

Barnwell School

Health and Safety Policy



Adopted by the Governing Body – March 2010

Reviewed – September 2018

To be reviewed – September 2019

HEALTH AND SAFETY POLICY

Barnwell School

PART 1. STATEMENT OF INTENT

The Governing Body of Barnwell 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 establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is displayed on the health and safety notice boards and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis. Every two years is the maximum period for review.

This policy statement supplements Hertfordshire County Council's (HCC) Health and Safety Policy.

Jo Lawson
Chair of Governors

Tony Fitzpatrick
Headteacher

Date:

Date:

PART 2. ORGANISATION

As the employer, the Governing Body has overall responsibility for Health and Safety in Foundation Schools.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

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

The school's health and safety governor is Richard Parnham.

The Governing body will receive regular reports from 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. The Governing Body as the employer provides access to competent Health and Safety advice via The Education Health and Safety Team, Tel: 01992 556478. healthandsafety@hertfordshire.gov.uk

Responsibilities of the Governing Body also include the following:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the Local Authority any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety

within the establishment;

- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of HCC policy and procedures.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in accordance with the Local Authorities health and safety policy and procedures/Governing Body's Health and Safety policy and procedures rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

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 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 HCC 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. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other staff holding posts of special responsibility

The task of overseeing health and safety has been delegated by the Headteacher to a designated member of SLT with responsibility for health and safety (hereafter referred to as the Business Manager). This task is further delegated to Heads of Faculty and Lead Teachers in relation to the curriculum areas and to the Site Manager who will be responsible for the premises.

- 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 School Business Manager 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. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.

- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Barnwell School has arrangements with two external organisations which occupy designated areas of the Upper School Campus on a day to day basis. These organisations are Stevenage Sporting Futures, (who are based in the Leisure Centre) and Solveway Ltd, (based in one of the Mobiles). Both organisations have been made aware of the Schools Health and Safety policy.

The school also regularly hires out its facilities to local community groups. All hirers of Barnwell facilities are provided with an electronic copy of the Health and Safety policy. All new hirers are inducted in the process of fire evacuation and the Schools health and safety arrangements.

PART 3. ARRANGEMENTS

Detailed information on HCC expectations is given in the [Education Health and Safety Manual](#).

- 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 - 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 - Manual Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming
- Appendix 23 - Work Related Learning

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 School Business Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Health and Safety folder on the shared drive. 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 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 the relevant Head of Faculty or Lead Teacher using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use (scheme of work / lesson plan / syllabus etc.).

In the PE department, in addition to the swimming qualifications stated in Appendix 22, the following members of staff have a level 1 trampoline teaching qualification; Martyn Patching, Jo Elliott, Jo Carter, Hannah Cozens, Steven Booth and Jackie Johnson. Only staff who have this qualification are able to teach this activity. PE staff will receive additional training, as and if required, to meet health and safety requirements for any current or new activities offered by this department.

Barnwell School subscribes to CLEAPSS, and their publications¹ are used in Science, Art and Design Technology

In addition the following publications are used 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), ASE 2006
<http://www.ase.org.uk/> ISBN 978-0-86357-408-5]

National Society for Education in Art & Design (NSEAD)

¹ CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>
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<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>

OFFSITE VISITS

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

Hertfordshire County Council'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. [Evolve will be 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 Co-ordinator (Emma Anderson) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Business Manager.

All staff who are intending to run trips and off site visits will be required to attend a briefing meeting on trip organisation run by the school's Educational visits co-ordinator. Those staff will receive a certificate of attendance for that training and that will be a pre-requisite for organising trips and visits at Barnwell School.

HEALTH AND SAFETY MONITORING AND INSPECTION
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A general inspection of the site will be conducted termly and be undertaken by the Business Manager/Site Manager.

Monitoring inspections of individual Faculties and departments will be carried out by Faculty Leaders or Lead Teachers.

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

A named governor (Richard Parnham) will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

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

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

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and the Schools Emergency Response Plan, and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This process is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by the Site Manager and updated to the LA via Solero.

Fire Drills

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

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and basic instruction in its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity)

Service	Location of isolation point details – Upper School	Location of isolation point details – Middle School
Water	Main Kitchen	Compound at the far end of G Block
Electricity	Switch room within the main boiler house	Behind the Headteachers Office
Gas	Main boiler house	Compound at the far end of G Block

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager and the Head of Faculty for Science as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the site office on each campus.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday's at 16.30

Any defects on the system will be reported immediately to the alarm contractor, Clymac.

A fire alarm maintenance contracts is in place with Clymac on both Campuses, and the system tested annually.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are carried out by the Site team to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

The Site Manager arranges for an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by IWL.

MEANS OF ESCAPE

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

INSPECTION LOGS

There are separate fire and emergency lighting logs for both sites. Details of checks and maintenance are kept in these logs which are available through the Site Manager.

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

Name	Campus	Extension	Date of Training
Julie Allingham	Middle	135	March 2018
Emma Anderson	Middle	112	May 2018
Rebecca Latta	Middle	133	January 2017
Dawn Headington	Upper	225	November 2017
Rob Cozens	Upper	262	January 2017
Barry Hull	Upper	243	August 2017

TRAINED TO EMERGENCY FIRST AID LEVEL (6 hr):

Name		Campus	Extension	Date of Training
Sue	Clarkson	Both	137/212	January 2017
Martyn	Patching	Middle	113	January 2017
Jamie	Mendelsohn	Middle	129	January 2017
Sarah	Ward	Middle	124	January 2017
Tony	Howard	Both	137/212	October 2016
Kat	Hull	Middle	163	January 2017
Holly	Bolter	Middle	188	October 2015
Emma	Harbottle-Day	Middle	153	October 2015
Claire	Coombes	Upper	202	June 2016
Juliette	Stephens	Upper	219	June 2016
Paul	Smith	Both	281	January 2017
Steve	Johnson	Both	137/212	October 2016
Steve	Clarkson	Both	137/212	January 2017
Matt	Groom	Upper	212	October 2016
Jo	Elliot	Upper	208	January 2017
Jo	Carter	Upper	208	February 2018
Harriet	Field	Middle	111	November 2017
Tim	Noakes	Upper	254	October 2015
Jodie	Hudson	Middle	103	February 2018
Andrew	Launey	Upper	277	January 2017
Tracey	Hayley	Upper	219	June 2018
Kerrie	Saggers	Middle	102	June 2018
Alex	Pettit	Upper	201	January 2017

First aid trained staff have also received training in the use of AEDs (Automated External Defibrillators).

First aid qualifications remain valid for 3 years, after which a refresher course is required before re-certification. Although not mandatory, an annual refresher may also be offered to first aid trained staff. This will be considered for staff on a case by case basis. The School Business Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Reception and First Aid rooms on both campuses
- Site offices
- Minibuses
- Science Department
- Design and Technology Department
- PE Department
- Food Technology
- Kitchen

AUDs (Automated External Defibrillators) are located in reception on each Campus, and in the Barnwell Community leisure Centre.

The main First Aiders on each campus, (Julie Allingham, Emma Anderson and Rebecca Latta on Middle, and Barry Hull, Hannah Cozens and Rob Cozens on Upper), are responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. The Driver/Site Assistant will check that any vehicles are properly equipped with first aid boxes before they are used.

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

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

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

The nearest hospital is Lister Hospital, Tel: 01438 314333

The school nurse is Tracy Lingley, Southgate Health Centre, Tel: 01438 781404

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 or carer's written consent except in exceptional circumstances.

The main First Aider on each Campus 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 main First Aider on each campus.

All non-emergency medication kept in school are securely stored in reception on each campus, with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the first aid room on each campus and clearly labelled. The School also holds an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom 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 on-going medical conditions such as diabetes, epilepsy, Anaphylaxis, etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Julie Allingham.

All staff are made aware of any relevant health care needs and copies of health care plans are available electronically on the school's staff user area. Staff are updated about changes to student's medical needs through the school bulletin or at staff briefings with due regard to the potential sensitivity of this information.

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

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

A local accident book is held in Reception on each campus, and is used to record all minor incidents to non-employees. More significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

All major incidents will be reported to the headteacher and the Governing Body. 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 Business Manager will ensure that accidents are investigated and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 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).

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Learning Environment and Safety Committee meets half termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff are:

Matt Lund – NASUWT

Sharon Bowles – NUT

Communication of Information

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

The Health and Safety Law poster is displayed in the staff area on each Campus.

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:

- 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 via the staff bulletin and highlighted as part of the standard cycle of policy review.

Training records are held by the Site Manager, or nominated staff responsible for co-ordinating health and safety training needs in their areas, and for including details in the training and development plan. This includes a system for ensuring that refresher training, (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

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

Wherever possible, 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. Staff must ensure they do not put themselves or others at risk. (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)). Staff must also ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.

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

Staff working outside of normal school hours must obtain permission of Headteacher's/senior member of staff's and notify him/her on each occasion when lone working will occur. Staff should also notify Site Staff if working outside of normal working hours.

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.

When working off site (e.g. when visiting homes) staff should notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits should obtain as much background information as possible about the child/family being visited]

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Arena Security provide a key holder service to respond to alarm call outs

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Manager. The Site Manager will arrange remedial work to equipment where identified by inspections.

The Site Manager is responsible for identifying all plant and equipment in an equipment 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 held by the Site Manager.

All staff are required to report to the Site Manager 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.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Manager. (Key areas for compliance are outlined on the [Grid](#)).

Curriculum Areas

Faculty Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. The Site Manager will be responsible for arranging inspections and notifying the Faculty Leaders where the need for repair work has been identified.

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 Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle, (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by HCC recognised contractors, and overseen by the Site Manager. The Site Manager is responsible for implementing any rectification work identified through these inspections.

The Site 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 on a 5 year cycle.

The latest tests were carried out by IWL in 2014 on the Upper Campus and in 2016 on the Middle School Campus.

External play equipment

PE equipment is subject to an annual inspection. Currently Universal Services Ltd.

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular science and DT) Heads of Faculty 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 the Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled. (There will be 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 Site 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 radiatons and Radioactive sources in schools' 2013 Edition.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Matt Lund (Science). Detailed responsibilities are provided in the Science Department H&S Policy. They are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted in 2017.

The school's asbestos log (including school plans, asbestos survey data and a site specific management plan) is held in the Site Office on each campus and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

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

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. drill or affix 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 Paul Smith, Steve Johnson and Steve Clarkson. Refresher training is provided 3 yearly.

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

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

The asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded. (There is a legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission

to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

CONTRACTORS

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.

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

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

Site staff on each Campus are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)² applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Business Manager/Site Manager, who will ensure that 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 <http://www.thegrid.org.uk/info/premises/property.shtml>

If considering the appointment of contractors outside of Hertfordshire frameworks the Business Manager will undertake appropriate competency checks prior to engaging a contractor.

² Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

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.

HCC managed projects

Where Hertfordshire County Council undertakes projects HCC is considered the client. Barnwell School will ensure that there is regular liaison with HCC contract management and the contractor to ensure Health and Safety is complied with, and to consider potential disruption and impact on staff and students, such as noise, access, security and evacuation.

Contractors will be made aware of protocols for working in the school, paying particular attention to site access and deliveries. On no account will contractors arrange deliveries between 7.45 and 8.45, 10.30 and 11.00, 12.30 and 13.30, or 14.45 and 15.30.

School staff will be expected to comply with contractor requirements regarding access to areas where contractors are working, including the wearing of personal protective equipment.

In all instances the commissioning officer will ensure that contractors are aware of the need to comply with all Health and Safety requirements, including the erection of appropriate safety fencing and signage.

Contractors working on site will be made aware of the School's Health and Safety Policy and Code of Conduct. Contractors working on site on a regular basis are also required to provide their organisation safeguarding policy and provide details of their staff DBS clearances.

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 light-weight and rarely-used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/stepladders <http://www.hse.gov.uk/pubns/indg455.htm>

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

The establishments nominated persons responsible for working at height are Paul Smith and Steve Clarkson.

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 and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

MANUAL HANDLING

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

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

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

Paediatric Moving and Handling

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

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

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

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out by their line 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 the [Education Health and Safety Manual](#)

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.

Staff and visitors must use directed routes only. This means they must not exit the car park through the entrance gate on the Upper Campus, or via the 'No Entrance' outside the Library on the Middle Campus.

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

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Sixth form students are permitted to park on the Upper Campus only. Students will be required to follow the 6th form driving policy before being allowed to park in the School grounds.

Contractors on site are instructed that deliveries can only be arranged during the following times:

- 06.30 to 07.45
- 08.45 to 10.30
- 11.00 to 12.30
- 13.30 to 14.45
- After 15.30

Vehicles are to be escorted by the contractor when on the school premises.

LETTINGS / SHARED USE OF PREMISES
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Lettings are managed following County council guidance.

Arrangements for lettings are set out in Barnwell School's Lettings Policy, <file:///P:/Staff%20Drive/Whole%20School/School%20Policies/Lettings%20Policy%20Reviewed%20Jan%202018.pdf>

MINIBUSES

The Site 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. via the [DVLA](#)³

On an annual basis individual staff will be required obtain a check code from the [DVLA](#) and provide this to Sue Clarkson in order for the school to see what vehicles they can drive and any penalty points or disqualifications on their licence.

All minibus drivers are required to notify the Site Manager immediately if they incur any motoring convictions and/or receive penalty points on their driving licence.

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) Issued by the HCC Road Safety Unit.

The Site Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows [County Guidance](#).

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

<p>STRESS / WELLBEING</p>

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 through risk assessment, in line with the HSE and HCC's management standards.

The school participates in the wellbeing programme and the schools wellbeing co-ordinator is the HR Manager.

The Employee Assistance Programme is in place to support all staff.

LEGIONELLA

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

A water risk assessment of the school sites has been completed. The Site Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system.

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis [insert contractors name]

Barnwell water is obtained directly through the mains and water tanks are not used.

SCHOOL SWIMMING

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

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

Pool plant operations and water testing is carried out by Site staff who hold ISRM National Pool Carers Certificate, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). Hertfordshire County Council will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

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

Staff qualifications and competencies

Jo Elliot has the National Rescue Award for Swimming teachers and Coaches which requires renewal every 2 years

Jo Carter is a fully qualified ASA 2 swimming instructor, has a life guard award, and majored in swimming at University.

Martyn Patching has level 1 ASA award and pool medallion.

All awards will be continually reviewed with courses and refresher courses monitored by the Learning Leader, Jo Elliot.

Jo Elliot will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

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

WORK RELATED LEARNING

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme, e.g. work experience or other work related learning, enterprise activities, study visits etc, the school retains a duty of care for all students undertaking such activities. The Head of Post 16, Jackie Johnson, is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by a competent person(s)⁴ / supplier(s). Jackie Johnson will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

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