



# RICKMANSWORTH SCHOOL

## Health & Safety Policy

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## OVERVIEW

### Purpose

The Governing Body of Rickmansworth 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.

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

### Statutory Framework

Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4.

Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.

### Review Process

This document will be reviewed in accordance with our policy review process on a yearly basis or on the introduction of new or amended relevant legislation. .



**Tony Walker**  
**CHAIR OF GOVERNORS**



**Matt Fletcher**  
**HEADTEACHER**

## **POLICY**

### **1. Introduction**

- 1.1. As the employer the governing body has overall responsibility for Health and Safety.
- 1.2. This document outlines the school level duties and responsibilities assigned to staff and governors.

### **2. Responsibilities of the Governing Body**

- 2.1. The governing body is responsible for ensuring health and safety management systems are in place and effective.
- 2.2. As a minimum these systems should adhere to the Hertfordshire County Council's (HCC) health and safety policy, procedures and standards as detailed in the council's Education Health and Safety Manual.
- 2.3. A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identify actions to the Headteacher & governing body.
- 2.4. The governing body will receive termly reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.
- 2.5. Where required the governing body will seek specialist advice on health and safety which the school may not feel competent to deal with from either HCC Education Health and Safety Team, Tel: 01992 556478 or from a suitably Qualified Health and Safety contractor as required by the Health and Safety at Work etc. Act (HASAWA) 1974
- 2.6. A list of staff presently in one of the posts identified in this policy is included at Appendix 25.

### **3. Responsibilities of the Headteacher**

- 3.1. Overall responsibility for the day to day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the Headteacher.
- 3.2. The Headteacher has responsibility for:
  - 3.2.1. Working with the governing body to enable health and safety policy and procedures to be implemented and complied with.

- 3.2.2. Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- 3.2.3. Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- 3.2.4. 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.
- 3.2.5. Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- 3.2.6. Reporting to the governing body any significant risks, which cannot be rectified within the school's budget.
- 3.2.7. Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- 3.2.8. 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 the health and safety committee to operate in accordance with guidance from the Health and Safety Executive (HSE).
- 3.2.9. Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

3.3. 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 site has been delegated by the Headteacher to an assistant headteacher responsible for curriculum health and safety and the Estates Manager for non-curriculum health and safety. Within departments this task is further delegated to heads of department.

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

4.1. An assistant Headteacher, designated as Educational Visits Coordinator, has delegated responsibility for approving off site visits. The Estates Manager has delegated responsibility for health and safety relating to all buildings, grounds and equipment. Heads of Department have delegated authority for health and safety within their departments. Each person with delegated responsibility will:

- 4.1.1. Apply the school's health and safety policy to their own department or area of work.
- 4.1.2. Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as the Consortium of Local Education Authorities for Provision of Science Services, CLEAPSS, and Association for Physical Education, AfPE etc.)

4.1.3. Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.

4.1.4. Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

4.1.5. Take appropriate action on health, safety and welfare issues referred to them, informing the Director of Finance & Operations of any problems they are unable to resolve within the resources available to them.

4.1.6. Carry out regular inspections of their areas of responsibility and report / record these inspections.

4.1.7. 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.

4.1.8. Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **5. Responsibilities of employees**

5.1. 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.

5.2. All employees have responsibility to:

5.2.1. Take reasonable care for the health and safety of themselves and others in undertaking their work.

5.2.2. Comply with the school's health and safety policy and procedures at all times.

5.2.3. Report all accidents and incidents in line with the reporting procedure.

5.2.4. Cooperate with school management on all matters relating to health and safety.

5.2.5. Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

5.2.6. Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.

5.2.7. Ensure that they only use equipment/machinery that they are trained to use.

5.2.8. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **ARRANGEMENTS**

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these. Information on other risk areas, codes of practice and guidance notes are available in HCC's Education Health and Safety Manual.

Appendix 1 - Risk Assessments

Appendix 2 - Off Site 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

Appendix 12 - Moving and Handling

Appendix 13 - Asbestos

Appendix 14 - Contractors

Appendix 15 - Work at Height

Appendix 16 - Display Screen Equipment

Appendix 17 - Vehicles

Appendix 18 - Lettings

Appendix 19 - Minibuses

Appendix 20 - Stress

Appendix 21 - Legionella

Appendix 22 - Swimming Pool

Appendix 23 - Work Experience

Appendix 24 - Storage of Cylinders

Appendix 25 - Present Post Holders

## **APPENDICES**

### **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 Estate Manager following guidance contained in HCC's [Education Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available to all staff to view and are held within each department. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

#### **Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

#### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by subject teachers using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use (i.e. scheme of work, lesson plan, syllabus, etc.).

The school has a subscription to the Consortium of Local Education Authorities for Provision of Science Services, CLEAPSS and their publications are used as sources of model risk assessment within Art, Science and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>

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

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- ASE, safeguards in the school laboratory, 2006 (11th Edition)  
<http://www.ase.org.uk/> ISBN 978-0-86357-408-5
- Safe Practice in Physical Education, School Sport and Physical Activity 2016 Association of PE 'AfPE' <http://www.afpe.org.uk/>

## **APPENDIX 2 – OFFSITE VISITS**

The school 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 the below listed

<https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

Visit Leader

EVC

Headteacher

HCC's policy for the management of Learning outside the classroom and offsite visits is available here: <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.sshhtml>

The school's Educational Visits Coordinator 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

Evolve is used for the planning and approval of all offsite visits. Relevant risk assessments, participants 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 Coordinator who will check the documentation and planning of the trip and if acceptable approve the visit.

Further guidance for staff arranging off site visits is provided in the Staff Handbook. HCC recommends that the EVC should attend training every 3-5 years.

### **APPENDIX 3 - HEALTH & SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted termly and will be coordinated by the Estates Manager

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the school business manager. Responsibility for following up items detailed in the safety inspection report will rest with the Estates Manager.

The Health and Safety Governor will coordinate an audit of the school's health and safety management systems on an annual basis and report back to both the relevant subcommittee and full governing body meetings.

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

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

### **APPENDIX 4 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in HCC's Education Health and Safety Manual.

The fire risk assessment is located in the Premises office and will be reviewed on an annual basis.

#### **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.

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 Estates Manager.

### **Fire Drills**

- Fire drills will be undertaken termly and results recorded in the fire log book.

### **Fire Fighting**

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

### **Details of service isolation points (i.e. gas, water, electricity)**

- **Water** – isolation valve for the whole site located under inspection cover sited at the front of school beside the Student entrance gate. Manhole keys will be required and held with the Premises Department
- **Electricity** – isolation switch for the whole site located in the Substation adjacent to the Sixth Form quiet study and keys are held in the Premises office. There are also isolation switches located within DB's in electrical cupboards within each main block and stand-alone buildings.

### **Gas**

- Main School within brick enclosure by Vehicle gate
- Swimming Pool & Art Block in Pool meter room
- Kitchen in gas housing outside catering staff entrance

Keys for all of the above held in the Premises Department.

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

The Estates Manager and Heads of Department will keep an inventory of these as appropriate, for consultation.

## **APPENDIX 5- FIRE PREVENTION TESTING OF EMERGENCY EQUIPMENT**

The Estates 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 premises department offices

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur every Tuesday in term time at 7.00am.

Any defects on the system will be reported immediately to the alarm contractor Chubb (tel. no 0844 879 1666)

A fire alarm maintenance contract is in place with Chubb and the system tested 6 monthly by them.

### **FIRE FIGHTING EQUIPMENT**

In-house checks that all firefighting equipment is available for use and operational and for any evidence of tampering are carried out every half term.

Chubb undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Chubb (tel. no. 0844 879 1666)

### **EMERGENCY LIGHTING SYSTEMS**

These systems are tested weekly in conjunction with the fire alarm. An annual full discharge test and certification of the system will be undertaken by Chubb (tel. no. 0844 879 1666)

### **MEANS OF ESCAPE**

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

## **APPENDIX 6 - FIRST AID AND MEDICATION**

In order to meet the First Aid at Work requirements set out by the Health and Safety Executive the school will ensure the following:

- Appointed members of staff will hold a First Aid at Work Level 3 qualification.
- A minimum of 10 members of appropriate staff will hold the Emergency First Aid at Work qualification at all times, ensuring that a minimum of 5 staff are present during normal school hours.

- The school will also facilitate additional training for staff to complete the First Aid for Teachers qualification.

Whilst not compulsory, staff will be invited to attend dependent on:

- Subject
- Location on school site
- Involvement in extracurricular activities and trips

NB: Where staff do not hold a First Aid qualification, risk assessments will stipulate appropriate actions. Staff leading trips should refer to the Offsite Activities Policy for appropriate guidance.

Reference – Please see Health and Safety Executive, First aid at work, The Health and Safety (First-Aid) Regulations 1981, Guidance on needs assessments.

A list of staff qualified in first aid is included in the staff handbook and held in the school office.

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

### **FIRST AID BOX LOCATIONS**

First aid boxes are located at the following points:

- Reception medical room.
- Sports Hall Community Office.
- Swimming pool lobby.
- Technology block office.
- Food technology (ML 101 & ML 201)
- Premises office.
- IT department.
- School minibuses.
- Staff Room Fire Exit.
- Catering Kitchen.

The Welfare Officer will, at least termly, check that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

### **Defibrillator Locations**

- School Reception
- Sports Centre Lobby

### **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 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.

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 (students with IHCP)

The Welfare Assistant 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 Welfare Assistant.

Medication such as insulin is carried by the pupil. All non-emergency medication kept in school is securely stored in the back room of the main school office with access strictly controlled. Under no circumstances will medication be stored in First Aid boxes.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the back room of the main school reception and clearly labelled. The school has chosen to hold emergency Salbutamol inhalers for use by students who have been prescribed a reliever inhaler and for when parental consent for its use has been obtained.

### **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.

The IHCP is developed with the pupil (when appropriate), parent/carer, designated named member of school staff, Specialist nurse and relevant health care services.

These plans will be completed at the beginning of the school year/when the child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Welfare Officer.

All staff are made aware of any relevant health care needs and copies of health care plans are available in a clearly labelled folder in the Welfare Office.

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

### **Spillages**

In the event of a body fluid or blood spillage, the Estates team should be contacted immediately. Appropriate PPE should be worn including gloves and a disposable plastic apron if possible. Specialist spillage kits are available and are stored in the Estates Office. The spillage kit includes: coloured plastic bucket – clearly labelled “Spillage Kit”, kitchen roll or similar paper to place on spillage, plastic bag, apron and gloves and spillage compound.

## **APPENDIX 7 - ACCIDENT REPORTING PROCEDURES**

Accident books are located in the following areas:

- School Reception Medical Room
- P.E Office
- Lettings Office

All incidents/accidents (including near misses) occurring onsite must be reported using the accident book.

- 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.

Will also be reported to the Headteacher and the Health and Safety governor. Parents / carers will be notified immediately of all major injuries.

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

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

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

The Headteacher, or their nominee is responsible for ensuring all RIDDOR reportable incidents are reported

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

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

See the HSE information sheet

'Incident reporting in schools' EDIS1 REV 3

**Any incident notified to the HSE must also be reported to the governing body.**

## **APPENDIX 8 - HEALTH & SAFETY INFORMATION & TRAINING**

The school's health and safety committee meets on a quarterly basis and reports to the governing body. The committee is chaired by the Estates Manager and membership includes governors and representatives from each faculty. The committee's terms of reference are:

- To consider all matters related to the health and Safety of pupils, staff and visitors to the school.
- To review the school's Health and Safety policy and Health and Safety of Pupils on Educational visits policy as agreed with the full Governing Body (as specified below), and to recommend amendments as appropriate.
- To consider and advise to the full Governing Body in respect of: -
  - a) Statistics on accident records, ill health, sickness absence;

- b) Accident investigations and subsequent action;
  - c) Inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
  - d) Risk assessments;
  - e) Health and safety training;
  - f) Emergency procedures; and
  - g) Changes in the workplace affecting the health, safety and welfare of employees
- Membership of the committee will include up to 4 governors, a member of SLT, the Estates Manager, any TU appointed health and safety representatives and one representative from each of the schools faculties.
  - To keep agreed minutes

### **Communication of Information**

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

The Health and Safety Law poster is displayed at the main pupil entrance and in the Sports Centre server area.

HCC's Education Health and Safety Team, Tel: 01992 556478 provides the school with competent health and safety advice.

### **Health and Safety Training**

All employees will be provided with:

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

Any new instructions or restrictions will be communicated to all Staff (in writing) via Staff meetings and highlighted as part of the standard cycle of policy review.

Training records will be kept by the Assistant Headteacher responsible for training (AHT CPD). The AHT (CPD) and Estates Manager 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 Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent in undertaking their duties.

Each member of staff is also responsible for drawing the Headteacher's or their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## **APPENDIX 9 - PERSONAL SAFETY / LONE WORKING**

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

Staff will report any such incidents to the Headteacher. 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 hours when premises staff are on site, normally 7.00am to 7.00pm must obtain permission of their line manager.

Where lone working cannot be avoided staff should:

- Notify the Estates Manager on each and every occasion when lone working will occur;
- Take all appropriate steps to keep themselves safe when working alone.

(Refer to Guidance on Personal Safety for Staff in HCC's [Education Health and Safety Manual](#).)

- Notify a colleague of their whereabouts and the estimated time of return when working off site;
- Ensure they have the means to summon help in an emergency e.g. access to a telephone or mobile telephone;

- Only enter empty premises when it is safe to do so. Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible.
- Ensure they do not put themselves or others at risk.

### **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 Estates Manager and the Lettings Manager are the nominated key holders

### **APPENDIX 10 PREMISES AND WORK EQUIPMENT**

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

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

The Estates Manager is responsible for identifying all plants and equipment and that these items are added to an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

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

### **Planned Maintenance/Inspections**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Premises Office by the Estates Manager. Key areas for compliance are outlined in 'Maintenance and inspection requirements on the the DfE's Good Estate Management for schools

### **Curriculum Areas**

Heads of Department are responsible for identifying all plant and equipment in the asset register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

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

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

### **Curriculum Areas**

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

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Estates Manager.

All portable items of electrical equipment are subject to a visual inspection before use and a list of appropriate equipment i.e. Toasters, Kettles, Extension Leads, Science and Technology equipment are subject to annual (Portable Appliance Testing (PAT)) This inspection and testing will be conducted by a suitably qualified electrician.

The Estates 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.

A fixed electrical installation test (fixed wire test) will be conducted by a suitably qualified electrician on a 5 year cycle [an inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period. Remedial works are carried out by a suitably qualified electrician.

Fixed wire testing within the Swimming Pool Plant Room is undertaken on an annual basis due to the humid environment. Remedial works are carried out by a suitably qualified electrician.

### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the Head of Department PE will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by a suitably qualified contractor.

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

In all other areas the establishment's nominated person responsible for substances hazardous to health is the Estates 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.
- Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site the Estates 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 substances in schools and colleges’: October 2018 Edition.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC

- The members of staff with day to day responsibility for radioactive sources is the Head of Physics and his detailed responsibilities are provided in the Science Department H&S Policy.

## **APPENDIX 12 - LIFTING AND HANDLING**

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

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

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

### **Paediatric Moving and Handling**

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

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

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

Evacuation Chairs are provided at every stairwell and are to be used by First Aiders to safely move injured or unwell students.

## **APPENDIX 13 ASBESTOS**

An asbestos 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 Monday 3rd April 2017.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held by the Estates Manager in the Premises office and will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment (e.g. kilns).

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

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.

(Even stapling/pushing a drawing pin into ACM may result in the release of fibres into the air)

In the event of any damage occurring to materials known or suspected to contain asbestos, this will be reported to one of the school's Asbestos Authorising Officers and the area immediately evacuated and closed/locked off.

The School's Asbestos Authorising Officers are the Estates Manager, the Site Officer and afternoon Caretaker.

These authorising officers shall ensure:

- The asbestos management plan is maintained and that any changes are notified to the LA.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that All work on 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 those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)
- 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 3 metres in height, within ceiling voids where panels/tiles are fixed, floor voids, ducts etc.
- All records pertaining to asbestos are effectively maintained and retained  
(Legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk)
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

## **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 the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Estates Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. Where the school undertakes projects the governing body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Estates Manager who will ensure, where applicable, all statutory approvals such as planning permission and building regulations have been sought. This would include whether CDM regulations will apply.

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

### **School Managed Projects**

The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and 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. In addition, two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the school's behalf.

The Construction (Design and Management) Regulations 2015 (CDM) were changed and now require Schools/Governing Body to ensure compliance with the revised regulations. HSE have revised the CDM regulations to ensure that no-one is harmed during any construction work and that your buildings are safe to use and maintain. There are strict compliance requirements that will be required to be undertaken at varying stages of a building project of any financial value, any planned maintenance works. To ensure compliance with these regulations the Governing Body are required to sign an understanding document at the beginning of each year and every year to follow as of September 2016. A copy of the compliance form can be downloaded from:

<http://www.hertfordshire.gov.uk/services/edlearn/getinvolved/governors/faq/cdm/>

## **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 such 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 step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

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

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

Basic instruction is provided to all staff that use ladders/stepladders:

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

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, Art etc.

The Estates Manager is the school's nominated person responsible for work at height.

The nominated person 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 and all equipment is inspected and maintained on an annual basis; with any defective equipment taken out of use until repaired / replaced
- Any risks from fragile surfaces are adequately controlled;

Students may only use steps and ladders under the supervision of a suitably qualified adult.

## **APPENDIX 16 DISPLAY SCREEN EQUIPMENT (DSE)**

All staff are required to fill in a DSE questionnaire to establish whether they require a DSE assessment.

Staff identified as DSE users will attend specific training facilitated by the school's

Estates Manager and will be given a copy of the school's DSE policy, their individual workstations will then be assessed by the Estates Manager and System Services Manager.

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

Advice on the use of DSE is available in HCC's [Education Health and Safety Manual](#)

## **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 / guardians when bringing children to school or collecting them.

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

The Vehicle access is for vehicles only, Pedestrians should use the Visitors Gate (Entry via intercom).

A risk assessment is in place for pedestrian / vehicle segregation

The following rules apply for the management of traffic on site:

- 5 mph limit on site
- School vehicle gate is opened no earlier than 15:30 to allow safe egress of students and staff.
- There is a car free zone on site.
- Students are not allowed to park on site.
- Vehicle owners should park their cars respectfully avoiding yellow hatchings, pupil crossings and grassed areas, any vehicle parked irresponsibly will be subject to a prohibition notice.
- Drivers should use the one way system and park in marked spaces at all times.
- Vehicles found to be parked irresponsibly will be recorded and a sticker will be applied to the driver's side window.

## **APPENDIX 18 LETTINGS/SHARED USE OF PREMISES**

Lettings are managed by the Lettings Manager under the direction of the Estates Manager.

The Lettings and charging policy detailing any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting testing schedules is available upon request.

In the event of a fire alarm:

Hirers of school facilities are responsible for the provision of First Aid, safe evacuation and registering of their clients.

A Public Entertainment Licence, if required, is obtained by the Lettings Manager for school events. Hirers are responsible for obtaining the relevant licence for external events.

In particular a licence may be required by:

- Anyone that provides any entertainment between 11PM and 8AM;
- Anyone that provides amplified live or recorded music to an audience of more than 500 people;
- Anyone that provides recorded music to an audience on premises not licensed for the sale or supply of alcohol;
- Anyone that puts on a performance of a play or a dance to an audience of more than 500 people, or an indoor sporting event to more than 1,000 spectators
- Anyone that puts on boxing or wrestling
- Anyone that screens a film to an audience

Dogs are not allowed on site (with the exception of Guide Dogs) and drivers use the car parking facilities at their own risk, Rickmansworth School will not be held responsible for theft from or damage to any vehicles on the school site.

The use of drones or any other radio controlled vehicle or craft is prohibited

The school operates a No Smoking Policy and this includes the use of E Cigarettes and similar devices. .

## **APPENDIX 19 MINIBUSES**

The Estates Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence using the Licence checking service on the DVLA website.

Driving Licences must be kept up to date including personal details and this is the responsibility of the licence holder.

New drivers are required to undertake a familiarity drive with the Estates Manager before driving any of the school's vehicles.

All minibus drivers should hold a valid D1 driving licence unless driving a Peugeot Boxer Lite which due to its weight, does not require D1 entitlement.

All drivers must be over 21 and hold a full category B (car) licence, non-employees must have held this for at least 2 years.

The Estates Manager is responsible for ensuring all vehicles are insured and have been serviced and have a valid MOT.

Minibus drivers are responsible for ensuring the vehicles have sufficient fuel for their journeys and fuel cards are provided within the vehicle pack.

In the event of an accident or damage to the vehicle, the driver must report to the Estates Manager at their earliest convenience.

Vehicles are limited to 62 mph and drivers are reminded to drive safely at all times.

Authorised minibus drivers are responsible for undertaking regular checks on the vehicles using the record books provided.

## **APPENDIX 20 STRESS AND WELLBEING**

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE standards.

The school is engaged in the development of staff wellbeing programme and the wellbeing co-ordinator is the Headteacher.

## **APPENDIX 21 LEGIONELLA**

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

A Legionella risk assessment of the school has been completed by Kingfisher Environmental Services Ltd and the Estates 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. The Estates Manager is responsible for ensuring basic operational controls are undertaken and recorded in lieu of a water risk assessment being conducted.

Hertfordshire Environmental complete the following tasks on a periodic basis:

- Flushing of calorifiers and pressure vessels on a yearly basis

The school's Site Officer Tests and records:

- Temperatures of hot and cold services on a monthly basis
- Temperatures (Top and bottom) of calorifiers on monthly basis
- Descaling of showers head and outlets on a quarterly basis

The schools Legionella Officers are responsible for ensuring that seldom used outlets are flushed on a weekly basis and recorded.

## **APPENDIX 22 SWIMMING POOL**

The Headteacher will ensure that the pool is managed in accordance with the HCC's guidance [Safe Practice in School Swimming](#).

Standard Operating procedures (PSOP) are available from the Premises Office and are available at the pool to all groups hiring the facility.

Lettings agreements are managed by the Lettings Manager in conjunction with the Director of Finance & Operations. The Lettings Manager will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the PSOP

To be read in conjunction with the Lettings Policy

Pool Plant operations and water testing is undertaken in the main by the school's Site Officer supported by the Estates Manager who hold the IOS National Pool Plant Operators Certificate. They will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The Estates Manager will ensure that bacterial testing is carried out and where necessary, carry out any remedial actions.

The Lettings Manager and Lettings Officer's hold an IOS National Pool Plant Operators qualification to enable the safe operation of the school pool out of normal school hours.

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

The Estates Manager, will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming session

### **Curricular Swimming**

The Head of P.E will ensure all staff expected to deliver swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AFPE guidance.

The Head of P.E will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming lessons.

#### Local Community Use of the Swimming Pool

#### Primary School use of Rickmansworth School Swimming Pool

These will be planned as an offsite visit in line with the visiting school's policy. The visiting Primary School will obtain a copy of Rickmansworth School's Swimming PSOP which identifies the safe use and safety arrangements for the pool.

In addition Rickmansworth School will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil/Swimming teacher ratios;
- Rescue/Lifeguard provision provided;
- Risk Assessment;

The Primary School is responsible for signing in and out at the Swimming Pool using the sign in book provided

### **APPENDIX 23 WORK RELATED LEARNING**

The school has a separate Careers and Work Related Policy which is regularly reviewed and updated. The Careers Work Related Learning & Enterprise Coordinator is responsible for managing and coordinating work related learning within the school following guidance contained in HCC's Education Health and Safety Manual.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- 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). The Careers Work Related Learning & Enterprise Coordinator will assess the suitability of the placement and provide all relevant supporting documentation, including separate insurance where necessary. 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.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

## **APPENDIX 24 – STORAGE OF CYLINDERS**

### **LPG**

Cylinders are stored following the current Liquid Petroleum Gas Association Code of Practice 7 document.

The cylinder is stored on the top floor of the Science Block within a secure area at room temperature.

The valve is checked every term.

### **COMPRESSED GAS CYLINDERS**

Compressed cylinders are stored following the British Compressed Gas Association guidance note GN2, 'Guidance for the storage of Gas Cylinders in the workplace' Compressed gas cylinders are stored on the second floor of the Science Blocks behind three fire doors, compressed gas cylinders are the property of BOC and are stored upright in a well ventilated and covered area.

Full and Empty cylinders are stored separately and the stock is rotated so that the oldest cylinders are used first.

Cylinders are segregated by the properties of the gas (flammable, inert, oxidant etc.) ensuring appropriate signage is displayed.

**APPENDIX 25 PRESENT POST HOLDERS**

<b>POST</b>	<b>POST HOLDER</b>
<b>HEADTEACHER</b>	MATT FLETCHER
<b>DIRECTOR OF FINANCE AND OPERATIONS</b>	EMMA GRITTEN
<b>ASSISTANT HEADTEACHER (EVC)</b>	RICHARD TITLEY
<b>DEPUTY HEADTEACHER (CPD)</b>	VERITY CARTLEDGE
<b>ESTATES MANAGER</b>	BEN HAWKINS
<b>LETTINGS MANAGER</b>	DEAN BRITTON
<b>SITE OFFICER</b>	JEREMY AVIS
<b>WELFARE OFFICER</b>	EMMA HICKEY
<b>LEGIONELLA OFFICERS</b>	BEN HAWKINS, JEREMY AVIS
<b>ASBESTOS AUTHORISING OFFICERS</b>	BEN HAWKINS, JEREMY AVIS, ADRIAN DORRIAN
<b>HEALTH AND SAFETY GOVERNOR</b>	NEESHAT HUSSEIN