

SIR FREDERIC OSBORN SCHOOL



HEALTH AND SAFETY POLICY

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Signed by: _____ (print name)	Signature: _____

SIR FREDERIC OSBORN SCHOOL

HEALTH AND SAFETY POLICY

PART 1. STATEMENT OF INTENT

The Governing Body of Sir Frederic Osborn 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 through staff inductions. A copy is kept in the staff room and on the staff shared drive.

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

Hertfordshire County Council's (HCC) Health and Safety Policy supplements the following school policies and guidance documents:

Student – Curriculum, Nutritional Standards
Safeguarding – Child Protection, Behaviour, Offsite Visits
Site – Lettings
Staff – Stress Management, Disciplinary (staff)

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

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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.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Business Manager, Patricia Diop. Within departments this task is further delegated to Subject Leaders, Technicians, Catering Manager, Sports Centre Manager and Office Manager.

Responsibilities of other staff holding posts of special responsibility:

The Subject Leaders/Site Manager will:

- 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 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 students to avoid hazards and contribute positively to their own health and safety.

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- 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](#).

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	-	Inspection/Maintenance of Emergency 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 and Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Asbestos
Appendix 13	-	Lifting and Handling
Appendix 14	-	Contractors
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles on Site
Appendix 18	-	Lettings/Shared use of Premises
Appendix 19	-	Minibuses

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- Appendix 20 - Stress/Wellbeing
- Appendix 21 - Legionella
- Appendix 22 - Work Experience
- Appendix 23 - Health and Safety Committee Terms of Reference

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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 Site Manager following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the school office with copies in the relevant departments. 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 student(s) are held on that individual's file and will be undertaken by the Site Manager and the relevant Subject Leader / 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 the relevant Subject Leader using the relevant codes of practice and model risk assessments detailed below.

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

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within Science and Design Technology.

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

- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- Safeguards in the school laboratory, 11th edition, ASE <http://www.ase.org.uk/>
- Topics in safety, 3rd Edition ASE
- National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
- 'Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk>

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

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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/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. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, the Deputy Headteacher, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

This appendix should be read in conjunction with the school's Offsite Visits policy.

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APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / coordinated by the Business Manager and Site Manager.

Inspections of individual departments will be carried out at least termly 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 / Site Manager. Responsibility for following up items detailed in the safety inspection report will rest with the Site Manager.

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

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

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

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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 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 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 firefighting equipment.

Details of service isolation points (i.e. gas, water, electricity) are located in the Fire Log book. Details are maintained by the Site Manager.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Subject Leaders with copies held by the Site Manager.

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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 School Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation (using a different call-point each time) after school on a Friday.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Alexander Systems on 01234 870931 or 07989 3678261.

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

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all firefighting equipment remains available for use and operational. Alexander Systems undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Alexander Systems by the Site Team.

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 Jaylec 01707 390933. Test records are located in the Site Manager's office.

MEANS OF ESCAPE

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

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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 extra-curricular activities)

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

Peter Ephgrave (ext 308), Jo Airey (ext 300), Aby Lilly (ext 373). Laurie Simmonds (ext 358), Ricardo Colmenares Diaz (ext 308), Sam Harte (ext 344), Tracey Hamilton (ext 300).000

TRAINED TO EMERGENCY AID LEVEL (6 hr):

PE Staff: John Baranowski, Michelle Salter, Jon Chappell, Lee Walker, (all ext 321), Sarah Mitcherson (ext 304), Matthew Oughton (ext 381), Shelley Vaughan (ext 316).

Sports Centre Staff: Paige Kennoy, Rhys Evans, Tom Harris, Ryan Harmer (all ext 344).

First aid qualifications remain valid for 3 years. The Office 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, Student Services, Sports Centre and Design and Technology.

The Office Manager is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/those in vehicles 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 students.

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 student with the parents/carers.

QEII Hospital 01707 328111, Lister Hospital 01438 314333, School nurse - Mary Ng 01707 252450 or 07824 545401, NHS 111.

Administration of medicines

All medication will be administered to students 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 unless a request form has been completed by the parent / carer.

The Office Manager 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 Office Manager.

All non-emergency medication kept in school is securely stored in a locked cupboard in the School Office or Student Services. Refrigerated medication is kept in clearly labelled containers within fridges located in the School Office or Student Services with access strictly controlled. All students know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in Reception / Student Services, and clearly labelled.

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Health Care Plans

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

Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the Inclusion Office / Office Manager.

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

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

Accident Forms are 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 Health and Safety Governor. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

Reporting to the Health and Safety Executive (HSE)

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 student 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.

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APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Middle Leaders' Health and Safety Committee meet termly and comprises Business Manager, Site Manager, Office Manager, Sports Centre Manager and Subject Leaders for Science, PE, Drama, Art, Design and Technology, Union Representative and Governor.

The Resources and HR committees meets 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 is Kostas Koupis.

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 and in Reception.

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 by the Office Manager. The Office Manager 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 / 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.

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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 students 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 / senior member of staff and register with site staff by signing in and out of the school premises.

When lone working cannot be avoided staff should ensure they have means to summons help in an emergency eg access to a telephone or mobile telephone etc.

When working off site, (e.g. when visiting homes), 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).

Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

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.

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APPENDIX 10

PREMISES AND WORK EQUIPMENT

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

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 kept by Subject Leaders and is detailed on the Site Equipment Register, held by the Bursar.

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 Site Manager's Office by the Site Manager

Key areas for compliance are outlined on the table below and on the Grid:

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY, OTHER)
Access equipment e.g. ladders, mobile access platform	Site Manager	Ladders – all site team	Site Manager	As used or termly
Caretaking/cleaning equipment including hand tools	Site Team	Site Team	Manufacturers	As used or termly
Grounds maintenance equipment	Site Team	Site Team	Manufacturers	As used or termly
Gas appliances (includes School Catering Equipment, Boilers, Food Tech etc)	Site Team	Kitchen team, Site Team, Food Technology Teachers	Corgi registered contractors	Annually
Sports Centre, PE and play equipment	PE staff/Sports Centre Managers	PE staff /Sports Centre staff and students	Universal Services/John Harrison	Annually and on use
LEV, dust extraction, fume cupboards	Site Team Subject leaders of Science and Technology	Design Technology, Science staff.	Tecomak (01732 852250).	14 monthly (max). Records of these must be kept for a five year period.

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Science/Lab Apparatus	Science technicians	Science staff, including technicians and students	Manufacturers	As used or directed by CLEAPS
Technology Equipment	Technology staff and Site Manager	Technology staff and students	Design and Technology Services	Annually and on use
Art/Design Equipment	Art staff with reference to data sheets	Art staff	Manufacturers	Annually and on use
Stage Lighting	Drama staff and Site Manager	Drama staff and students	Manufacturers	Annually and on use
Staging/seating	Drama staff and site team	Drama staff and students	Manufacturers	Annually and on use
Portable electrical equipment	Site Manager and all staff	All staff and students	Manufacturers	Annually and on use
Photocopiers / IT equipment	IT technicians, reprographics, Site Manager	All staff and students	Manufacturers	Annually and on use
Lifts	Site Manager	As required	Manufacturers	Annually and on use

Curriculum Areas

The 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.

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 Plough Right Hinton / Site Team on an annual basis.

Each Subject Leader / Manager 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 Southern Electrical on a 5 year cycle. An annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

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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 PE Subject Leader / Sports Centre Manager (for sports centre equipment) will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Universal Services / John Harrison.

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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, Design Technology and Art) 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.

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.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in ‘Managing Ionising radiatons and Radioactive sources in schools’.

- 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 the Science Technician, detailed responsibilities are provided in the Science Department procedures, 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.

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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 on 2 March 2015.

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

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 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.)

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are the Site Manager and Assistant Site Manager 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

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APPENDIX 13

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 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 students 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 students 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.

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

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

School managed projects

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Site Manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

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 the Business Manager will undertake appropriate competency checks prior to engaging a contractor.

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

² CDM refers to the Construction (Design and Management) Regulations 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 such instances it is recommended that an agent be used to work on the schools behalf.

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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/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 technician etc.

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

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;
- any risks from fragile surfaces is properly controlled.

All site staff have had ladder training and the County risk assessment is followed. Students are not allowed to use ladders. Contractors also have to comply with government legislation and also have their own risk assessment.

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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 the Office Manager.

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

Advice on the use of DSE is available in the Education Health and Safety Manual

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APPENDIX 17

VEHICLES ON SITE

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

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If any 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. Students are encouraged to use the pathway painted on the surface of the car park and to remain behind fenced walkways.

- All gates, with the exception of one, are locked during the school day. This is to restrict vehicular and pedestrian access to the site.
- The students' and parents' access shall be kept clear of vehicles.
- The access from the road shall be kept clear for emergency vehicles.

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APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Sports Centre Manager / Site Manager following HCC guidance.

See the school's Lettings policy.

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APPENDIX 19

MINIBUSES

The Office 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.³

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

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

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

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APPENDIX 20

STRESS / WELLBEING

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

The following systems are in place within the school for responding to individual concerns and monitoring staff workloads: performance management, mentoring, personal development plans, and referral to Occupational Health as appropriate.

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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 has been completed by NEMCO and the Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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APPENDIX 22

WORK EXPERIENCE

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. then the school retains a duty of care for all students undertaking such activities.

The Subject Leader for Careers is responsible for managing and co-ordinating such activities.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

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

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

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

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APPENDIX 23

HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Structure

The Middle Leaders' Health and Safety Committee meet termly and comprises Business Manager, Site Manager, Office Manager, Sports Centre Manager and Subject Leaders for Science, PE, Drama, Art, Design and Technology, Union Representative and Governor.

Responsibility

To meet termly to conduct the following business:

- To review accident and incident logs and make recommendations
- Examine safety inspection reports and suggest solutions to identified problems
- Review and modify local safety procedures and safe systems of work
- Review and recommend for action literature from the LA and HSE
- To plan regular audits of the workplace through inspections
- To ensure regular plant and equipment inspections are completed
- To ensure appropriate risk assessments have been completed and all staff are aware of the procedures
- To ensure the minutes of the Health & Safety Committee Meetings are circulated to the Governors Resources Committee members before their termly meetings
- To additionally report back to the Governors Resources Committee any findings that should be specifically brought to their attention.
- To ensure Heads of Subject, the Office Manager and Site Manager, monitor their own areas and conduct formal audits as detailed in the table on the next page, utilising the HCC Standard Safety Audit Checklists.

Action	Responsibility	Monitor	Frequency
To ensure all science staff are aware of risk assessments in relation to CLEAPS	Subject Leader for Science	Health & Safety Committee	Termly
To ensure all technology staff are aware of risk assessments in relation to BS 4163, NAAIBT/BATA	Subject Leader for Design Technology	Health & Safety Committee	Termly
To ensure all PE staff are aware of risk assessments in relation to AfPE	Subject Leader for PE	Health & Safety Committee	Termly
To ensure formal Safety Audits for the Science, PE and Technology areas. are completed	Relevant Subject Leader	Health & Safety Committee	Termly
To ensure formal Safety Audits for all other teaching areas are completed	Relevant Subject Leader	Health & Safety Committee	Annually
To ensure formal Safety Audits for Office Areas are completed	Office Manager	Health & Safety Committee	Termly
To ensure formal Safety Audits for fabric of buildings / grounds / communal areas are completed	Site Manager	Health & Safety Committee	Termly
To ensure all staff are aware of lone working policy	Site Manager	Health & Safety Committee	Termly
To ensure all site staff are aware of relevant Health and Safety issues	Site Manager	Health & Safety Committee	Termly
To ensure all teaching and other staff are aware of the relevant Health & Safety issues	Site Manager	Health & Safety Committee	Termly