Summerswood Health and Safety Policy

To be reviewed September 2027

Amended- Adapted for Summerswood 9.9.26

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.

2. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer, it's for the Governing Body / Board of Trustees of Foundation, VA and Academy[1] schools to determine whether to adopt such arrangements.

3. Schools should ensure the policy is customised to fit their individual circumstances. Some areas requiring customisation are highlighted in red, in order to help to meet the requirements of different schools some alternative wording is suggested and such alternatives are separated by / within square brackets [ ].
Significant customisation will be required for those schools where the Local Authority (LA) is not the employer (VA, Foundation, Academy etc.).

Writing a Policy Statement

4. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement of Intent – Pg 6

5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.

6. The safety policy should be signed and dated by the head teacher / chair of governors.[2]

7. The main points required in a Health and Safety Policy Statement are:

Part 1 Statement of Intent
Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

Part 2 Organisation (roles and responsibilities)
The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Head Teacher - Sarah Kneller
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, School Business Managers, Site Managers, caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

[1] References to academies should be taken to include free and studio schools.
[2] References to governors should be taken to mean whoever is responsible for fulfilling governance functions

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It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

Part 3 Arrangements
The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

DfE Health and Safety: advice for schools provides further information on areas for inclusion in a school health and safety policy.

Arrangements for policy review

8. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.

9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. Premises, Resources etc).

10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years).

11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

Further Information

12. For further information and guidance contact: the Health and Safety Team
Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

13. A summary of changes from the previous version of the model policy (and from August 2022) is provided below.

UPDATES

Page number	Section	Details of change
February 2026 updates highlighted in yellow		
		All hyperlinks reviewed / updated
P12	Risk Assessment	Updated ISBN and edition for Safeguards in school lab
P17	First aid	Added text in line with the Sept 25 EYFS update when EY children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate
P19		Added link to BSACI allergy action plans All children at risk of anaphylaxis should have an allergy action plan completed by the child's health professional.
P25	Premises and work equipment	**PE and External play equipment** Reiterated that equipment with serious defects must not be used and to be taken out of use until repaired
P27	Asbestos	**For VC / Community schools** Wording updated and footnote added to reflect new asbestos documentation and the requirement for annual visual inspection to be returned to asbestos team. Reiterated need to forward documentation for work on ACM to asbestos@hertfordshire.gov.uk. Asbestos authorising officer training via HCC where the employer.
P33	Minibus	Section added to include safety checks and maintenance included safety inspections where section 19 permits are in place
P34	Stress / wellbeing	Footnote updated as DfE's grant application process to train a senior mental health lead in schools has ended. senior mental health training lead guidance.
Jan 25 updates		
P6	Statement of intent	Annual H&S policy review recommended in line with DfE Governance guide
P12	Risk Assessment	Link to 2024 version of AfPE guide now available electronically.
P15	Fire evacuation	Paragraph added on PEEPs
P17	First Aid	added EYFS reference to paediatric 1st aider requirements
P20	Accident reporting	HSE link to specified reportable injuries for employees added
P23	Personal Safety /lone working	Reiterated need to report violent incidents to the employer
P24	Premises and work equipment	Added reference to Electricity at work regs 1989 and customisable paragraph for personal items of equipment being brought into school
P25	Premises and work equipment	Header changed to PE and external play equipment
P26	COSHH	CLEAPPS doc L93 date of issue updated to Feb 2024 version
P27	Asbestos	Added 'asbestos register' (historically part of HCC's management plan) to documents that must be in place.
P30	DSE	Customisable paragraph for schools on eye tests for DSE users
P32	Minibuses	HCC minibus permit now valid for 3 years

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P38	Infection Control	Paragraph on risks for new and expectant mothers added.
October 2023 updates		
P12	Risk Assessment	Updated reference to BS 4163 minor amendment in 2022
P13	Offsite Visits	Made clearer that use of Evolve is recommended for all visits, should be ensured school are clear on how its used locally.
P14	Monitoring	Cross reference to App 10 included for premises compliance issues
P16	First aid – AEDs	Minor update to reflect DfE guidance and recommendation schools register AEDs nationally
P21	Premises compliance	Minor change to wording and links to GEMS and HCC trackers updated
P23	Radioactive Sources	Updated reference to L93 to reflect Sept 2022 minor revision
P24	Asbestos	Link to incident procedure added, made clearer that an annual review of asbestos management plan required as a minimum
P29	Stress	Minor change to risk assessment wording
P30	Legionella	Minor change to risk assessment wording, assessments to be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid.
P31	Swimming	Hyperlink to Swim England training updated
August 2022 update		
P 9	Responsibilities	Outline of considerations if there are 3rd party providers on site, ensure H&S responsibilities are clear
P11	Risk assessment	Added retention of risk assessments for minimum of 5 years, any relevant risk assessments linked to pupil incidents to be retained for a minimum of 3 years after their 18th birthday
P13	Fire	Added that Fire risk assessments are to be undertaken by a competent person
P15	First aid	Footnote updated to reflect DfE defibrillator scheme
P17	Accidents	Schools should aim to report pupil / non-employee RIDDOR reportable incidents to the HSE within 10 days of the incident occurring.
P21	COSHH	Added that Records of exposure to hazardous substances in the workplace should be **kept for up to 40 years**
P25	Work at height	**Updated link to LA455 Safe Use of Ladders and Stepladders –**new guidance jointly produced by the Ladder Association and the Health and Safety Executive (HSE).
P27	Lettings	Hyperlink updated removed reference to COVID-19 supplementary conditions of hire
P28	Stress / wellbeing	Updated text and reference to DfE wellbeing Charter
P31	Infection Control	New section added, DfE H&S responsibilities and duties for schools suggests inclusion of 'proportionate control measures for health infections' within policy

HEALTH AND SAFETY POLICY

Summerswood Primary School

PART 1. STATEMENT OF INTENT

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

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the school staff rooms and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed every an every 2 years[3] or earlier should the need arise.

This policy statement supplements:
Hertfordshire County Council's (HCC) Health and Safety Policy.
Other relevant school policies e.g. sheltering in place, supporting pupils with medical needs.

Laura Burt , **Chair of Governors**	**Head Teacher - Sarah Kneller**
Date ……18.9.26…… …	Date ……18.9.26…… ….

[3] Annual review recommended in line with DfE Governance guide , every 2 years is the maximum period for review, sooner in the event of any major change.

PART 2. ORGANISATION

As the employer the Local Authority 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 on the H&S pages of the Hertfordshire Grid and follow the HSE's 'Managing for health and safety' (HSG65) (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, TBC, 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 Head Teacher - Sarah Kneller and The School Business Manager - Karen Simpson 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 provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Head Teacher - Sarah Kneller

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 Head Teacher - Sarah Kneller.
The Head Teacher - Sarah Kneller 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, Governing Body 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 Head Teacher - Sarah Kneller 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 head to The School Business Manager - Karen Simpson – Karen Simpson. Within departments this task is further delegated to the relevant subject leaders.

Responsibilities of other staff holding posts of special responsibility
The Deputy Head, Assistant Head, Subject Leaders, Premises Manager

- 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 Teacher, SBM, Deputy Head, Acting Head,

Premises Manager of any problems they are unable to resolve within the resources available to them.

- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and 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.

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.
- Head Teacher – Sarah Kneller, Deputy Head – Kathryn Mitchell, SBM – Karen Simpson and the Premises Manager – Pauline Norman oversees the use of the school for Holiday camps/ Wrap around clubs. The service manager of these groups will ensure their own local health and safety arrangements to supplement those of the school, both parties to collaborate and communicate effectively on shared issues (lockdown, fire evacuation arrangements etc.). A ‘site user group’ meeting would be recommended on a regular schedule with H&S a standing agenda item.

PART 3. LOCAL ARRANGEMENTS

Further detailed information and guidance on the LA's expectations are provided via Health and safety - Hertfordshire Grid for Learning (thegrid.org.uk)

The following list of arrangements covers the key elements of a Health and Safety policy. Also refer to the Health and Safety guidance on the Grid which covers many other risk areas, codes of practice and guidance notes.

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances (COSHH)
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	School swimming and pools
Appendix 23	-	Work Experience
Appendix 24	-	Infectious diseases

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by School Business Manager – Karen Simpson and assisted by the Premises Manager - Pauline Norman following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Head Teacher - Sarah Kneller.

Generic Risk assessments are available for all staff to view and are held centrally in School Business Manager's office, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by either the School Business Manager – Karen Simpson or Premises Manager - Pauline Norman, 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 subject leaders using the relevant codes of practice and model risk assessments detailed below.
Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use, scheme of works and curriculum plans.

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

- 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/

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

Primary schools

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' http://www.afpe.org.uk/]

APPENDIX 2

OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:
Visit leader
EVC
Head Teacher - Sarah Kneller

See HCC's policy for the management of Learning outside the classroom and offsite visits

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 is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school).

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s), Kathryn Mitchell, Pamela Young and Jo Folkes-Jones who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Head Teacher - Sarah Kneller.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

Where a separate school policy for learning outside the classroom and offsite visits exists provide a cross –reference / link to this.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by The School Business Manager - Karen Simpson and Premises Manager - Pauline Norman.

Inspections of individual departments will be carried out by Heads of Department or nominated staff half-termly.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Head Teacher - Sarah Kneller. Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher - Sarah Kneller.

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

Advice and pro forma inspection checklists to assist the monitoring process can be found on the Grid.

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

See appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher - Sarah Kneller 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 SBM – Karen Simpson's Health and Safety file and will be reviewed on an annual basis.

Emergency Procedures
Fire and emergency evacuation procedures are detailed in the Fire Evacuation Plan (Roles and Responsibilities) and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by School Business Manager and updated to the LA via Solero.

The school has arrangements in place for the evacuation of people with specific needs and where required. The SENCO/Class Teacher are responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

Fire Drills

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

Fire Fighting

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

Details of service isolation points (i.e. gas, water, electricity) outside the main office, Premises office, SBM - office

Details of chemicals and flammable substances on site.
An inventory of these will be kept by the Premises Manager - Pauline Norman as appropriate, for consultation. (See COSHH Appendix 11). The cleaning company also keep a copy of their COSHH in the cleaning cupboard.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Premises Manager - Pauline Norman 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 weekly checks folder located in the Premises Manager - Pauline Norman's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Wednesday at 8:00am approx.
Any defects on the system will be reported immediately to the alarm contractor Scutum 01279 420016.
A fire alarm maintenance contract is in place with Scutum – 01279 420016.and a 50% test is carried out 6 monthly by them.
The fire alarm (and the intruder alarm) are monitored by Scutum 01279 420016 and Arena (01462 481811) are the Security key holders for emergency call outs.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment remains available for use and operational. Chubb Fire and Security – 0344 879 1770 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 Premises Manager - Pauline Norman

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation daily in house and annually a full discharge test and certification of the system will be undertaken by Samways Electrical Services – 01923 228844

MEANS OF ESCAPE

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

Appendix 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (on site and where required for trips/visits and extra-curricular activities). As from September 2026 all staff at Summerswood Primary School will receive Anaphylactic training.

Emergency First Aid at Work / Basic First Aid		
Name	**Role**	**Training Date**
Sue Deboeck	Lunchtime Leader	24/06/2024
Katy Pettigrove	Teaching Assistant	24/06/2024
Caroline Larter	Teaching Assistant	24/06/2024

Combined Paediatric First Aid and Emergency First Aid at Work		
Name	**Role**	**Training Date**
Donna Ely	Teaching Assistant	04/04/2025
Fathuma Mohideen	Lunchtime Leader	04/04/2025
Jolanta Glod	Lunchtime Leader	04/04/2025
Matthew Jolley	Teaching Assistant	04/04/2025
Pilar Barrancas	Teaching Assistant	04/04/2025
Senada Hoxha	Teaching Assistant	04/04/2025
Sheri Waller	Teaching Assistant	04/04/2025
Sarah Fry	Teaching Assistant	04/04/2025
Trina Hilling	Teaching Assistant	28/11/2025
Karen O'Sullivan	Thrive Practitioner	28/11/2025
Nikki Wheeler	Teaching Assistant	28/11/2025
Sam Cox	Teaching Assistant	28/11/2025
Daniela Gonzaga	Teaching Assistant	28/11/2025
Arjana Mena	***Teaching Assistant - Senior First Aider***	***28/11/2025***
Fatema Khatun	Teaching Assistant	28/11/2025
Justyna Slesiona	Lunchtime Leader	28/11/2025
Nikki Teixeira	Unqualified Teacher	28/11/2025
Rebecca Rowe	Administrator	28/11/2025
Vanessa Brown	Teacher	28/11/2025
Marcella Hicks	Teacher	28/11/2025
Hayley McNamara	Teacher	28/11/2025

Staying Alive – Training for Life		
Name	**Role**	**Training Date**
Kerri Bowles	Teaching Assistant	09/01/2024
Abbi Rozentals	Lunchtime Leader	09/01/2024
Claire Burgess	Lunchtime Leader	09/01/2024

Sara Watkins	Lunchtime Leader	09/01/2024

For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. In line with the Sept 25 EYFS update when EY children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.

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

LISTS OF FIRST AIDERS ARE DISPLAYED IN STAFF ROOMS, MEDICAL ROOM AND KS2 PPA ROOM

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:
Medical Room
KS2 PPA Room
Staff Room
Office

The Lead First Aider - Arjana Menah is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits are complete and replenished as necessary.

AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS1: above the fridges in the dining hall.**
The Premises Manager - Pauline Norman checks the AED on a weekly basis. Pads must be checked for dates annually and must be replaced after use.
Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

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 111) and, in the case of pupil with the parents/carers.
Barnet General Hospital – 0845 1114000
Watford General Hospital – 01923 24436

Administration of medicines
All medication will be administered to pupils in accordance with Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate school 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 School Business Manager - Karen Simpson 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 Business Manager.
All non-emergency medication kept in school is securely stored in the medical room, refrigerated meds kept in clearly labelled container within fridge in the staff 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 are kept in the classroom. Blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in medical room, and clearly labelled.

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working. The Anaphylactic Kit will be stored in the dining

hall and keys will be available in a break glass box next to the kit, medical Room, Main Office and Arjana Mena will have one, our lead first aider.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted, and advice sought as to whether administration of the emergency AAI is appropriate

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, SENCO/Teacher / specialist nurse (where appropriate) and relevant healthcare services.
These plans will be completed on diagnosis being communicated to the school and will be reviewed annually by the Lead First Aider – Arjana Mena and signed off by the Parent
All staff are made aware of any relevant health care needs and copies of health care plans are available on the child's file / CPOMS, ARBOR & MEDICAL FOLDER to enable annual review
Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

BSACI allergy action plans
All children at risk of anaphylaxis should have an allergy action plan completed by the child's health professional. These support the care plan / risk assessment process and staff training by summarising emergency procedures.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

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

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

Accidents to pupils and other non-employees (members of public / visitors to site etc.)
Pupil medical folders are stored and updated in the Medical room by trained members of staff.
A local accident book in the SBM - KAREN SIMPSON' 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.

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

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

All Accidents
All major incidents will be reported to the Head Teacher - Sarah Kneller and chair of governors.
Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Head Teacher - Sarah Kneller, 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. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)
The Head Teacher - Sarah Kneller is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury (to employees, see specified reportable injuries from HSE) 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, within 10 days of the incident occurring.

- 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) within 15 days of the incident occurring.

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation
Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare. H&S is a regular fixture at the Governing Body Meeting

Consultation
Health, safety and welfare issues affecting staff, pupils or visitors are discussed at Termly Governing Body Meetings. Action points from meetings are brought forward for review by school management. Leadership meetings are held weekly and Health and Safety matters are discussed. SLT morning briefing and weekly staff briefings cover H&S matters.

Staff meetings are held weekly, SLT meeting are held weekly and Friday morning briefing are held. H&S matters are raised in these meetings and communicated via email, in person or in the leadership minutes.

Communication of Information
Information and guidance on how to comply with the LA's health and safety policy is given via H&S pages of the Grid.

The Health and Safety Law poster is displayed in outside the School Office, Premises Manager - Pauline Norman's Office, KS2 PPA and the Hideaway.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools 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 via staff meetings, Leadership meetings via e-mail Leadership minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept on Arbor by the SBM – Karen Simpson. The School Business Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Head Teacher - Sarah Kneller will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.
Each member of staff is also responsible for drawing the Head Teacher - Sarah Kneller'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.

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

Staff will report any such incidents to the Head Teacher - Sarah Kneller.

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 the Head Teacher - Sarah Kneller and log in and out of the school premises via the access control system. Premises staff working out of hours must report in and out of school via the Premises WhatsApp group.

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. 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. Alarm callouts are monitored by Arena (01462 481811). Arena may contact a keyholder to attend with Arena, if they deem it necessary. Any callouts must be immediately reported on the Premises Whatsapp group.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to Premises Manager - Pauline Norman any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing the item in a secure location pending repair / disposal. Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Premises Manager - Pauline Norman 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 **N/A but are aware if we were to purchase such equipment, we would get the specific training in place.**

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 / by Premises Manger's - Pauline Norman. Works schedule document Oversight of premises compliance issues is the responsibility of the School Business Manager – Karen Simpson and the Premises Manager – Pauline Norman this is achieved by the introduction of Smart Log – 2026.

Curriculum Areas
Subject Co-ordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety
The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).
All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged/ Defective equipment must not be used and will be reported Premises Manager - Pauline Norman

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). PAT Engineers PH Ltd 07967 622571.
All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a PAT Testing Engineer and tested on a yearly basis. The Premises Manager - Pauline Norman is responsible for keeping an up-to-date inventory of all relevant electrical appliances. All employees are responsible for ensuring that equipment is available for testing. It is the user's responsibility to ensure items are tested prior to use. Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment. PAT Testing is carried out by Ph Testing.

A fixed electrical installation test (fixed wire test) will be conducted Samways Electrical Services on a 5 year cycle, an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

PE and 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 - Pauline Norman will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by John Harrison

Any equipment with serious defects must not be used and is to be taken out of use / made inaccessible until removed or repaired.

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) subject leads are responsible for COSHH and ensuring that an up-to -ate 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 the Premises Manager - Pauline Norman.
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 substances are appropriately and securely stored out of the reach of children.
- all substances 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.

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

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

Where persons may be affected by their use on site, the Premises Manager – Pauline Norman 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*).

ASBESTOS

APPENDIX 12

An asbestos survey, register 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 23.01.2014

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The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held jointly by the SBM – Karen Simpson or by the Premises Manager - Pauline Norman.

The Head Teacher - Sarah Kneller 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. (The school has an incident procedure as part of the asbestos management plan for dealing with an unplanned disturbance of asbestos-containing materials see also https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-jan-26.pdf

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Head Teacher - Sarah Kneller, Business Manager – Karen Simpson and the Premises Manager - Pauline Norman and refresher training is required 3 yearly.

HCC asbestos training undertaken where the employer via HFL Education Hub Shop.

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 Head Teacher - Sarah Kneller / 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) as part of the school's asbestos management plan.
- 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, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.
- Following ANY asbestos related activity, documentation for the works must be retained locally in the asbestos log and in the case of VC and Community schools copies sent to asbestos@hertfordshire.gov.uk. (Examples of documents to be held include: surveys, risk assessments and method statements for work on asbestos, air monitoring reports, bulk samples, certificate of reoccupation, statement of cleanliness, waste consignment notes etc.).

APPENDIX 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 School Office where they will be asked to sign in on the Inventry system and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Pauline Norman - 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[4] 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 COG – Laura Burt, Head Teacher – Sarah Kneller, SBM – Karen Simpson and the Premises Manager - Pauline Norman 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 **Property contractors and consultants - Hertfordshire Grid for Learning (thegrid.org.uk)** when considering the appointment of contractors outside of Hertfordshire frameworks, SBM – Karen Simpson and the Premises Manager - Pauline Norman 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.

[4] 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 school's behalf.

APPENDIX 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 lightweight 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, work surfaces etc.

Only those persons who have been trained to use ladders safely may use them.
Basic instruction is provided to all staff who use ladders / stepladders,

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. See also LA455 - The Ladder Association

The establishments nominated person(s) responsible for work at height is (are) employed Contractors.

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, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.
- any risks from fragile surfaces is properly controlled.

Steps can be used by staff. RA carried out by SBM – Karen Simpson for ladder use if totally necessary, prior to use. Ladders are all kept locked away. Premises Staff must not use ladders without consent from the SBM – Karen Simpson

APPENDIX 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 Premises Manager - Pauline Norman – Pauline Norman 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.

Summerswood Primary School/HIVE have taken feedback from staff and appropriate touch is considered as part of the everyday life of a school and childhood development. Some school staff are trained to use the following principles, from Therapeutic Thinking, :

- Offering an arm to a pupil - to support, guide or escort a pupil.
- Open mittens – to support, guide or escort a pupil. Usually moving them away from something
- Closed mittens – as part of a supportive hug. Usually to offer comfort or reward.
- Closed mittens – as part of a supportive arm - to support, guide or escort a pupil. Usually moving them away from something

During Therapeutic Thinking Physical intervention training during January 2025 staff agreed the following touch is acceptable:

- Intervening in fights/assaults between pupils
- Guiding and escorting a child
- Restrictive physical intervention as an emergency measure or part of a planned response
- Physical prompts such as: a nudge, touch on the shoulder but depends on the child
- Physically comforting a child (supportive hug)

During Therapeutic Thinking Physical intervention training during January 2025 staff agreed the following touch is not acceptable:

- Carrying a child (unless it is an emergency or planned such as on a PEEP)
- Physically separating a child from their parent/carer
- Sitting a child on an adults lap

Physical intervention must not become a habit between a member of staff and a child. Physical intervention should always be in the child's best interest and staff must have an awareness of children and young people who may not have secure primary attachments. Staff must have an awareness of the need to differentiate physical intervention to ensure that children or young people are able to distinguish and separate the attachment to staff (who are transient adults in their life) from the primary attachment to key adults such as parents and siblings.

Physical contact must never be used as a punishment, or to inflict pain. All forms of corporal punishment are prohibited. Physical contact **must not** be made with the child or young person's neck, breasts, abdomen, genital area, or any other sensitive body areas, or to put pressure on joints.

Restraint or restrictive interventions may be used when all other strategies have failed, and therefore only as a **last resort**. All staff should focus on promoting a positive and proactive approach to behaviour and emotional wellbeing, including de-escalation techniques (appropriate to the child), to minimise the likelihood of, and avoid the need to use, restraint.

There will, however, be times when the only realistic response to a situation will be a planned restraint or restrictive intervention.

In an emergency, such as a child running into a road, or a child attacking a member of staff and refusing to stop when asked, then reasonable force may be necessary. This would be an unplanned intervention which: -

- requires professional judgement to be exercised in difficult situations, often requiring split-second decisions in response to unforeseen events or incidents where trained staff may not be on hand.
- will include judgements about the capacity of the child at that moment to make themselves safe.
- requires responses which are reasonable and proportionate and use the minimum force necessary in order to achieve the aim of the decision to restrain.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work *(significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

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

Advice on the use of DSE is available via the Grid

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 / carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

Only the Head teacher – Sarah Kneller can grant access to the site for parent parking. If permission is given for special circumstances, ie, blue badge holders, a permit to park will be issued by the School Office and recorded.

Separate pedestrian and vehicle gates are provided at the main entrance of the school. Staff supervise the Arundel and Elmwood pedestrian entrance gates at the beginning of the school day.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

All lettings must be approved by the Head Teacher – Sarah Kneller 2 weeks prior to an event.
Once approved, letting are managed by the SBM – Karen Simpson and the Premises Manager - Pauline Norman

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See *Hiring agreements and third party access - Hertfordshire Grid for Learning (thegrid.org.uk))*
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.

No electrical appliances are to be brought into school without permission. All portable appliances must be PAT tested.

Hirers must have first trained first aid members of staff. Hirers must ensure minors are supervised at all times and are not permitted in unauthorised areas. Hirers must have formal emergency procedures in place and must practice them. Hirers must not permit any unauthorised persons on to the site.

APPENDIX 19

MINIBUSES

Summerswood do not currently use a minibus

[insert name] 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. [5]

[On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to [insert name] 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 3 years)
Issued by the HCC Road Safety Unit.
Minibus driver assessment scheme | Hertfordshire County Council

All drivers must undergo an assessment with an HCC assessor every three years to gain a permit to drive HCC vehicles.
Driver Training and Assessment | Hertfordshire County Council

[The Minibus driver, or a named person, (insert name)] is responsible for undertaking a safety check of the vehicle before use.

[Insert name] is responsible for the school's operation of minibuses, that vehicles are properly maintained and records of annual MOT, regular servicing and safety inspections are in place[6]

5 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.

6 Where section 19 permits are in place safety inspections are to be carried out every 6-13 weeks see the DVSA Guide to Maintaining Roadworthiness for more information.

APPENDIX 20

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the HSE management standards

The school will

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

The school's wellbeing / mental health lead[7] is Karen O'Sullivan and Jo Folkes Jones

[The school has signed up to the DfE's voluntary education staff wellbeing charter, Education staff wellbeing charter - GOV.UK which sets out commitments to the wellbeing and mental health of everyone working in education}.

Detail systems in place within the school for supporting staff wellbeing, responding to individual concerns and monitoring staff workloads e.g. [Performance Management, mentoring, personal development plans, membership of an Employee Assistance Programme, access / referral to Occupational Health etc.]
See
Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK

[7] **consider suitable training for this role such as mental health first aid training or senior mental health training** This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health. DfE do not quality assure or fund mental health lead training courses at present, however DfE have produced a list of senior mental health lead course believed to be available as at March 2025. DfE assured senior mental health lead training courses see Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK

APPENDIX 21

LEGIONELLA

LEGIONELLA

A water risk assessment of the school has been completed on 28/3/2024 by Herts Environmental Services Ltd and all remedial actions were carried out.

The Premises Manager - Pauline Norman is responsible for ensuring that the identified operational controls are being conducted and recorded.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., 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 undertaken and recorded.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and 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, external taps, maintenance and reception garden, taps in boiler houses.
- Shower head and 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;
- Stored cold water tanks are inspected for compliance and safety on an annual basis. Water tank above Maintenance was removed on 6.7.19. No other tanks are present in school. Mains water feed only

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

Water sampling ceased in 2019 after advice from Eghe from H&S during our 5 year audit. Water tank was also removed to enable this.

APPENDIX 22

SCHOOL SWIMMING

Primary school swimming in public / secondary schools
These will be planned as an offsite visit in line with the school's policy.
The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool. These are held by the SBM – Karen Simpson.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

For schools with swimming pools (Summerswood Do Not Have a Swimming Pool on Site)

APPENDIX 23

WORK RELATED LEARNING

Work experience

- Work experience must be approved by the Head Teacher – Sarah Kneller prior to commencing
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- 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 must 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 / school employer at the earliest possible opportunity.

APPENDIX 24

INFECTION CONTROL

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

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

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

This will include:

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

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

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