



## Health and Safety Policy

### Amwell View School and Specialist Sports College

#### Part 1 – Statement of Intent

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

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

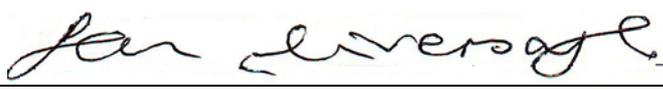
This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy is kept in the on the staff shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on every 2 years.

This policy statement supplements:

- Hertfordshire County Council's (HCC) Health and Safety Policy
- Amwell View's Support Pupils with Medical Conditions Policy
- Amwell View's Physical Intervention Policy
- Amwell View's Management of Learning Outside the Classroom and Off Site Visits

<b>Last Reviewed Date:</b>	30 <sup>th</sup> September 2016
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<b>Headteacher:</b>		<b>Date:</b>	8 <sup>th</sup> May 2017
<b>Chair of Governors:</b>		<b>Date:</b>	8 <sup>th</sup> May 2017

<b>Date of Next Review:</b>	September 2018
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## Part 2 - Organisation

As the employer the LA has overall responsibility for Health and Safety.

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

### Responsibilities of the Governing Body

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the **Education Health and Safety Manual** which can be found at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>.

A Health & Safety Governor Derek Goodall 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 or other nominated members of staff 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](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

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



representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

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

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

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

- 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 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.
- 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** which can be found at: <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

- Appendix 1      Risk Assessments**
- Appendix 2      Offsite visits**
- Appendix 3      Health and Safety Monitoring and Inspections**
- Appendix 4      Fire Evacuation and other Emergency Arrangements**
- Appendix 5      Fire Prevention, Testing of Equipment**
- Appendix 6      First Aid and Medication**
- Appendix 7      Accident Reporting Procedures**
- Appendix 8      Health and Safety Information and Training**
- Appendix 9      Personal safety / Lone Working**
- Appendix 10     Premises Work Equipment**
- Appendix 11     Flammable and Hazardous Substances**
- Appendix 12     Asbestos**
- Appendix 13     Contractors**
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- Appendix 15     Moving and 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 and pools**



## 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, Janet Warrington, following guidance contained in the **Education Health and Safety Manual** and are approved by the Headteacher

Risk assessments are available for all staff to view and are held centrally in the front office and on the staff 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 the class teacher.

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 class teacher, subject teacher, or senior leader using the relevant codes of practice and model risk assessments and can be accessed on the school shared drive.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use in the lesson plan.

All LA schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science, art and DT.

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<sup>1</sup> CLEAPSS [www.cleapss.org.uk](http://www.cleapss.org.uk) , secondary science should be using <http://science.cleapss.org.uk/>



## 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/schlfe/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 class teacher will put a request into the Headteacher, and if approved, they will then submit a risk assessment to Allie Lindsell four weeks in advance of the outing. This is then approved by the Headteacher.

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) Jan Liversage who will check the documentation and planning of the trip and if acceptable approve the visit.

- **Amwell View's Management of learning outside the classroom Policy** can be found on the staff shared drive.



### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a 6 monthly basis by Russell French, the Site Manager.

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

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher Jan Liversage. Responsibility for following up items detailed in the safety inspection report will rest with Russell French.

A named Governor Derek Goodall will be involved in monitoring 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 in the [Education Health and Safety Manual](#).

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



## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The 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 front office 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. This training 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, Russell French and the Headteacher, Jan Liversage and updated to the LA via Solero.

### Fire Drills

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

### Fire Fighting

- Staff must ensure the alarm is raised BEFORE evacuation.
- 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.

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

Water – stop cock – front of school near class 4

Gas – main point – Early Years playground

Electricity – outside the pool plant room

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

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



**APPENDIX 5**

**INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT**

Russell French 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 front office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 16:00hrs. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer MD Electrical 01992 558432.

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks that all fire fighting equipment remains available for use and operational.

Chubb 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 Chubb Customer Services 0800 32 1666.

**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 MD Electrical 01992 558432.

**MEANS OF ESCAPE**

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

**FIRST AID AND MEDICATION**

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

**TRAINING IN EMERGENCY FIRST AID <sup>2</sup> (6 hr):**

Jan Liversage – 23 March 2017 - ext. 210  
Karen Fox – 23 March 2017 - ext. 230  
Chloe Rees – 23 March 2017 - ext.  
Lauren O’Leary – 23 March 2017 - ext.  
Emma Hill – 23 March 2017 – ext.  
Pauline Powala – 23 March 2017 - ext.  
Liz Allen – 23 March 2017 - ext.  
Laura Langmead – 23 March 2017 - ext.  
Lisa Dillon – 23 March 2017 - ext.  
Nathan Bascom – 23 March 2017 - ext.  
Alex Cloona – 23 March 2017 - ext.  
Sue Peary – 23 March 2017 - ext.  
Samantha Wardle – 23 March 2017 - ext.  
Paula-Jane O’Grady – 23 March 2017 - ext.  
Gill Manns – 23 March 2017 - ext.  
Louise Stoner – 23 March 2017 - ext.  
Lydia Algar – 23 March 2017 - ext.  
Laura Roberts – 23 March 2017 - ext.  
Natasha Powala – 23 March 2017 - ext.  
Ellen-May Shipp – 23 March 2017 - ext.  
Amanda Hayter – 23 March 2017 - ext.

First aid qualifications remain valid for 3 years. Neil Ward 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:**

- Front Office
- Swimming Pool
- Kitchen
- Science

**AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS<sup>3</sup>:**

- Front Office

Janet Warrington is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. Vensons HCC vehicle inspectors are responsible for checking and replacing first aid boxes in mini-buses.

<sup>2</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

<sup>3</sup> There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.



**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.

A&E Department  
Princes Alexandra Hospital  
Hamstel Road  
Harlow  
Essex  
CM20 1QX  
Phone: **01279 444455**

A&E Department  
**Lister Hospital**  
Coreys Mill Ln,  
Stevenage  
Herts  
SG1 4AB  
Phone: **01438 314333**

Amwell View's School Nurse – ext. 213 or 255

### **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.

- **Amwell View's Supporting pupils at school with medical conditions policy** can be found on the school website and staff shared drive.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

**The School Nurse** 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 school nursing team.

All non-emergency medication kept in school is securely stored, e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge in the nurses room, 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 Nurses Offices and clearly labelled.



### **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 ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

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

All staff are made aware of any relevant health care needs and copies of health care plans are available on the school shared drive.

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



## ACCIDENT REPORT PROCEDURES

### Accidents to employees

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

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

A local accident folder is held in the front office and is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

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

All major incidents will be reported to the Headteacher and the Governing Body Health and Safety Governor Derek Goodall. 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 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

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

**Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.**



## HEALTH AND SAFETY INFORMATION AND TRAINING

### Consultation

The Full Governing Body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the site manager and senior leaders.

### Communication of Information

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

The Health and Safety Law poster is displayed in the Staff Room.

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

### *Health and Safety Training*

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- 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.) and
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept on the school shared drive and the certificate will be filed in the staff members personnel file in the Headteacher's office.

Neil Ward is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

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



## PERSONAL SAFETY / LONE WORKING

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

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

### **Lone working**

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

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

Staff working outside of normal school hours must obtain permission of the Headteacher.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

### **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.



## PREMISES AND WORK EQUIPMENT

All staff are required to report to Russell French 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.

Russell French 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 have received specific training is

Neil Ward (Deputy Headteacher) is responsible for hoist training and maintenance / replacement / repair and inspection. Neil Ward is responsible for training staff annually to use the Hoists.

Hoists – school staff who are trained to use hoist (list on shared drive)

Swimming Pool Chemicals – Trained: Russell French, Oliver Parrott

Climbing Wall – Trained: Russell French, Jan Liversage, Jane Connolly, Neil Ward, Lucy Currie, Amy Gregg, Matt Oxley

Trampoline – Neil Ward, Amy Gregg, Lucy Currie

Gym Fitness Equipment – Neil Ward, Lucy Currie, Amy Gregg, Alex Cloona

Site Manager's maintenance tools – restricted to his use.

### Planned maintenance / inspection

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

### Curriculum Areas

Class teacher / Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Oliver Parrott.

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 Oliver Parrott frequency of inspection and testing will be annually.

Network Manager, Harvey Barrington, is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing



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

A fixed electrical installation test (fixed wire test) will be conducted by MD Electrical every five 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 Head of PE, Lucy Currie, will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by ADIPS.

Play surfaces need to be maintained and cleaned at least every 4 months (3 time a year).

**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. (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, Russell French.

They shall ensure:

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



## 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 on October 2014.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the front office.

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

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

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

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Russell French and Jan Liversage and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- 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](mailto:asbestos@hertfordshire.gov.uk).



## 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 front office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager, Russell French, is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### School managed projects

**The [Construction \(Design and Management\) Regulations 2015<sup>4</sup>](#) applies to all building, demolition, repair and maintenance or refurbishment work.**

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

**To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>**

When considering the appointment of contractors outside of Hertfordshire frameworks Jan Liversage will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

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.

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<sup>4</sup> 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.



## WORK AT HEIGHT

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

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

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

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

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

The establishments nominated person(s) responsible for work at height is Russell French.

The nominated person(s) shall ensure:

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



## 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 one of three trained staff: **Neil Ward, Lucy Currie or Ellen-May Shipp** 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 six monthly basis by a competent contractor.



**DISPLAY SCREEN EQUIPMENT (DSE)**

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

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

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



## VEHICLES ON SITE

Amwell View School and Specialist Sports College has limited parking space.

### **Main School Car Park**

Vehicular access to the school is restricted to school staff, transport and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Deliveries to the school will be arranged trying to avoid the transport times of 08:45-09:30 and 15:00-15:45hrs.

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

### **Rear School Car Park**

The small rear school car park is restricted to school staff only.

### **Rear School 'Drop off Area'**

There is additional parking at the rear of the school for parents to use as a 'drop off and pick up' area to bring and collect their children to school. Cars must be parked within the white lines. At no time can you park on the 'yellow grid' area or on the grass (sports field). The gravel area can be used, and it is recommended that parents double-park in order to utilise the space more efficiently.

The 'drop off area' is community land and the school is invited to use this as a special arrangement with St. Margaretsbury Sports Club, we therefore, must respect the other users of this land.



**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the bursar, Gill Bebee, following HCC guidance.

- **Amwell View's Charging and Remissions Policy can be found on the website and shared drive**

**Swimming Pool:**

- Hirers must have persons who hold a valid lifeguard and coaching qualification to hire the swimming pool
- Hirers must produce the original certificate prior to any bookings, to be held on file in the bursar's office.
- Hirers must hold public liability insurance and produce certificate for the schools records

**Other area's of the school: sports hall, Astroturf, dining hall, dance studio, class rooms:**

- Hirers must hold public liability insurance

**Key Holders**

- Hirers must sign a key-holder agreement



## MINIBUSES

Russell French maintains a list of nominated minibus drivers. The driver assessments are carried out by Russell French in line with HCC Road Safety Unit. Before minibus drivers complete their assessment their driving licence is checked by the **DVLA**.<sup>5</sup>

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

All drivers have a responsibility to check the vehicles before driving. Russell French is responsible for the undertaking of regular checks on the vehicles and the schools operation of minibuses follows **County Guidance**.

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<sup>5</sup> 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.



### 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.

Through the schools performance appraisal system school staff have the opportunity to discuss individual concerns and workloads on a one to one basis with their line manager. Performance development plans are updated as part of this process ensuring new goals and challenges are set.

The school refers staff to Occupational Health where appropriate to help with health related issues.

School staff have attended Mindfulness Training (Dec – Mar 2017) and have access to literature from the staff library.

School staff have access to Tai-Chi Sessions every week during term-time.



## 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 on 2008 (water risk assessment will be arranged October 2017). Russell French is responsible for ensuring that the identified operational controls are being conducted and the temperature of the water is 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 calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by the Site Manager, Russell French, and tank water temperature recorded.



## SCHOOL SWIMMING

### Swimming in public swimming pools

These will be planned as an offsite visit in line with the schools policy. The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;

### School swimming pool

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 Site Manager, Russell French. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the pool foyer and also on the school shared drive.

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.

Pool plant operations and water testing is carried out by Russell French and Oliver Parrott, who both hold Hertfordshire School Swimming Pools Operators Training Certificate and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). Kingfisher Environmental Services Ltd will ensure that bacterial testing is carried out any remedial work carried out by Russell French or Hydrospec.

The Headteacher, Jan Liversage, will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

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