

Barnwell School

Health and Safety

Policy



Adopted by the Governing Body – March 2010

Reviewed – September 2021

To be reviewed – September 2022

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

Date: 30/09/21

Tony Fitzpatrick
Headteacher

Date: 30/09/21

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

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

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

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

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

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

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for the school. The school buys into support from HCC'S H&S team.

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 Board 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 and Governing Board 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 has delegated certain tasks to other members of staff, namely the School Business Manager, and Heads of Faculty. 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 three 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); Solveway Ltd, (based in two modular classroom buildings), and the Hertfordshire NHS Mental Health Support Team, (also based in a modular building). All organisations have been made aware of the Schools Health and Safety policy, along with other relevant policies relating to their conduct on site.

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

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	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

Addendum –
Covid 19 Risks

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 School Business Manager following guidance contained in the [Hertfordshire Grid](#) 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 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 publications are used as sources of model risk assessment within Science, Art 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 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

APPENDIX 2

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <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.shtml>

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-ordinators (Emma Anderson and Martyn Patching) 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 coordinator. 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.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

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 to assist the monitoring process can be found on the [Grid](#).

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

APPENDIX 4

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 '[Fire safety risk assessment; Educational premises](#)' and the [Grid](#)

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 Marshalls

- Designated staff have been assigned the following roles in the event of a fire evacuation:

Middle Campus		Upper Campus	
Front Gate	Martyn Patching (Radio) Receptionist x 1 Sarah Phillips	Front Gate	Receptionist x 1 Barry Hull Alex Pettit
Student Gates	Martyn Patching (Radio) Receptionist x 1 Sarah Phillips	Basketball Gates	Barry Hull Receptionist x 1 Alex Pettit
Tennis Court Gates	Hollie Bolter to check gates are open	Tennis Court Gates	NA (BH to check gates are open)
Playground	Cary Francis	Quad	Jenny Evans
G Block	Dave Smith	B Block	Helen Prichard
Tennis Courts	Leanne Cowling Sara Ward Sam Goodman Kat Hull Rebecca Latta (Radio)	Tennis Courts	Jackie Johnson Kyri Neocleous Wendy Lewis Kim Collier
Accompanying Site	Andy Reavell (Radio)	Accompanying Site	Paul Murray
	If Andy is on Upper, Rebecca Latta		

Attendance Registers	Hollie Bolter	Attendance Registers	Dawn Headington
Signing in/out Registers	Reception Staff	Signing in/out Registers	Reception Staff
First Aid	Julie Allingham	First Aid	Barry Hull/Dawn Headington/Rob Cozens

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.

APPENDIX 5

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.

APPENDIX 6

FIRST AID AND MEDICATION

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

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

Name	Campus	Extension	Date of Training
Julie Allingham	Middle	135	May 2021
Emma Anderson	Middle	112/249	May 2021
Jodie Hudson	Middle	102	November 2019

Dawn Headington	Upper	262	November 2020
Rob Cozens	Upper	185	November 2020
Barry Hull	Upper	243	August 2020

TRAINED TO EMERGENCY FIRST AID LEVEL (6 hr):

Name		Campus	Extension	Date of Training
Holly	Bolter	Middle	188	June 2019
Jo	Carter	Upper	208	June 2021
Steve	Clarkson	Both	147/212	June 2020
Sue	Clarkson	Both	147/212	March 2020
Kim	Collier	Upper	271	June 2020
Claire	Coombes	Upper	202	October 2019
Jo	Elliot	Upper	208	March 2020
Harriet	Field	Middle	111	Training booked
Russell	Franklin	Middle	111	June 2020

Sam	Goodman	Middle	111	June 2021
Emma	Harbottle-Day	Middle	153	November 2019
Tony	Howard	Both	147/212	January 2020
Kat	Hull	Middle	112	June 2020
Martina	Jeffcoate	Middle	103	October 2018 Training booked
Steve	Johnson	Both	147/212	November 2019
Sarah	Jones	Middle	190	June 2020
Jamie	Mendelsohn	Middle	129	June 2020
Kyri	Neocleous	Upper	275	September 2019
Lauren	Oliver	Middle	101	October 2019
Martyn	Patching	Middle	113	March 2020
Matt	Roberts	Both	107/205	June 2020
Dave	Smith	Middle	122	June 2020
Paul	Smith	Both	281	June 2020
Juliette	Stephens	Upper	219	October 2019
Jocelyn	Taylor	Upper	202	October 2018 Training booked
Maria	Townsend	Upper	250	June 2020

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

AEDs (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 Jodie Hudson on Middle, and Barry Hull, Rob Cozens and Dawn Headington 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.

Individual Health Care Plans (IHCP)

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

IHCPs are in place for those pupils with significant medical needs, e.g. chronic or on-going medical conditions such as diabetes, epilepsy, Anaphylaxis, etc.

The IHCP is developed with the pupil (where appropriate), parent/carers, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Julie Allingham of Hayley Olcay

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.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses. Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

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

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

Accidents will be monitored for trends and a report made to the Governing Board, 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)

The Headteacher 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 Education Health and Safety Team.

APPENDIX 8

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:

Tim Noakes – NASUWT

Sharon Bowles – NUT

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given via the [H&S pages of 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 the School.

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 coordinating 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.

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

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

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager 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 or cordoned off while awaiting repair.

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

Equipment restricted to those users who are authorised / have received specific training is recorded and held by the site manager or relevant Head of Faculty.

Planned Maintenance / Inspections

Regular inspection and testing of school equipment are conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Manager. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#)). 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.

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, (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by qualified 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 of the site manager 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 2019 on the Upper Campus and in 2021 on the Middle School Campus.

PE equipment

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

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular science and DT) Heads of 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 substances are appropriately and securely stored out of the reach of children.
- all substances 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.

PPE

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

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 radiations and Radioactive substances in schools and colleges’](#) November 2019 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.

APPENDIX 12

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC’s asbestos policy](#). The school’s most recent asbestos management survey was conducted by HCC in 2017, however since that date a significant portion of asbestos has been removed. This has been reported to HCC and recorded in the asbestos log.

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). This directive is repeated in the staff handbook.

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
- 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.

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 in on the InVentry visitors' system and wear an identification badge. Contractors will be issued with guidance on emergency procedures, local management arrangements, local risks and vehicle movement restrictions. Contractors will also be made aware of Barnwell's policy for code of conduct on site.

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](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct, the governing board are considered the

'client' and therefore have additional statutory obligations.

Such projects are managed by the Business Manager/Site Manager, who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

¹ 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.

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

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

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 unless this has been agreed in advance, and appropriate safety measures put in place.

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 individual's 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 with any defective equipment taken out of use until repaired or replaced; and
- any risks from fragile surfaces are properly controlled.

LIFTING AND HANDLING

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

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

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to Paul Smith, Site manager, 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.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work, (*significant is taken to be continuous / near continuous spells of an hour or more at a time*), 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 via the [Grid](#)

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

APPENDIX 18

Lettings are managed by Barnwell School Lettings manager under the direction of the School Business Manager. They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. ([COVID-19 supplementary conditions of hire](#) available for school to adapt on the Grid)

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the School reserves the right to impose restrictions in order to ensure health and safety.

APPENDIX 19

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](#)²

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.

² 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.

The Site Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses following advice in [Minibuses in Hertfordshire | Hertfordshire County Council](#)

APPENDIX 20

STRESS / WELLBEING

The school and governing board 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 and HCC's management standards.

The school participates in the wellbeing programme and the school's wellbeing coordinator is the HR Manager. The Employee Assistance Programme is in place to support all staff.

APPENDIX 21

LEGIONELLA

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

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

SCHOOL SWIMMING

An outdoor swimming pool is located on the Barnwell Upper Campus. The pool is not currently in operation.

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 lifeguard 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.

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.

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise Youth Connections to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)³
- 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 / school employer at the earliest possible opportunity.

³ 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. 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.

Addendum to H&S policy COVID-19 Arrangements

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

The Headteacher will:

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

Ensure that the school has an outbreak management plan outlining additional measures that may be required in the event of an outbreak in the school.

All staff will:

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Headteacher.

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Ensure good hygiene procedures are in place and in line with national guidance.
- Maintain appropriate cleaning regimes ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.
- Keep occupied spaces well ventilated.
- Follow public health advice on self-isolation and managing confirmed cases.
- Promote asymptomatic testing.

Relevant Health and Safety information and the school plans for management of COVID19 risks has been communicated to all staff and the wider school community.