identify, assess and manage risks arising from allergens and anaphylaxis.

Detailed arrangements for allergen management are set out in the school's Allergy Safety Policy.

All staff will receive appropriate information, instruction and annual training in allergy awareness, recognising anaphylaxis and responding to allergy related emergencies.

Individual healthcare plans, allergy action plans* and risk assessments will be developed where required, reviewed annually (sooner in the event of a significant change or incident / near miss) and communicated to all relevant staff.

*All children at risk of anaphylaxis should have an allergy action plan E.g. Paediatric Allergy Action Plans - BSACI completed by the child's health professional. These support the care plan / risk assessment process and staff training by summarising emergency procedures.

The school holds 4 AAI devices for emergency use as follows

- **2 x EPI PEN JR (0.15mg)**
- **2 x EPI PEN (0.30mg)**
- These are located outside the school office.
- They are stored in a clear plastic case with a large green label '**EMERGENCY ANAPHYLAXIS KIT**'.

These are considered "spare" devices and not a replacement for a pupil's own prescribed devices. Pupils at risk of anaphylaxis should have their own prescribed AAIs available at school for use in an emergency.

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life and **do not require consent** for use in an emergency, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

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

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

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

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

Medical Tracker is used by the school to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

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

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

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

All Accidents

All major incidents will be reported to the Headteacher and the Health and Safety Governor.

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

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils.

Reporting to the Health and Safety Executive (HSE)
The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

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

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

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

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

The Finance and Resources Committee meet termly to discuss health, safety and welfare issues affecting staff, pupils and visitors. Action points from meetings are brought forward for review by school management. In addition, the Health and Safety Governor presents an annual Health and Safety Report for the governing body at the end of the summer term.

Staff briefings are held weekly and health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the Health and safety - Hertfordshire Grid for Learning

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

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

Health and Safety Training

All employees will be provided with:

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

Any new instructions or restrictions will be communicated to all staff at weekly staff briefings (minuted) and highlighted as part of the standard cycle of policy review.

Training records will be kept in the school's management information system (Arbor). Nicola Hand and Nancy Yuen are responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties. Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Temporary, agency and supply staff will receive appropriate health and safety information and instruction relevant to their duties before commencing work. Volunteers will receive appropriate health and safety information, instruction and supervision relevant to the activities they undertake.

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the Headteacher. Such incidents will be recorded, investigated where appropriate, and monitored to identify trends and any additional control measures required. These incidents will also be reported to the Local Authority.

The school reserves the right to take appropriate action, including restricting access to the site, where the behaviour of a parent, carer or visitor presents a risk to the health, safety or wellbeing of staff, pupils or others.

The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours (on school premises) must obtain prior permission from the headteacher. 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. Home visits must always be conducted by at least two members of staff with the full knowledge of the Headteacher. The school office should also be informed of the timings of these visits.

School staff responding to alarm call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. In the event of a fire alarm being activated, the following individuals will be notified: Phil Goater (handyman), Nicky Hand (Headteacher) and Paige McNeilly (Deputy Head).

APPENDIX 10

PREMISES AND WORK EQUIPMENT

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

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

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

Equipment restricted to those users who are authorised / have received specific training are:

- Floor polisher (Phil Goater or Evergreen Facilities Ltd personnel).
- Electric kiln (currently not in use).
- Leaf blower (Phil Goater).

Planned maintenance / inspection

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

Oversight of premises compliance issues is the responsibility of Nancy Yuen and is achieved by the use of the HCC compliance tracker.

Curriculum Areas

Subject Leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

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

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

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a trained member of staff (Phil Goater) and the testing equipment is subject to annual calibration.

The school office 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 the prior authorisation from the headteacher and must be subjected to the same tests as school equipment.

An electrical installation condition report (fixed wire test) will be conducted by Elec Check on a 5-year cycle. Records of these inspections and certification will be maintained and remedial works arising will be prioritised and completed within appropriate timescales.

PE and External play equipment

External play equipment will only be used when appropriately supervised by staff. This equipment will be checked daily before use for any apparent defects, and Nancy Yuen will conduct and record a formal termly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by The Play Inspection Company (01202 590675).

Any equipment with serious defects must not be used and is to be taken out of use / made inaccessible until removed or repaired.

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

Subject Leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

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

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- safety data sheets are obtained from the relevant supplier and are readily accessible by staff.
- if required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- Any flammable substances will be kept to the minimum quantities necessary, stored in suitable containers and locations away from ignition sources.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Any records of exposure to hazardous substances in the workplace should be **kept for a minimum period of 40 years.**

Where contractors bring hazardous substances onto site, relevant COSHH information and assessments will be obtained and reviewed prior to work commencing where their activities may affect staff, pupils or visitors.

PPE

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

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

ASBESTOS

APPENDIX 12

An asbestos survey, register and management plan[2] is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on October 2026.

The school's asbestos log (including school plans, asbestos survey data and a site-specific register and management plan) is held in a large yellow folder, kept in the staffroom.

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

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

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. The school has an incident procedure as part of the asbestos management plan for dealing with an unplanned disturbance of asbestos-containing materials (see also https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-jan-26.pdf).

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Nancy Yuen, Amanda Otto and Phil Goater and refresher training is required 3 yearly. HCC asbestos training undertaken where HCC is the employer via HFL.

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

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the school's asbestos management plan. For VC and community schools the annual visual inspection sheet must be emailed to asbestos@hertfordshire.gov.uk once completed.
- 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 at least 40 years).
- The school's asbestos management plan is kept up to date, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.

[2] Where HCC is the duty holder (VC and Community schools) schools were sent updated asbestos management documents in 2025/6 (An asbestos management plan including the asbestos register, site floor plan and an asbestos re-inspection sheet) via e-mail to the Head Teacher and School admin e-mail addresses.
Please ensure you have engaged with these documents and undertaken the immediate steps detailed in the email

- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.
- Following ANY asbestos related activity, documentation for the works must be retained locally in the asbestos log and in the case of VC and Community schools copies sent to asbestos@hertfordshire.gov.uk. (Examples of documents to be held include: surveys, risk assessments and method statements for work on asbestos, air monitoring reports, bulk samples, certificate of reoccupation, statement of cleanliness, waste consignment notes etc.).

CONTRACTORS

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

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

No intrusive work may be undertaken until asbestos procedures, including permission to work have been followed and authorisation given by a designated Asbestos Authorising Officer. (See Appendix 12)

Nancy Yuen 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.
Contractors failing to meet required standards may be instructed to stop work immediately and may be removed from site.

School managed projects

The **Construction (Design and Management) Regulations 2015**[3] applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly, the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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

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.

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

WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Staff using steps, stepladders and ladders will receive appropriate information, instruction and, where necessary training in their safe use. Prior to any work at height, staff are required to check that the ladder is in a satisfactory condition and sign to confirm before commencing any works. A check list is contained in the Ladder Register (located on the wall outside the cleaning cupboard).

(If applicable), 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. See also LA455 - The Ladder Association

Work at height presenting a significant risk must not be undertaken whilst working alone.

The establishments nominated person(s) responsible for work at height is Nancy Yuen.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised.
- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected.
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.
- any risks from fragile surfaces is properly controlled.

APPENDIX 15

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, bulky or awkward items and equipment unless they have received training and/or equipment is available in order to do so safely.

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

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use). All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. These are regularly reviewed and communicated to relevant staff.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use display screen equipment (laptops / computers etc.) daily, as a significant part of their normal work *(significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g., admin / office staff will complete a DSE assessment.

Assessments will be reviewed periodically and where there is a significant change to the workstation, work activity or individual circumstances.

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

The school will normally fund eyesight tests for DSE users every two years, unless recommended more frequently by the optometrist.

Advice on the use of DSE is available via the Grid

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles. A separate pedestrian gate is provided for parents and carers. A risk assessment is in place for pedestrian / vehicle segregation. All drivers on site are expected to comply with site speed limits, traffic management arrangements and instructions issued by school staff.

At least one member of staff supervises the entrance and exit gates at the beginning and end of the school day. Visitors and contractors are advised to park outside the school when the school is open to avoid any possible interactions with pupils on school grounds. If a contractor / delivery person needs to drive in or out of the school car park, a member of staff from the school office will open and close the gate for them.

STRESS / WELLBEING

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

The school will

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

The school's wellbeing / mental health lead[4] is Nicky Hand.

Where concerns regarding work-related stress or wellbeing are identified, the school will work with the individual to identify appropriate support and reasonable adjustments where appropriate.

The school has signed up to the DfE's voluntary education staff wellbeing charter, Education staff wellbeing charter - GOV.UK which sets out commitments to the wellbeing and mental health of everyone working in education.

Mental wellbeing is also discussed during annual performance management meetings and referrals can be made to the school's occupational health provider (UKIM) to access further support.

Please also see link below:

Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK

[4] **consider suitable training for this role such as mental health first aid training or senior mental health training** This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health. DfE do not quality assure or fund mental health lead training courses at present, however the DFE have produced a list of senior mental health lead course believed to be available as at March 2025: DfE assured senior mental health lead training courses see Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK

APPENDIX 19

LEGIONELLA

A legionella risk assessment of the school has been completed on 4th December 2024 by Tritec Environmental Services Ltd.

Nancy Yuen is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

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

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).

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

APPENDIX 20

INFECTION CONTROL

The school follows UKHSA guidance **'Health protection in education and childcare settings'** and the recommended **Children and young people settings: tools and resources - GOV.UK** for specific infectious diseases detailed in this guidance.

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

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

This will include:

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

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

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