



HEALTH AND SAFETY POLICY – PART II

RESPONSIBILITIES	
To determine and approve policy and ensure compliance	Danes Educational Trust Board
To implement, deliver and comply	Headteacher and School Board
APPROVAL DATE	June 2023
COMMITTEE	ESA School Board
DURATION	1 Year
REVIEW DATE	June 2024
SLT LEAD	Headteacher

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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 Heads of Faculty, Site Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally with the Site Manager and with the relevant Head of Faculty. 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.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th Birthday).

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 Line Manager, Heads of Year or the School Counsellor, whichever is appropriate.

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 relevant Heads of Faculty/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 Trust schools have a subscription to [CLEAPSS](#) and their publications¹ are used as sources of model risk assessment within Science, Art and Design and Technology.

- CLEAPSS technology site <http://dt.cleapss.org.uk/>
- CLEAPSS science site <http://science.cleapss.org.uk/>

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

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- ASE, Safeguards in the school laboratory, 2006 (11th Edition), <http://www.ase.org.uk/> ISBN 978-0-86357-408-5
- National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>

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

APPENDIX 2 – OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

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, Cristeoir Foley who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years. For further information, please refer to DET's [Off-site and residential activities policy](#).

APPENDIX 3 - HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken by the Site Manager and Headteacher

Inspections of individual departments will be carried out by Heads of Faculty or SLT line managers.

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

A named governor will undertake an audit of the school's health and safety management systems on a termly basis. The Site Manager and Headteacher will complete the Health and Safety dashboard in advance of each SB meeting of the academic year. The information will also be reported to the Trust Board.

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.

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 ['Fire safety risk assessment; Educational premises'](#) and the [Education Health and Safety Manual](#).

The fire risk assessment and the fire log book is located in the site office 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 termly drills. Evacuation procedures are also made available to all contractors/visitors/hirers etc.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices. Emergency contact and key holder details are maintained by the Site Manager and are included in the Critical Incident and Business Continuity Part II.

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.
- Key staff will be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points

- Water Entry to school road
- Gas In external gas meters
- Electricity Located in fuse board cupboards in staff toilet (ground floor both Stages)

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager/Subject Leaders/Heads of Faculty as appropriate, for consultation.

APPENDIX 5 - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Site Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 16:30 hours.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Network Security – Contract Number: 01442 257065

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

FIRE FIGHTING EQUIPMENT

Monthly in-house checks that all firefighting equipment remains available for use and operational are carried out by the Site Manager.

3MG 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 3MG – Contract Number: 08081 787 542

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded. Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Unity Electrical Services Ltd, telephone no: 07974 039620 .

MEANS OF ESCAPE

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

APPENDIX 6 - FIRST AID AND MEDICATION

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

The following staff are available to provide First Aid:

Name	Department/Faculty	Extension No
Clare Buckle	Pastoral	3224
Juliette Woolf	Support Staff	3233
Jessica Deare	Support Staff	
Johan Hazeley	Science Teacher	3238
Corinne Ward	Support Staff	3225
Bethany Hughes	Dance Teacher	
Samuel Johnson	Music Teacher	
Lisa Lloyd-Smith	Art Technician	
Daniel McGarvie	Science Technician	3238
Adele Wallis	Associate Principal	3229

First aid qualifications remain valid for 3 years. The HR Coordinator will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

The Site Manager will ensure that school vehicles are equipped with complete First Aid boxes.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Reception
- Pastoral Office - room 76
- Art room - room 34
- Production tech room - room 59
- Make up room - room 38/ room 55
- Science Prep room - room 23

The Pastoral Support Manager is responsible for regularly checking and replenishing as necessary.

Transport to hospital:

Where a First Aider or the Headteacher 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 NHS 111 and, in the case of a pupil, with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

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

The Medical Administrator is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering and will retain records of administration.

All non-emergency medication kept in school are securely stored in a lockable cupboard in the Pastoral Office. Refrigerated medication is kept in clearly labelled containers within the Pastoral Office fridge with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi- pen etc., it will be kept in the Pastoral Office, clearly labelled and are readily available to children and not locked away.

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.

Individual Health Care Plans (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 student, parent/carers, designated member of school staff, school nurse (where appropriate) and relevant healthcare service. These plans will be completed at the beginning of the school year/when the child enrolls / on diagnosis being communicated to the school.

All staff are made aware of any relevant health care needs and copies of IHCPs are available in the Pastoral Office and on the school's Management Information System.

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

APPENDIX 7 - ACCIDENT REPORTING PROCEDURES

Accidents to employees

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

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

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

An electronic accident book held by the Medical Administrator in the Pastoral Office is used to record all minor incidents. All major incidents will be reported to the Headteacher, Governor with responsibility for Health and Safety as well as the CEO and relevant Trustee. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the School Board and DET Board as necessary. Examples of major incidents include:

- 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.

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.

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

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th birthday.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

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

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3.

APPENDIX 8 - HEALTH AND SAFETY INFORMATION & TRAINING

Communication of Information

Detailed information on how to comply with HCC'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 area on the first floor of Stage 2.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

The Trust as the employer provides access to competent Health and Safety advice via HCC's Health and Safety Team, Tel: 01992 556478 as required by the Health and Safety at Work etc. Act 1974.

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.)
- refresher training where required.

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

Training records will be kept by the Admin Team and will be located in the Executive PA's office. The HR Coordinator 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 and ensuring staff are competent to undertake their duties.

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

APPENDIX 9 - PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Staff will report any such incidents to the Headteacher. The school will work in partnership with the Local Authority 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 sign in and out of the school premises. 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.

Where staff conduct home visits, a colleague should be notified of the details and expected time by which the visit will end and at that time communication will be made to confirm that all is well with the staff who has made the visit. Where there are known risks which may affect staff safety staff should not visit alone.

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.

APPENDIX 10 - PREMISES AND WORK EQUIPMENT

All staff are required to report by email to the 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. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is recorded by the Site Manager.

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 Office by the Site Manager. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Curriculum Areas

Subject Leaders and Heads of Faculty 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 an approved contractor annually. The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor on a 5 year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct and record a formal termly inspection of the equipment.

APPENDIX 11 - FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular science and Production Tech) Subject Leaders / Heads of Faculty are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments' nominated person(s) responsible for substances hazardous to health is the Site Manager, who 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.*).

Records of exposure to hazardous substances in the workplace should be **kept for up to 40 years**.

PPE

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

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

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in '[Managing Ionising radiations and Radioactive substances in schools and colleges](#)' November 2019 Edition.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science.
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC.
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Miss Nicola Davis, detailed responsibilities are provided in the Science Department H&S Policy.

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 in June 2012. The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Site Office by the Site Manager.

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.)

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.

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
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

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.

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

Paediatric Moving and Handling

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

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

APPENDIX 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 in on InVentry 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 pupils and checking whether expected controls are in place and working effectively. Contractors are issued guidance on how to interface appropriately with students.

School managed projects

The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and maintenance or refurbishment work. Where the Trust undertakes projects directly, the Trust board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by Site Manager/ Charlie Mallard (Aston Building Surveyors)/ Synergy Property Services on the Trust'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.

When considering the appointment of contractors outside of Hertfordshire frameworks the Site Manager/ Charlie Mallard (Aston Building Surveyors)/ Synergy Property Services 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 Trust, contractors

and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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 with any defective equipment taken out of use until repaired / replaced;
- any risks from fragile surfaces are properly controlled; and
- no staff, visitor or student may use step ladders or steps at any time.

APPENDIX 16 - DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out. Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

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

APPENDIX 17 - VEHICLES ON SITE

Vehicular access to Elstree Screen Arts car park is restricted to Trust 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. Parents are not allowed to drive into the staff car park to drop off or pick up students at the start and end of the school day.

A risk assessment is in place for pedestrian/vehicle segregation.

APPENDIX 18 - LETTINGS/SHARED USE OF PREMISES

Lettings are managed by Schools Plus.

Hirers are advised of the fire and emergency arrangements and requested to inform their members of the procedures.

APPENDIX 19 - STRESS/WELLBEING

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

The school will

- demonstrate good practice through a step-by-step risk assessment approach
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is Nikki Ward

APPENDIX 20 - LEGIONELLA

The Trust 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 Jordan Environmental. 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; and

- Stored cold water tanks are inspected for compliance and safety on an annual basis by Jordan Environmental.

All records relating to the management of Legionella must be kept for 5 years

APPENDIX 21 - INFECTION CONTROL

The school follows UKHSA guidance '[Health protection in education and childcare settings](#)' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever