

	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Sep 2023 Next Review: Sep 2025</p>
<p><b>Policy Title:</b></p>	<h2>Health and Safety Policy</h2>	<p>Users: Staff, Governors, Parents</p>

The Governing Body of Offley Endowed Voluntary Aided Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the 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, all members of staff; a reference copy is kept in the school office and on the shared drive.

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

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

## ORGANISATION

As the employers, Offley Endowed Primary School and Nursery's Governing body has overall responsibility for Health and Safety in this Voluntary Aided School

**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](#).

<p><i>Approved &amp; Adopted by The Governing Body</i></p>
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A Health and Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Geoff Phillips.

The Governing body will receive regular reports from the Headteacher or other nominated member 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 school may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478, provide competent health and safety advice for schools.

### Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the school's policies and procedures will be managed and monitored by the Headteacher.

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



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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 and 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 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.



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### 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.



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### ARRANGEMENTS

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

The following list of arrangements covers the key elements of a Health and Safety policy.

- 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 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Work Experience



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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.

Risk assessments are available for all staff to view and are held centrally in the office. 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 relevant SLT. 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 all staff involved in the activity, 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 e.g. Lesson Plans.

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

##### [Primary schools]

- [Be Safe! Health and Safety in primary science and technology, 4th 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/> ]



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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 <https://oeapng.info/>

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 residential visits. Relevant risk assessments, participants names, etc. will be attached electronically as required.

A member of staff planning any offsite trip will submit all relevant paperwork and risk assessments relating to the trip to the Headteacher.

### APPENDIX 3

#### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by a nominated governor and a member of staff.

Monitoring inspections of individual departments will be carried out by Teachers or nominated staff.

The person(s) undertaking inspection will complete a report in writing and submit this to the Head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the H & S governor.

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

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 Head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the Fire Risk Management Log 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 Headteacher and **School Office staff** and updated to the LA via Solero.

#### Fire Drills

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

#### Fire Fighting

- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

**Details of service isolation points**, water and electricity, in Class 5, boiler house and kitchen.

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

An inventory of these will be kept by the Cleaner in Charge in the cleaning cupboard.





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### APPENDIX 5

#### INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The **School Office staff** 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 main office

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on various days before school begins.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer

A fire alarm maintenance contract is in place with Chubb Fire & Security Services (08448791666) and the system tested annually by them.

#### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks, that all fire fighting equipment is available for use and is operational and free from any evidence of tampering are undertaken by the Cleaner in charge, who is also responsible for an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Chubb by the Cleaner in Charge.

#### **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 Tidey Electrical Ltd

#### **MEANS OF ESCAPE**

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



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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)

#### **Paediatric trained members of staff. 20**

All staff – January 2021

#### **TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):**

Cath O'Connor

First aid qualifications remain valid for three years. All certificates are held on file in the **School**.

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Disabled toilet and school office

School Office Manager is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

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

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 England 111) and, in the case of pupil with the parents/carers.

Lister Hospital 01438 314333

#### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document **"Managing Medicines in Schools and Early Years Settings"**

The school has a separate policy called 'Medical Conditions' – advise on administering medicine is contained within this policy.



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The school will, at the request of the parent / carer and with the consent of the head teacher, administer medication prescribed by a medical practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent/carers. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

**The Office staff** are 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 staff**.

All non-emergency medication kept in school is securely stored within classrooms or in the fridge in the staffroom with access strictly controlled. All pupils 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 their classroom and will be clearly labelled.

### Health Care Plans

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

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

All staff are made aware of any relevant health care needs and copies of health care plans are available in the Staff Room.



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### APPENDIX 7

#### ACCIDENT REPORTING PROCEDURES - See First Aid Policy

##### Accidents to employees

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

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

A local accident book, kept in school office, 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. 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 immediately.

##### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

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

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

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

### APPENDIX 8



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### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

The Finance and Premises Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

#### Communication of Information

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

The Health and Safety Law poster is displayed inside the school office.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice.

#### Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records will be kept in the CPD file and within the policy sign up file. The Headteacher 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 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.**

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 keyholders attending empty premises where there has been an incident or suspected crime, 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

##### **Statutory inspections**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring are to be kept in the school office.

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

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

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

##### **Curriculum Areas**

Teachers 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 Cleaner in Charge.

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 a competent person.

The School Office staff are 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.



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A fixed electrical installation test (fixed wire test) will be conducted by external competent company on a 5 year cycle and when other planned electrical works are carried out.

### External play equipment

External play equipment will only be used when appropriately supervised.

PE and Play equipment is subject to a termly inspection by Staff and Governors.

PE and Play equipment is subject to a yearly inspection by an external company.

## 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).

The Cleaner in Charge is responsible for substances hazardous to health.

They shall ensure:

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

The Governing Body has overall responsibility. This is delegated to the Headteacher.





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

### APPENDIX 12

#### LIFTING AND HANDLING

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

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

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

#### **Paediatric Moving and Handling**

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

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

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.



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### APPENDIX 13

#### ASBESTOS

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

The school's asbestos log is held in the office by the Headteacher and the School Office staff. It will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

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

The School's Asbestos Authorising Officers are the Headteacher and the Cleaner in Charge and the Office Staff and refresher training is provided 3 yearly.

These authorising officers shall ensure:

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

**Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.**

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher and contact made with HCC's asbestos team.



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

The Headteacher and the Cleaner in Charge is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

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



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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/indg405.pdf>.

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

The establishment's nominated person responsible for working at height is the Cleaner in Charge.

The nominated person shall ensure:

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



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### APPENDIX 16

#### DISPLAY SCREEN EQUIPMENT (DSE)

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

### APPENDIX 17

#### VEHICLES ON SITE

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

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

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

### APPENDIX 18

#### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Headteacher following HCC guidance.

### APPENDIX 19

#### MINIBUSES

Please refer to the separate Minibus Policy.

The minibuses are parked on the school grounds but does not hinder any access points for emergency vehicles.

The Minibuses are maintained and serviced through Herts County Council services.

### APPENDIX 20

#### 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



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

Performance Management is in place and addresses the individual concerns of staff.

### APPENDIX 21

#### LEGIONELLA

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

We do not have any hot water tanks in the building, so regular Legionella testing is not required. We only have mains water and no stagnant water. This advice was given to the Cleaner in Charge when she last undertook training on Legionella.

A Legionella specialist has been contacted and will be meeting with The Headteacher this academic year.

### APPENDIX 22

#### WORK EXPERIENCE

The school follows the safeguarding principles detailed in the Safeguarding policy document. e.g. the Headteacher will induct each student on an external work experience programme.