



**QUEENS' SCHOOL**  
*Dare to be Great*

## **Health and Safety Policy**

### **1. Introduction**

The Board of Trustees of Queens' School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. 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. This policy will be brought to the attention of all members of staff.

### **2. Roles and Responsibilities**

As the employer the Board of Trustees has overall responsibility for Health and Safety within Queens' School. At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

#### **Board of Trustees**

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](http://hse.gov.uk)), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & 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 Board of Trustees.

The Board of Trustees 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 Board of Trustees will seek specialist advice on health and safety which the establishment may not feel competent to deal with: HCC's Health and Safety Team, Tel: 01992 556478

[healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools.

### **Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Board of Trustees 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 Board of Trustees 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, the task of overseeing health and safety on the site has been delegated to the Estates Manager and Heads of Faculty. Within faculties this task is further delegated to the relevant Head of department / subject Co-ordinator.

### **Staff holding posts of special responsibility**

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head [individual with delegated authority] 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.

### **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.

### **3. Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Estates Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher/individual with delegated authority.

Risk assessments are available for all staff to view and are held centrally. 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 relevant line manager. 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 Heads of Department 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 scheme of work.

Queens' School subscribes to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science, art and DT.

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

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

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

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- [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 (11<sup>th</sup> Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

#### **4. Offsite visits**

Queens' 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/>.

Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

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.

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

#### **5. Health and safety monitoring and inspection**

A general inspection of the site will be conducted on termly and be undertaken / co-ordinated by the Estates Manager. Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible. Inspections of individual departments will be carried out by Heads of Department or nominated staff. Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

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

A named governor will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Board of Trustees meetings.

#### **6. Critical Incident 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 [Grid](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

### **Critical Incidents**

Critical incident procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills.

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

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

Emergency contact and key holder details are maintained by 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 fire fighting equipment.

Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

**Service isolation points** (i.e. gas, water, electricity) are located in the Business Continuity Plan and fire log.

### **Chemicals and flammable substances on site.**

An inventory of these will be kept by the Estates Manager as appropriate, for consultation in fire log.

### **Inspection /maintenance of emergency equipment**

The Estates 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/compliance folder.

### **Fire alarm system**

Fire alarm call points will be tested weekly. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer. A fire alarm maintenance contract is in place and the system tested annually by them.

### **Fire fighting equipment**

Weekly in-house checks that all fire fighting equipment remains available for use and operational. Contractors undertakes an annual maintenance service of all fire fighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service.

### **Emergency lighting systems**

These systems will be checked for operation monthly with an annual full discharge test and certification of the system will be undertaken.

### **Means of escape**

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

## **7. First aid and medication**

The school has assessed the need for first aid provision and identified staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities). First aid qualifications remain valid for 3 years. Refresher training is organised to maintain competence and that new persons are trained should first aiders leave. **AEDs** (automated external defibrillators), first aid boxes and list of First Aiders can be found in the Main Office.

Matron 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 pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 11 7) and, in the case of 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](#).

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

Matron 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 Matron

All non-emergency medication kept in school is securely stored in Matrons office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in Matron's Office.

### **Individual Health Care Plans (IHCP)**

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

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

All staff are made aware of any relevant health care needs and copies of health care plans are available from the SEN Department. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **8. Accident reporting procedures**

### **Accidents to employees**

All employee accidents, no matter how minor, must be reported to the Headteacher.

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

A local accident book 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. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Board of Trustees as necessary.

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

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

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

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

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

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

## **9. Health and safety information & training**

The Finance and General Purposes committee of the full Board of Trustees] meets half 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 in the staffroom

The Board of Trustees provides access to competent H&S advice via HCC 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.) and
- refresher training where required.

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

Training records will be kept by the Estates Manager who 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.

## **10. Personal safety / lone working**

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

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

### **Lone working**

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

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



Staff working outside of normal school hours must obtain permission of from their line manager

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.

### **Home visits**

For staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. 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.

## **11. Premises and work equipment**

All staff are required to report to the Estates Team 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 Estates 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. Some equipment is restricted to those users who are authorised / have received specific training.

### **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 by the Estates Manager.

### **Curriculum Areas**

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

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

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.

The Estates 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 on a 5 year cycle 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.

### **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, by the Head of Department and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by the Head of Department.

### **Flammable and hazardous substances**

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

Within curriculum areas (in particular science and DT) Heads of Department 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 Estates 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 Estates 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 Senior Science Technician has day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS). 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]

## **12. Asbestos**

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

The school’s asbestos log (including school plans, asbestos survey data and site specific management plan) is held by the Estates Manager

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

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

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

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

The school's asbestos authorising officers are the Estates Manager and Business 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](mailto:asbestos@hertfordshire.gov.uk).

### **13. Contractors**

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

All contractors must report to the Main Office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Estates 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.

### **School managed projects**

The [Construction \(Design and Management\) Regulations 2015](#)<sup>2</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

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

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

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

### **14. Work at height**

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

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

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

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.

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;

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<sup>2</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

## 15. 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 Estates 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 pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

## 16. Display screen equipment

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 via the [Grid](#)

## 17. Vehicles on site

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

Separate pedestrian and vehicle gates are provided.

## **18. Lettings / shared use of the premises**

Lettings are managed by the Estates Manager and Finance Department following HCC guidance. They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the School reserves the right to impose restrictions in order to ensure health and safety.

There is a lettings Policy

## **19. Minibuses**

The Estates 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 via the [DVLA](#).<sup>3</sup>

On an annual basis individual staff will be required obtain a check code from the [DVLA](#) and provide this to the Estates Manager in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence

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

The Estates Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows [Minibuses in Hertfordshire | Hertfordshire County Council](#)

There is a Minibus Policy

## **20. Stress and wellbeing**

The school and Board of Trustees 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.

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, personal development plans, membership of an Employee Assistance Programme

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

## 21. Legionella

A water risk assessment of the school is completed annually by Primec

The Estates 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 calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.

## 22. Work related learning

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, 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 CEIAG Lead is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

### Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise YC Hertfordshire to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)
- 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.

### **23. Linked Documents**

- COVID Risk Assessment
- Lettings Policy
- Minibus Policy
- Stress Management Policy
- Offsite Visits and LOtC Policy

**Trustee approved: October 2023**

**Review date: October 2026**

**Queens' School (Bushey) Ltd (registered number: 076506090)**