



THE  
**BARCLAY**  
SCHOOL

# HEALTH AND SAFETY POLICY

Governor committee:	Full Governors	January 2017
Updated by:	Paula Flint	January 2017
Policy due for review:	Full Governors	January 2018

This policy is based on the 2016 HfL model policy and has been updated to reflect any particular school arrangement.

## **PART 1. STATEMENT OF INTENT**

The Governing Body of The Barclay 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, and/or issued to, all members of staff. A reference copy is kept 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.

Signed:

Signed:

**Nicky Clarke, Chair of Governors**

**Mark Allchorn, Acting Headteacher**

Date:

Date:

## **PART 2. ORGANISATION**

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

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

### **Responsibilities of the Governing Body**

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

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

**A Health & Safety Governor, Paul Bordini, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.**

The Governing body will receive regular reports from the Headteacher or other nominated 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 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 schools.

### **Responsibilities of the Headteacher**

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.

- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

The task of overseeing health and safety on the site has been delegated by the headteacher to:

See appendix 24

**Responsibilities of other staff holding posts of special responsibility e.g. Deputy Head, Director of Business and Resources, Heads of Faculty, Heads of Department and Year Learning Coordinators, Site Manager etc.**

*The Heads of Faculty, Heads of Department, Year Learning Coordinators and Managers of Support Staff will:*

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

*The Premises Manager will:*

- Maintain or have access to online an up to date library of relevant published health and safety guidance from sources including the Herts Grid, CLEAPSS, AfPE, DfE, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Arrange for the immediate repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

*All Staff will:*

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- These records of inspections should be lodged with the Premises Manager by the Heads of Department.

*The Premises Manager and all other staff with leadership responsibilities will:*

- 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 headteacher of any problems they are unable to resolve within the resources available to them.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

*The Director of Business and Resources, Premises Manager and all other staff with leadership responsibilities will:*

- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

**Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent /

have been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. ARRANGEMENTS**

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
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Appendix 22	-	School swimming and pools
Appendix 23	-	Work Experience
Appendix 24	-	List of Responsible People

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Premises Manager following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

All workplace activities, teaching and non-teaching (e.g. caretaking, productions, barbecues), premises and one off activities must be assessed by the person leading the activity and approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Premises Manager's Office and in the record of trips held by the school coordinator. 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 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 which may impact upon their work.

**Pregnancy Risk Assessment**

Assessments on new and expectant mothers will be undertaken by their line manager/HR Administration Manager following guidance contained in the County Health and Safety Manual.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant Heads of Faculty, Heads of Department, Year Learning Coordinators and subject teachers 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 i.e. schemes of work/lesson plan/syllabus etc.

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

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

## **Secondary Schools**

- [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]
- [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/> ]



### OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. [Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's 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(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

The school's Educational Visits Co-ordinator is listed on Appendix 24.

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Premises Manager.

Inspections of individual departments will be carried out by Heads of Faculty/Heads of Department, Year Learning Coordinators or nominated staff.

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 the Premises Manager.

**A named governor, Paul Bordoni, will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.**

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

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

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book in the Premises manager's Office and will be reviewed on an annual basis.

**Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook, which is available on the shared drive and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by the Premises Manager and updated to the LA via Solero and **also to Arena Security and Stevenage CCTV Partnership.**

**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.

**Details of service isolation points** (i.e. gas, water, electricity) are identified on the school fire plan, a copy of which is held by the Fire Brigade and in the Premises Manager's office.

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

An inventory of these will be kept by the person responsible for that department or area as appropriate and the Premises Manager, for consultation.

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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The Premises 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 Premises manager's office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Premises Manager/Premises Team. This test will occur on **Wednesday at 8.10am**.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer **CAMS 01438 740840**.

A fire alarm maintenance contract is in place with **CAMS 01438 740840** and the system tested annually, in addition to three minor services completed termly

Smoke and heat detectors are tested on a quarterly basis by **CAMS 01438 740840**.

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks by the Premises Manager ensures that that all firefighting equipment remains available for use and operational and for any evidence of tampering.

**CAMS Fire and Security PLC 01438 740840** undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to The Premises Manager. **CAMS 01438 740840**.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly by the Premises Manager and annually a full discharge test and certification of the system will be undertaken by **Tony Kemp Electrical 07885 058454**.

Test records are located in the site's Fire Log Book/Compliance Folder.

**MEANS OF ESCAPE**

The Premises Manager checks daily for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

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

**TRAINED TO EMERGENCY FIRST AID AT WORK LEVEL:**

See appendix 24

**TRAINED TO EMERGENCY FIRST AID AT WORK (2 days):**

Lakvinder Singh  
 Laura Waywood  
 Jackie Thomson  
 Charlie Smith  
 Gavin Ward  
 Kim Hutchinson  
 Mandy Sutcliffe-Spencer

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

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

**First Aid Office, PE office, Admin Office, Director of Business and Finance Office, Reception, Sixth Form, AEN.**

The First Aider is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

The Premises Manager/First Aid will check that any vehicles are properly equipped with first aid boxes before they are used.

**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 the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

**Important Contact Numbers**

Emergency:	999
Hospital Accident and Emergency:	01438 314333
School Nursing Team:	01438 781404

**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 (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.**

The First Aider on duty is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the First Aider on duty.

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

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the First Aid room and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

### **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 the Director of Business and Resources, Student Services/First Aiders.

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

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

## ACCIDENT REPORTING PROCEDURES

### **Accidents to employees**

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

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

A local accident book held in the First Aid 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 as soon as possible.

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

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

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

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

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

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

The Health and Safety Committee includes the Premises Manager, Director of Business and Resources, a member of the Teaching staff, a member of the Support staff and also Trade Union Representatives.

The Management and Finance Governing Body 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.

The Teaching and Support staff Trade Unions appointed Safety Representative on the staff are detailed in Appendix 24.

### Communication of Information

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

The Health and Safety Law poster is displayed in the staff room.

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

### Health and Safety Training

All employees will be provided with:

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

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

Training records will be kept the HR office. The DHT: Curriculum, Teaching and Learning 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.

## 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. Staff should also:

- Notify the Premises Manager in advance on each occasion when lone working will occur and ensure they sign in, the signing in sheets will either be available in the staff room or the front lobby.
- Ensure they do not put themselves or others at risk.

When working off site (e.g. when visiting homes) expected control measures would include:

Mobile phone contact, notify a colleague of visit details and the estimated time of return and arrangement for contacting etc. (It is good practice to obtain background information about the child and family being visited and also to plan the route in advance if the premises are unfamiliar. **Where there are known risks to 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. The school premises are protected by Stevenage CCTV cameras and Arena Security who should be called in the event of a member of staff needing to attend the site.

- Stevenage CCTV           01438 242851
- ARENA Security           01462 481811



## PREMISES AND WORK EQUIPMENT

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

The Premises 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 detailed in the training log.

### **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 Premises Manager' office and are the responsibility of the Premises Manager. Key areas for compliance are outlined on the Grid.

### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment should be reported to the Premises manager immediately and removed from use whilst awaiting collection for repair/disposal.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant 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 trained member of the premises team. PAT testing is overseen by the Premises Manager and other trained staff – see Appendix 24.

The Premises 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 inspection every 5 years or an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

### **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 Premises Manager will conduct and record a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by a certified contractor.

## Curriculum

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

The Site Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( E.G. TERMLY, ANNUALLY)</b>
Access equipment e.g. ladders, tower scaffold	Premises staff	Premises staff	Premises staff	As detailed in the statutory check folder.
Caretaking/cleaning equipment including hand tools	Premises staff	Premises staff	Premises staff	As detailed in the statutory check folder.
Grounds maintenance equipment	Premises staff	Premises staff	Premises staff	As detailed in the statutory check folder.
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Premises staff Catering Contractor	Premises staff Catering Staff	Gas Safety registered contractor	As detailed in the statutory check folder.
PE and play equipment	Premises staff and PE Staff	PE Staff	The Approved contractor details of which can be found in the statutory check folder.	As detailed in the statutory check folder.
LEV, dust extraction /fume cupboards	Premises Staff, Science Technicians, Science Staff	Science Teachers, Science Technicians	The Approved contractor details of which can be found in the statutory check folder.	As detailed in the statutory check folder.
Technology Equipment	Premises Staff, Technology Technicians, Technology Teachers	Technology Teachers, Technology Technicians	The Approved contractor details of which can be found in the statutory check folder.	As detailed in the statutory check folder.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( E.G. TERMPLY, ANNUALLY)</b>
Art/Design Equipment	Premises Staff, Art Technicians, Art Teachers	Art Teachers, Art Technicians	The Approved contractor details of which can be found in the statutory check folder.	As detailed in the statutory check folder.
Portable electrical equipment	Premises Staff	Premises Staff	The authorised premises staff details of which can be found in the statutory check folder.	As detailed in the statutory check folder.
Lifts/lifting equipment	Site Staff	Site Staff	The Approved contractor details of which can be found in the statutory check folder.	As detailed in the statutory check folder.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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, DT and Art) then Heads of Faculty and 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 establishment's nominated person(s) responsible for substances hazardous to health is the Premises 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 Premises 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 radiatlons and Radioactive sources in schools’ 2013 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 the Premises Manager in conjunction with lead Science Technician (detailed responsibilities are provided in the Science Department H&S Policy).
- The Premises Manager and Science Technician 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.

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on 9<sup>th</sup> June 2011.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Premises Manager's office by the Premises 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 listed in appendix 24 and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

## CONTRACTORS

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

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

The Premises 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>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

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

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

These contractors have satisfied the County Council that they understand and abide by health and safety regulations. When considering the appointment of contractors outside of Hertfordshire frameworks the Premises Manager in conjunction with the Governing Body will undertake appropriate competency checks prior to engaging a contractor.

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

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

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<sup>1</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.

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

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

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that 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. premises staff, drama, ICT technician etc.

The establishment's nominated person(s) responsible for work at height is the Premises 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 and
- any risks from fragile surfaces is properly controlled.
- 

Qualified to work at height following training are listed on Appendix 24.

## 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 Premises 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.

## 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 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. Vehicles needing access to sire such as ambulances and coaches should be walked through the grounds if their arrival coincides with student break times or student's arrival or departure times.

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

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance. Delivery vehicles must go straight to the delivery area and not the front entrance of the school.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Finance in conjunction with the Premises Manager following HCC guidance.

All lettings must have completed a lettings pack and must also provide public liability insurance. If public liability insurance is not provided an extra 10% of the lettings fee must be paid for cover by the HCC insurance policy.

## APPENDIX 19

### MINIBUSES

The Premises 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>2</sup>

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

The Premises Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows [County Guidance](#).

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<sup>2</sup> All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

**STRESS / WELLBEING**

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

The school has a Performance Management System, Return to Work System and both senior leadership members and support staff are available to discuss any staff concerns.

The school's wellbeing coordinators are listed on Appendix 24.

The Barclay School retains membership of an Employee Assistance Programme, Carewell which can provide counselling to staff.

**LEGIONELLA**

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

A water risk assessment of the school has been completed on 5.12.14. The Premises 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.

## **SCHOOL SWIMMING**

Barclay School does not have a swimming pool.

<b>WORK RELATED LEARNING</b>
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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 school has a separate work experience policy which is regularly reviewed and updated.

The Assistant Headteacher (see Appendix 24) 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.
- All placements (including private placements) are subject to a pre-placement check by a competent person(s)<sup>3</sup> who will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

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

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<sup>3</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

<b>LIST OF STAFF WITH HEALTH AND SAFETY RESPONSIBILITIES</b>
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<b>Responsible role</b>	<b>Name</b>	<b>Email/Contact Number</b>
Chair of Governors	Nicky Clarke	clarken@barclay.herts.sch.uk
Vice Chair of Governors	Andrew Boakes	Andrewboakes001@btinternet.com
Vice Chair with H&S Responsibility	Paul Bordoni	Paul.bordoni@hertfordshire.gov.uk
Acting Headteacher	Mark Allchorn	allchornm@barclay.herts.sch.uk
DHT: Premises/Health & Safety		
DHT: Curriculum, T&L		
AHT: Schools Offsite Visit Manager	Magda Charlwood	mcharlwood@barclay.herts.sch.uk
Director of Business and Resources	Paula Flint	Flintp@barclay.herts.sch.uk
Premises Manager	Paul Benjamin	<a href="mailto:benjaminp@barclay.herts.sch.uk">benjaminp@barclay.herts.sch.uk</a> 07908 222072
Finance & Student Services Manager	Carrie Lennon	lennonc@barclay.herts.sch.uk

<b>Trained First Aiders – EFAW – 3 days</b>	<b>Date of Training</b>
Charlie Smith	13/7/2016

<b>Automated External Defibrillation</b>	<b>Date of Training</b>
Mandy Sutcliffe-Spencer	6/1/16
Kim Hutchinson	6/1/16
Paula Gee	6/1/16
Mike Ludford	6/1/16
Lee Flanger	6/1/16

<b>Important Contact Numbers:</b>	
Emergency	999
Lister Hospital Accident & Emergency	01438 314333
School Nursing Team	01438 781404
Stevenage CCTV	01438 242851
ARENA Security	01462 481811
The Education Health & Safety Team	01992 556478
Health & Safety Executive (HSE)	Switchboard 0151 951 4000 Incident Contact Centre - fatal and major injuries only 0845 300 9923
Fire Equipment/Alarms CAMS	01438 740840
Emergency Lighting Systems - Tony Kemp	07885 058454
Mouchel	Hot Line 0800 547547
Caswell Group – Asbestos Testing and Removal	01438 312504
Affinity Water – Legionella Testing - Adam White	07920 233233/01707 277135
HCC Minibus – Guy Bradley	01992 556800
Removal of Hazardous Waste Products	01438 759850
Removal of Clinical Waste Products - Dove	01480 210999
Insurance Services	01992 555480
Metro Lifts – Front Lobby	0208 366 8838
Kone Lift – Rear Lobby	08451 999 999
Gas Board Emergency	0800 111 999

<b>Qualified PAT Testers</b>	
Science Technician	Roy Bostwick (CLEAPPS trained)
Tech Technician	Peter Negus
<b>Asbestos Authorising Officers</b>	<b>Paul Benjamin – Premises Manager</b>
Premises Team Leader	Alex Whitcombe
Premises Assistant	Mike Ludford
Premises Assistant	Wayne Kelly
IT Network Manager	Tariq Bizanjo
IT Technician	Scott Dowell
<b>Working at Height Trained</b>	
Premises Manager	Paul Benjamin
IT Network Manager	Tariq Bizanjo
IT Technician	Scott Dowell

<b>Union</b>	<b>Name of Representative</b>	<b>Contact Information</b>
Unison	Tariq Bizanjo	Bizanjot@barclay.herts.sch.uk
NUT	Sue Redmond	redmonds@barclay.herts.sch.uk