



Health and Safety Policy

September 2016

The Governors' and Staff of Cherry Tree Primary School 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. We are committed to providing a healthy and safe environment and will safeguard, as far as it is reasonably practical to do so, the health and safety and welfare of all users of the school and its grounds including visitors.

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

This policy will be brought to the attention of, and/or issued to, all members of staff as part of the staff handbook and is available from the school server in the policies folder.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Andrew Chappell

Andrew Chappell - Chair of Governors
22nd September 2016

Jessie Bruce

Jessie Bruce - Headteacher
26th September 2016

PART 2 - ORGANISATION

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

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 and 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 John Houston.

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992

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556478 provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher (Jessie Bruce)

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections 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.

The Headteacher has overall responsibility for health and safety. The task of overseeing the day to day health and safety on the site has been delegated by the Headteacher to the Site Manager.

Responsibilities of other staff holding posts of special responsibility

The Site Manager (Steve Brewer) will:

- Apply the school's health and safety policy to their own 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 head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report/record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.

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- 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.

PART 3 - ARRANGEMENTS

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

Appendix 1 - Risk Assessments

Appendix 2 - Offsite visits

Appendix 3 - Health and Safety Monitoring and Inspections

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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 Headteacher following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher (Jessie Bruce) or Deputy Head (Gillian Jackson).

Risk assessments are available for all staff to view and are held centrally on the professional drive of the server in a folder named 'risk assessments'. These assessments will be reviewed on a regular basis or when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Headteacher. Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by subject leaders of class teachers using the Evolve on line system.

APPENDIX 2 - OFFSITE VISITS

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

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

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(s) who is the Headteacher (Jessie Bruce). She will check the documentation and planning of the trip, change if necessary and approve it.

APPENDIX 3 - HEALTH AND SAFETY MONITORING AND INSPECTION

Health & Safety inspections are performed by the Headteacher (Jessie Bruce) or Deputy Head (Gillian Jackson) and Site Manger (Steve Brewer) at least once every term. They are documented in the Headteacher's Meetings Book; a copy is given to the Site Manager (Steve Brewer) and the Health and Safety Governor (John Houston).

The Headteacher's report to governors will identify areas of non-compliance to procedures and the Health and Safety policy and opportunities for improvement of practice. It will also indicate the corrective action to be taken, timescales for completion and who is responsible for ensuring the action is implemented.

The Headteacher is responsible for following any advice given by a LA Health and Safety Officer during an inspection or audit.

APPENDIX 4 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in 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 a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors/visitors.

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

Emergency contact and key holder details are maintained by the Office Manager (Anne Osborne) and updated to the LA via Solero.

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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. Only the Site Manager (Steve Brewer) and the Headteacher (Jessie Bruce) or Deputy Head (Gillian Jackson) in their absence may attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

The **service isolation points** (i.e. gas, water, electricity) are in brick cupboards located on the border of the school site next to the allotment.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager (Steve Brewer).

APPENDIX 5 - INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager (Steve Brewer) 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 school office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on a Tuesday morning before school. Any defects on the system will be reported immediately to the alarm contractor/electrical engineer; details are kept in the school office.

A fire alarm maintenance contract is in place and the system tested annually by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering. The contractor undertakes 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 contractor by 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 the contractor.

MEANS OF ESCAPE

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

APPENDIX 6 - FIRST AID AND MEDICATION

The school has assessed the need for first aid provision. Most of the staff are trained to work at emergency aid level (6 hours). The Headteacher and most of the EYFS staff are trained to EYFS standard (Paediatric First Aid 12 hours).

First aid qualifications remain valid for 3 years. The school office keeps a register of those trained and updates it as necessary and alerts them when their refresher training is due.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- In the medical room next to the school office.
- In the technology room.

The Office Manager (Anne Osborne) is responsible for ensuring regularly checking (termly) that the contents of first aid boxes and travel kits are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils. If parents/carers are unable to arrive in time to accompany the casualty (if pupil) then the Headteacher (Jessie Bruce) or Deputy Head (Gillian Jackson) will go with them and will stay with them until the parent/carer arrives at hospital. If the casualty is an adult an appropriate member of staff will accompany them in the ambulance to hospital.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct - call 111) and, in the case of pupil with the parents/carers.

The school nurse can also be asked for non-emergency advice. Her name and contact details are available from the school office.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["Managing Medicines in Schools and Early Years Settings"](#). Please refer to the 'Medicine and Supporting Pupils at School with Medical Conditions Policy' which is save on the professional server in Policies folder.

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

The Office Manager (Anne Osborne) is responsible for ensuring medication are dealt with under the 'Medicine and Supporting Pupils at School with Medical Conditions Policy' and checking all relevant information has been provided by parents/carers prior to administering. They will keep a record of all administrations.

All medication kept in school is stored in the medical cabinets in each building or in the fridge in the office.

Children need to have immediate access to some emergency medications i.e. asthma inhalers, epi-pen etc. Inhalers are kept in the child's classroom in a red bag clearly marked 'Inhalers'. Epi-pens are kept in the medical boxes in the Medical Room or Tech Room, dependent on which class the child is in. These are clearly labelled.

Health Care Plans

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

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed on diagnosis being communicated to the school and will be reviewed annually by the Headteacher with support from the school nurse.

All staff are made aware of any relevant health care needs and copies of health care plans are on the health and safety board in the staffroom and in the pupil's personal file in the school office.

APPENDIX 7 - 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.)

An accident book, 'bump book', kept in the staffroom, is used to record all minor incidents to non-employees. More significant incidents as listed below must be 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 (Jessie Bruce) and the Health and Safety Governor (John Houston). Parents/ carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 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.

APPENDIX 8 - HEALTH AND SAFETY INFORMATION AND TRAINING

Consultation

The Business Committee of the Governing Body meets every half term to discuss health and safety issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

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 staffroom.

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

Health and Safety Training

All employees will be provided with:

- 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.

Training records will be kept in the school office. The Headteacher is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

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.

When working on site alone they must:

- Advise the Head Teacher of these instances and seek approval as appropriate
- Take all reasonable steps to keep themselves safe by:
 - Keeping doors locked for security (but ensuring fire doors are not locked)
 - Not performing potentially hazardous work (i.e. working with chemicals, working at heights)
 - Having a means of requesting assistance if need (i.e. access to a mobile or office phone)
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.
- Caretakers working alone after hours or at weekends should ensure they always have a means to summon assistance close to hand.

When working off site alone, (e.g. when visiting homes), they must:

- Notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Make sure that a colleague has their mobile telephone number so that they can contact them if they have not checked in by the estimated time of return.

If attending the premises after an alarm activation:

The control centre will ring the key holders in turn until they are able to give the alert that the alarm has been activated.

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- **Unconfirmed activation:** the key holder will not attend the premises to investigate and reset the alarm unless it is during daylight hours. If they are contacted during the night, they are not to attend the site until the next day. The key holder must inform the person who unlocks the school before they arrive at the premises (before 6.00am).
- **Confirmed activation:** - the key holder must attend the site as soon as possible after receiving this call having checked with the control centre that police have been notified and are attending the site. As soon as the key holder arrives they should unlock the outer gate and wait for the police before entering the premises

APPENDIX 10 - 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 in the school office by the Site Manager (Steve Brewer) and Office Manager (Anne Osborne).

The Site Manager (Steve Brewer) 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 detailed accordingly.

All staff are required to report to the Site Manager (Steve Brewer) or/and Headteacher (Jessie Bruce) any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

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

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager (Steve Brewer).

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 contractors every year.

The Office Manager (Steve Brewer) is responsible for ensuring the inventory of all relevant electrical appliances is kept up-to-date and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by the contractor every 5 years.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Site Manager (Steve Brewer) will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by a contractor.

APPENDIX 11 - FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular Science and DT) subject leaders 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. In all other areas the establishments' nominated person(s) responsible for substances hazardous to health is the Site Manager (Steve Brewer).

They shall ensure:

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

Where persons may be affected by their use on site, the Site Manager (Steve Brewer) 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*).

APPENDIX 12 - 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.

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

Paediatric Moving and Handling

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

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 13 - ASBESTOS

An asbestos management plan is in place for the school in accordance with [HCC's asbestos policy](#).

The school's asbestos log is held in the School Office by the Office Manager (Anne Osborne) and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

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 School's Asbestos Authorising Officers are the Headteacher (Jessie Bruce), Site Manager (Steve Brewer), Office Manager Anne Osborne) and Secretary (Lorraine Morgan) and refresher training is provided 3 yearly.

These authorising officers shall ensure:

- The asbestos management plan is maintained and that any changes are notified to the LA.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log (minimum of annually)

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to the Office Manager (Anne Osborne) who will contact HCC's asbestos team

APPENDIX 14 - CONTRACTORS

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

All contractors must report to the school office where they will be asked to sign the Contractors Book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager (Steve Brewer) is 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

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

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Such projects are managed by the Site Manager (Steve Brewer) 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. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works.

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

APPENDIX 15 - WORK AT HEIGHT

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

When working at height (including accessing storage or putting up displays) appropriate 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/indg405.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site manager.

The establishment's nominated person responsible for work at height is the Site Manager Steve Brewer).

The nominated person shall ensure:

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

APPENDIX 16 - DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour or more at a time e.g. admin/office staff) shall have a DSE assessment carried out.

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](#).

¹ CDM refers to the Construction (Design and Management) Regulations 2007 and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

APPENDIX 17 - VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

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

APPENDIX 18 - LETTINGS/SHARED USE OF PREMISES

Lettings are managed by the Office Manager (Anne Osborne) following HCC guidance.

APPENDIX 19 - STRESS/WELLBEING

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards. The school has participated in the wellbeing programme and as a result has Schools Wellbeing Co-ordinators (Maura Webb, Sherren McLaughlin). They collect information through wellbeing meetings/ questionnaires.

APPENDIX 20 - LEGIONELLA

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

A water risk assessment of the school has been completed by a contractor (O2 Water Solutions) and the Site Manager (Steve Brewer) is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and 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