

Tab 1



DANES EDUCATIONAL TRUST

Making the difference together

HEALTH AND SAFETY POLICY

DET policy (School to provide information on the last page with school specific information- delete this note)

2025-2026

www.daneseducationaltrust.org.uk

01923 284169

c/o St Clement Danes School, Chenies Road, Chorleywood, Hertfordshire, WD3 6EW

Responsibilities

To determine and approve policy and ensure compliance	Danes Educational Trust Board
To implement, deliver and comply	Headteacher and School Board
APPROVAL DATE	25 November 2025
COMMITTEE	Business Committee
DURATION	1 Year
REVIEW DATE	Autumn Term 2026
SLT LEAD	COO
As part of the review process, this policy/procedure has been subject to an Equality Impact Assessment.	

Contents

SCHOOL SPECIFIC INFORMATION	4
STATEMENT OF INTENT	6
ORGANISATION	7
RESPONSIBILITIES OF THE TRUST BOARD, COMMITTEES & CENTRAL SERVICES LEADERSHIP	7
RESPONSIBILITIES OF THE HEADTEACHER	8
RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY E.G. DEPUTY HEADTEACHERS, ASSISTANT HEADTEACHER, HEADS OF FACULTIES, PREMISES MANAGER ETC.	8
RESPONSIBILITIES OF EMPLOYEES	9
LOCAL ARRANGEMENTS	10

SCHOOL SPECIFIC INFORMATION

School		
Date information updated		
Location of isolation services		
Gas	Electricity	Water
First aid		
First aid appointed person		
Location of first aid boxes		
Location of AED/Defibrillators		
Medicine		
Medicines person		
Location of non-emergency medicine storage		
Location of emergency medicine storage		
Individual health care plans		
Location of ICHPs		
Person responsible for annual review		
Location of accident book		
Location of H&S Law poster		
Radiation protection supervisor		
Asbestos		
Asbestos authorising officers		
Date of asbestos survey		
Wellbeing/mental health lead		
Water/legionella risk assessment		

Date of risk assessment	
Risk assessment contractor	
Fire risk assessment	
Date of risk assessment	
Location of risk assessment	
Work-related learning	
Work-related learning lead	
Work experience external support organisation	

STATEMENT OF INTENT

Danes Educational Trust (the Trust) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the Trust's organisation and its 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. It is also published on the trust policy website page which is accessible to all staff.

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

This policy statement supplements:

- Critical Incident and Business Continuity Procedure
- First Aid Policy (School Policy)
- Lettings and Use of School Premises Policy
- Off-Site and Residential Activities Procedure
- Safeguarding and Pupil Welfare Policy
- Staff Working from Home Policy

The above statement (and other H&S policies and guidance) may be downloaded by staff from the Staff Handbook or their school website.

Mr Nils Blythe

Chair of Danes Educational Trust

Dr J Valentine OBE

Chief Executive Officer

ORGANISATION

As the employer, Danes Educational Trust Board of Trustees has overall responsibility for Health and Safety across Trust schools

The Trust Board Business Committee will effectively manage all aspects of health and safety with the CEO and Headteachers at each School .

For each school within the Trust, the Trust Board Business Committee is responsible for overseeing the school's duties in respect of health and safety. The Trust CEO/Chief Operating Officer (COO) will work with the Headteacher and staff with delegated health and safety tasks on health and safety matters. Schools will report on health and safety through:

- i) an annual visit by a competent Health and Safety adviser
- ii) a termly review of Premises and Health and Safety KPIs by the Trust Chief Operating Officer or the Trust Estates Lead.

The Trust's Business Committee will monitor compliance with this policy by scrutinising these reports.

Duties and responsibilities have been assigned to the Trust Board, CEO, COO, Headteacher and staff as laid out below.

RESPONSIBILITIES OF THE TRUST BOARD, COMMITTEES & CENTRAL SERVICES LEADERSHIP

The Trust Board is 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 the day to day management of the schools.

As a minimum these management systems should adhere to the Local Authority's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) (Hertfordshire Schools) and [Buckinghamshire SchoolsWeb](#) (Buckinghamshire Schools) 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.

The Trust CEO/COO will receive relevant information, monitor the implementation of policies and procedures and feedback health and safety issues and identified actions to the Trust Board Business Committee.

The Trust Board Business Committee will receive regular reports from the CEO/COO or other nominated members of staff in order to enable them to provide and prioritise resources for health and safety issues. Where required, the Trust Board will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

All Trust schools must have a service level agreement with HCC schools Health and Safety Team to provide competent specialist advice.

HCC's Schools Health and Safety Team Tel: 01992 556478

healthandsafety@hertfordshire.gov.uk

RESPONSIBILITIES OF THE HEADTEACHER:

The overall responsibility for the day to day management of health and safety in accordance with the Trust's Health and Safety Policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Cooperating with the CEO/COO 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 proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the CEO/COO 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 serviceable condition;
- Reporting to the CEO/COO 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 and contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff at the school. Where the school employs a Site Manager/Premises Manager/Facilities Manager/Caretaker the task of overseeing health and safety on the site/premises matters has been delegated to them. Within departments health and safety is delegated to Heads of Faculty/Department or Subject Leaders/Coordinators or other relevant function Manager/Leaders. In the absence of an identified member of staff with health and safety responsibility the Headteacher retains the responsibilities unless they are formally delegated to another senior member of staff.

RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY E.G. DEPUTY HEADTEACHERS, ASSISTANT HEADTEACHER, HEADS OF FACULTIES, PREMISES MANAGER ETC.

- 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 Headteacher or individual with delegated authority of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report/record these inspections where required
- Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their department 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.
- Cooperate 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 to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

LOCAL ARRANGEMENTS

Further detailed information and guidance on the Trusts 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. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to the guidance contained in the HCC Education Health and Safety Manual via the [HCC Grid](#) which covers many other risk areas, codes of practice and guidance notes.

Where school specific information is required, this should be entered on the [page at the start of the policy](#). These points are highlighted in this section.

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. The Headteacher may delegate the coordination of risk assessments to a suitably trained member of staff. Risk assessments will be based on the template risk assessments provided by the Trust and staff should use the additional guidance contained on the Health & Safety pages of the [Hertfordshire Grid](#). Risk assessments are approved by the Headteacher or the individual with delegated authority.

General risk assessment templates are provided to all Trust schools. These are reviewed annually and shared with schools to adapt to their school specific circumstances.

Risk assessments are available for all staff to view and are held centrally on the school IT network or shared drive. 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 pupils(s) are held on that individual's file and will be undertaken by the relevant line manager (for staff) or pastoral member of staff (pupils). Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department/Faculty/ subject teachers, or 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 including scheme of work, lesson plan and syllabus etc.

All Trust Schools schools must 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:

Secondary schools

- [BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory, 2006 (11th Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

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

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

The Trust Offsite and Residential Visits policy provides further information and guidance on the [management of Learning outside the classroom and offsite visits](#).

The Local Authorities 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. All Trust schools are required to use the Evolve system for the management and risk assessment of offsite visits and trips.

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 Coordinator(s) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher or other member of staff with delegated responsibilities for the approval of trips and visits. The Trust recommends that the EVC should attend training and refresher training every 3 -5 years.

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 Trust Chief Operating Officer.

Inspections of individual departments will be carried out by Heads of Department/Faculty 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 Headteacher who may delegate that to Senior Leaders, Heads of Department or other nominated staff

The Trust Chief Operating Officer 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 Trust Board Business Committee on a termly basis and - full Trust Board where required.

Advice and pro forma inspection checklists to assist the monitoring process can be provided by the Trust Chief Operating Officer or Estates Lead. Further information is also available on the Hertfordshire County Council [Grid](#).

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

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the HCC [Grid](#)

The location of the fire risk assessment noted at the [front of this document](#). It will be reviewed on an annual basis. A copy of the fire risk assessment must be sent to the Trust COO or Estates Lead.

Emergency procedures

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

Evacuation procedures are also made available to all 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.

The school has arrangements in place for the evacuation of people with specific needs and where required the line manager in consultation with the school HR adviser and premises staff is 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 logbook.

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 The school site/premises/facility/caretaking staff are aware of the service isolation points for gas, water, electricity etc. The locations are listed at the [front of this policy](#).

Details of chemicals and flammable substances on site.

An inventory of these will be kept by school premises/site/caretaking staff and Heads of Department/Faculty as appropriate, for consultation. (See COSHH Appendix 11)

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The school caretaker/site/premises/facility 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 logbook located in site/caretaking/premises/facility office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer

A fire alarm maintenance contract must be in place with a suitable accredited alarm contractor who will test the alarm on an annual or 6 monthly basis in line with the testing/maintenance requirements of the fire alarm system.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

A suitable accredited contractor will be appointed to undertake annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the contractor.

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by a suitable accredited contractor.

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 using a risk assessment and identified an appropriate number of trained first aiders, who are detailed in the First Aid Policy available on the school website, or from reception.

First aid qualifications remain valid for 3 years. The Headteacher/CDP Coordinator will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. This can be delegated to the Appointed Person (named at the [front of this document](#)).

FIRST AID BOXES

Locations are listed at the [front of this document](#).

The [Appointed Person](#) is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits/ those in vehicles are complete and replenished as necessary.

AEDs (automated external defibrillators)¹

Locations are listed at the [front of this document](#).

The Appointed Person checks the AED according to the user manual specific recommendations, usually weekly or monthly.

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 a pupil with the parents/carers.

ADMINISTRATION OF MEDICINES

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

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 Headteacher will specify a member of staff (named at the [front of this document](#)) who 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 specified member of staff.

All non-emergency medication kept in school is securely stored. The location of this secure storage, with strictly controlled access (including refrigeration) is at the [front of this document](#). All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

¹ DfE intending to provide a defibrillator to all schools without one [by end of 22/23 academic year](#). Currently no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

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. Emergency medication must be clearly labelled. The location of emergency medication is at the [front of this document](#).

[The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty.]

[The school has 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. 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, 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 a specific member of staff (at the [front of this document](#)).

All staff are made aware of any relevant health care needs and copies of health care plans. The location of the plans is noted at the [front of this document](#).

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses. All employee accidents, violent incidents and near misses must be reported to the Trust on a termly basis as part of the Health and Safety Key Performance Indicators (KPIs).

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.)

A local accident book location is noted at the [front of this document](#) and is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to the Trust on a termly basis as part of the Health and Safety KPIs.

- 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 significant incidents

Pupil 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 Headteacher and DET COO who will also notify the CEO, Chair of the Trust. Accidents will be monitored for trends and a report made to the Trust Board Business Committee on a termly basis.

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. Any relevant learning points will be communicated to relevant staff and pupils.

Reporting to the Health and Safety Executive (HSE)

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

Incidents involving a fatality or major injury (for employees see the [reportable injuries from the HSE](#)) will be reported immediately to the Trust COO (who will also notify the CEO and Chair of the Trust), the Health and Safety Executive (HSE) on 0345 300 9923 and Hertfordshire County Council 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/>

- 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

Any incident notified to the HSE must also be reported to the Trust COO and Estates Lead.

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.

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

Details about trade union safety representatives (where present in school) can be found at the [front of this document](#).

Staff meetings/briefings are held regularly. This provides an opportunity for key health and safety messages to be shared with staff and for staff to raise any specific health and safety points as necessary. Should there be immediate concerns, staff know to raise these at the time.

Communication of Information

Information and guidance on how to comply with the Trust health and safety policy can be provided by the Trust COO, additional information is also available via the HCC [H&S pages of the Grid](#) . (DET has adopted the HCC policy as the model for the Trust policy).

Locations of the Health and Safety Law poster are noted at the [front of this document](#).

The Trust provides access to competent health and safety advice, as required by the Health and Safety at work Act 1974, through a service level agreement with Hertfordshire County Council Education Health and Safety Team, Tel: 01992 556478 .

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.) matched to their work and responsibilities
- refresher training where required.

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

Training records will be kept by the schools CPD Coordinator or member of staff with delegated responsibility for CPD.

The CPD Coordinator or member of staff with delegated responsibility for CPD is responsible for coordinating 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.

On an annual basis all Trust schools are required to complete a health and safety training return to confirm that statutory/recommended training has been completed by appropriate school staff.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher's / line 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 Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

School staff will report any such incidents to the Headteacher. Trust Central Services staff will report any such instances to the CEO. The school will work in partnership with the Trust 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 the permission of the Headteacher and their line manager. Arrangements for access and areas of work must be agreed with the premises/site/caretaking team and any member of staff working outside of normal school hours must register with site staff to sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc. The school will hold its own specific arrangements for lone working / working off site.

For staff conducting home visits, they must have access to a mobile phone, notify 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 alarm call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Facility/Premises/Site Manager/Caretaker or Head of Faculty/Department/Subject as appropriate, any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Facility/Premises/Site Manager/Caretaker or Head of Faculty/Department/Subject as appropriate 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 register.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the site/premises/facility/caretaking office. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the HCC [Grid](#) and the DfE's [Good Estate Management for schools](#)).

Termly health and safety KPIs completed by the Trust will seek assurance that the required inspection and testing of equipment has been completed including completion of any recommended remedial work to ensure compliance and safe use.

Curriculum areas

Heads of Department/Faculty/Subject 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 work place 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 to the Facility/Premises/Site Manager or Caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a suitable accredited contractor in line with the required frequency of inspection and testing.

The Facility/Premises/Site Manager/Caretaker 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.

An electrical installation condition report (fixed wire test) will be conducted by a suitable accredited contractor on

a maximum of a 5-year cycle or an annual inspection with 20% physical test of wiring undertaken 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 Facility/Premises/Site Manager/Caretaker will conduct and record a formal termly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by a competent person.

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the school Facilities/Premises/Site Manager or Caretaker.

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 should be **kept for up to 40 years**

PPE

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

Where persons may be affected by their use on site, the school Facilities/Premises/Site Manager or Caretaker 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*).

Secondary schools only

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in [‘Managing Ionising radiations and Radioactive substances in schools and colleges’](#) November 2019 Edition (minor revisions September 2022).

- All Trust schools that hold radioactive sources are required to have a service level agreement with HfL Education for Radiation Protection Adviser (RPA) services.
- 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 noted at the [front of this document](#). responsibilities are provided in the Science Department H&S Policy. The RPS is 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.

APPENDIX 12

ASBESTOS

This appendix is only applicable to those schools that contain asbestos containing materials

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The date of the school's most recent asbestos management survey and the school's asbestos log (including school plans, asbestos survey data and a site-specific register and management plan) are noted at the [front of this document](#).

A copy of the management survey and plan must also be provided to the Trust COO / Estates Lead.

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 the Trust COO and Estates Lead. The incident should also be notified to HCC's asbestos team asbestos@hertfordshire.gov.uk for Hertfordshire schools.

Asbestos Incident management Actions to be taken in the event of any known or suspected damage to asbestos

- stop work , evacuate the area and close the room or area immediately
- ensure that staff and pupils are not able to access the area (effectively isolate i.e., lock the room) and do not remove any items including equipment, books or personal possessions from the area
- consult the survey information to clarify what has been damaged.
- if it is unclear what the material is presume the material to be asbestos.
- make no attempt to clean up yourselves
- seek immediate advice from a licensed asbestos contractor or UKAS accredited consultancy. (Framework contractor list available via HCC)
- report the incident to the Trust COO and Estates Lead and notify the incident to the HSE via RIDDOR
- Programme any required remedial works via an appropriate contractor.
- ensure copies of all relevant documentation - air test certificates, sampling and waste consignment notes are provided. Forward copies of these to the Trust COO and Estates Lead

The school's asbestos authorising officers are noted at the [front of this document](#) 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) as part of the schools 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 and that any asbestos works (removal, new project specific surveys etc.) are notified to the Trust COO and Estates Lead.
- 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.

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 reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on safeguarding, emergency procedures, relevant risks, and local management arrangements.

The Caretaker/Site/Premises/Facility 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](#)² applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the Trust Board is considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Trust COO or Estates Lead 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 Trust/school will use the HCC property framework contractor, where appropriate, as a method of procuring works. These contractors have satisfied the HCC 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 HCC frameworks the Trust COO or Estates Lead must be notified to ensure that will appropriate competency checks are completed 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.

² 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 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 the Caretaker/Site/Premises/Facility 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, 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.

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 Caretaker/Site/Premises/Facility 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.

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 HCC [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.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation and details any local arrangements for the management of vehicles on site, e.g., staff supervising entrance gates at beginning/ end of school day, restrictions on vehicle movement at certain times, reversing vehicles, any special arrangements for deliveries etc.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

The member of staff with the responsibility for the management of lettings is noted at the [front of this document](#). They will ensure a signed letting agreement is completed specifying the Trust/school's terms and conditions for hire and reflecting the Trust Lettings Policy. Further information on lettings is available from the Trust COO and Estates Lead or via the HCC Grid [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 for each letting as required by the Risk Protection Arrangement, the schools insurance.

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.

Please refer to the Trust [Lettings Policy](#) for detailed arrangements on the management of school lettings.

APPENDIX 19

MINIBUSES

For Trust schools with a minibus, a list of nominated drivers who have received training in order to drive a minibus must be maintained along with an annual check of their driving licence via the [DVLA](#).³

On an annual basis, individual staff will be required to obtain a check code from the [DVLA](#) and provide this to the relevant member of staff at the school with responsibility for maintaining the approved driver list. This will allow the school to see what vehicles they can drive and any penalty points or disqualifications on their licence.

All minibus drivers in Hertfordshire Schools 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 minibus drivers in Buckinghamshire Schools should follow the guidance published on Schoolsweb by Buckinghamshire County Council](#)

[Driving Licence requirements \(Buckinghamshire\)](#)

[Mini Bus Operating Procedures \(Buckinghamshire\)](#)

The school Caretaker/Site/Premises/Facilities Manager is responsible for undertaking regular checks on the vehicles and the schools operation of minibuses following advice in [Minibuses in Hertfordshire | Hertfordshire County Council](#)

³ 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 Trust Board is 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](#)

Trust schools will

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

The school's wellbeing / mental health lead⁴ is noted at the [front of this document](#).

Schools are encouraged to sign up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](#).

Individual concerns should be raised with line managers or members of the senior leadership team.

All staff have access to the Employee Assistance Programme (EAP) and where required a referral to an Occupational Health Advisor can be made.

⁴ **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#).

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

LEGIONELLA

The date of the most recent water risk assessment and the name of the contractor is noted at the [front of this document](#).

The school Caretaker/Site/Premises/Facility Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed on a regular cycle and specifically 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 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 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.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by a suitable accredited contractor and tank water temperature recorded.

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

Water sampling for identification of bacteria levels must be completed by schools on an annual basis.

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.

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 or hiring in mobile swimming pools

The Headteacher will ensure that the pool is managed in accordance with the LA's guidance [Safe Practice in School Swimming](#), HSE Managing Health & Safety in Swimming Pools publication (MHSSP) <https://www.hse.gov.uk/pubns/priced/hsg179.pdf> and [PWTAG](#) (Pool Water Treatment Advisory Group) Standards and Guidance.

A swimming pool risk assessment must be carried out by **an appropriately skilled member of staff** and is reviewed annually.

The PSOP (Normal Operating Procedures (NOP) and Emergency Action Plans (EAP)) are available from and reviewed annually.

All staff are to ensure that they are familiar with the PSOP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

Pool plant operations and water testing is carried out by a competent person, who holds the appropriate qualification [e.g., an ISRM National Pool Carers Certificate], and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG).

Bacterial testing must be completed and, where necessary, carry out any remedial actions.

Swimming lessons will be delivered by a qualified swimming teacher (Swim England level 2 Teaching Swimming. (Formerly ASA level 2)

At primary level the Headteacher will ensure that if class teachers are expected to undertake swimming teaching activities that they have completed swimming teaching as part of their Initial Teacher Education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction undertaken or they have undertaken additional training e.g. [Teacher of school swimming](#). For pools deeper than 1.2M staff must have completed appropriate specialist qualifications as identified in Safe Practice in School Swimming E.g. Swim England National Curriculum Training Programme (NCTP) Teacher of School Swimming.

At secondary level the head of PE will ensure all staff expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance.

The Headteacher/school's swimming coordinator will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

Where a mobile swimming pool has been hired this must not be a facility that is let to third party users.

WORK RELATED LEARNING

Secondary schools only

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 name of the person who is responsible for managing and coordinating such activities is noted at the [front of this document](#).

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

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The name of the organisation the school utilises to assess the suitability of the placement and relevant supporting documentation is noted at the [front of this document](#). No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)⁵
- 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 / school employer at the earliest possible opportunity.

⁵ 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.

INFECTION CONTROL

The Trust/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

Complete the following table and give reasons/comments for where:

The policy, procedure or project could have a positive impact on any person or group because of one of the following aspects of their identity (this includes equality of opportunity of access)

The policy, procedure or project could have a negative impact on, or disadvantage, a person or group because of one of the following aspects of their identity.

(At this stage, it is important to consider the requirements placed upon a school as per the Equality Act 2010.)

Groups	Positive impact		Negative impact		Comments
	High	Low	High	Low	
Race					This policy applies equally to all regardless of race
Religion or belief					This policy applies equally to all regardless of religion or belief
Sexual orientation					This policy applies equally to all regardless of sexual orientation
Sex					This policy applies equally to all regardless of sex
Disability	Yes				This policy applies equally to all regardless of disability. The policy should have a positive impact on disability due to highlighting the need for additional measures such as a personal emergency evacuation plan
Age					This policy applies equally to all regardless of age
Gender reassignment					This policy applies equally to all regardless of gender reassignment
Pregnancy and maternity	Yes				This policy applies equally to all regardless of pregnancy and maternity. The policy should have a positive impact on pregnancy due

					to setting out the responsibility for risk assessment
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Marriage and civil partnership					This policy applies equally to all regardless of marriage and civil partnership
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Where there is negative impact, what actions could be taken to amend the policy, procedure or project to minimise the negative impact?
There is no negative impact resulting from this policy
If there is no evidence that the policy, procedure or project promotes equality, equal opportunities or improves relationships between people with different protected characteristics, what amendments could be made to achieve this?
There are certain groups that will be positively impacted, maternity/pregnant and disability
How will the policy, procedure or project be implemented including any necessary training?
All staff should be provided with a copy of the policy and should read and understand it. Some roles will have a specific need for additional training and that should be provided where identified.

Version control (to be removed by Policy Officer prior to publication)

Version	Date	Document name	Details
1	Sept 2024	Health and safety policy	Revamped previous policy to be one part instead of two. Changed language from should to must in places. Created front sheet for schools to complete
2	October 2025	Health and Safety Policy	Policy updated using the HCC model policy dated January 2025. Reference to Buckinghamshire schools included. Additional information included to detail responsibilities when a swimming pool is on the school site. This is required due to schools hiring mobile swimming pools to deliver lessons.
3	Click or tap to enter a date.	Document name	Details

SCHOOL SPECIFIC INFORMATION

School		
Date information updated		
Location of isolation services		
Gas	Electricity	Water
First aid		
First aid appointed person		
Location of first aid boxes		
Location of AED/Defibrillators		
Medicine		
Medicines person		

Location of non-emergency medicine storage	
Location of emergency medicine storage	
Individual health care plans	
Location of ICHPs	
Person responsible for annual review	
Location of accident book	
Location of H&S Law poster	
Radiation protection supervisor	
Asbestos	
Asbestos authorising officers	
Date of asbestos survey	
Wellbeing/mental health lead	
Water/legionella risk assessment	
Date of risk assessment	
Risk assessment contractor	
Fire risk assessment	
Date of risk assessment	
Location of risk assessment	
Work-related learning	
Work-related learning lead	
Work experience external support organisation	

STATEMENT OF INTENT

Danes Educational Trust (the Trust) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the Trust's organisation and its 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.

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

This policy statement supplements:

- HCC's General Statement of Health and Safety at Work Policy
- Critical Incident and Business Continuity Procedure
- First Aid Policy (School Policy)
- Lettings and Use of School Premises Policy
- Off-Site and Residential Activities Procedure
- Safeguarding and Pupil Welfare Policy
- Staff Working from Home Policy

The above statement (and other H&S policies and guidance) may be downloaded by staff from the Staff Handbook or their school website.

Mr Nils Blythe

Chair of Danes Educational Trust

Dr J Valentine OBE

Chief Executive Officer

ORGANISATION

As the employer, Danes Educational Trust Board of Trustees has overall responsibility for Health and Safety across Trust schools

The Trust Board Business Committee will effectively manage all aspects of health and safety with the CEO and Headteachers at each School .

For each school within the Trust, the Trust Board Business Committee is responsible for overseeing the school's duties in respect of health and safety. The Trust CEO/Chief Operating Officer (COO) will work with the Headteacher and staff with delegated health and safety tasks on health and safety matters. Schools will report on health and safety through:

- i) an annual visit by a competent Health and Safety adviser
- ii) a termly review of Premises and Health and Safety KPIs by the Trust Chief Operating Officer

The Trust's Business Committee will monitor compliance with this policy by scrutinising these reports.

Duties and responsibilities have been assigned to the Trust Board, CEO, COO, Headteacher and staff as laid out below.

RESPONSIBILITIES OF THE TRUST BOARD, COMMITTEES & CENTRAL SERVICES LEADERSHIP

The Trust Board is 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 the day to day management of the schools.

As a minimum these management systems should adhere to the Hertfordshire County Council'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.

The Trust CEO/COO will receive relevant information, monitor the implementation of policies and procedures and feedback health and safety issues and identified actions to the Trust Board Business Committee.

The Trust Board Business Committee will receive regular reports from the CEO/COO or other nominated members of staff in order to enable them to provide and prioritise resources for health and safety issues. Where required, the Trust Board will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

All Trust schools must have a service level agreement with HCC schools Health and Safety Team to provide competent specialist advice.

HCC's Schools Health and Safety Team Tel: 01992 556478

healthandsafety@hertfordshire.gov.uk

RESPONSIBILITIES OF THE HEADTEACHER:

The overall responsibility for the day to day management of health and safety in accordance with the Trust's Health and Safety Policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Cooperating with the CEO/COO 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 proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the CEO/COO 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 serviceable condition;
- Reporting to the CEO/COO 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 and contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff at the school. Where the school employs a Site Manager/Premises Manager/Facilities Manager/Caretaker the task of overseeing health and safety on the site/premises matters has been delegated to them. Within departments health and safety is delegated to Heads of Faculty/Department or Subject Leaders/Coordinators or other relevant function Manager/Leaders. In the absence of an identified member of staff with health and safety responsibility the Headteacher retains the responsibilities unless they are formally delegated to another senior member of staff.

RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY E.G. DEPUTY HEADTEACHERS, ASSISTANT HEADTEACHER, HEADS OF FACULTIES, PREMISES MANAGER ETC.

- 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 Headteacher or individual with delegated authority of any problems they are unable to resolve within the resources available to them

- Carry out regular inspections of their areas of responsibility and report/record these inspections where required
- Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their department 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.
- Cooperate 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 to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

LOCAL ARRANGEMENTS

Further detailed information and guidance on the Trusts 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. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to the guidance contained in the HCC Education Health and Safety Manual via the [HCC Grid](#) which covers many other risk areas, codes of practice and guidance notes.

Where school specific information is required, this should be entered on the [page at the start of the policy](#). These points are highlighted in this section.

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. The Headteacher may delegate the coordination of risk assessments to a suitably trained member of staff. Risk assessments will be based on the template risk assessments provided by the Trust and staff should use the additional guidance contained on the Health & Safety pages of the [Hertfordshire Grid](#). Risk assessments are approved by the Headteacher or the individual with delegated authority.

General risk assessment templates are provided to all Trust schools. These are reviewed annually and shared with schools to adapt to their school specific circumstances.

Risk assessments are available for all staff to view and are held centrally on the school IT network or shared drive. 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 pupils(s) are held on that individual's file and will be undertaken by the relevant line manager (for staff) or pastoral member of staff (pupils). Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department/Faculty/ subject teachers, or 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 including scheme of work, lesson plan and syllabus etc.

All Trust Secondary Schools schools must 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:

Secondary schools

- [BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory, 2006 (11th Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

Primary schools

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

APPENDIX 2

OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

The Trust Offsite and Residential Visits policy provides further information and guidance on the [management of Learning outside the classroom and offsite visits](#).

The Local Authorities 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. All Trust schools are required to use the Evolve system for the management and risk assessment of offsite visits and trips.

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 Coordinator(s) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher or other member of staff with delegated responsibilities for the approval of trips and visits. The Trust recommends that the EVC should attend training and refresher training every 3 -5 years.

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 Trust Chief Operating Officer.

Inspections of individual departments will be carried out by Heads of Department/Faculty 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 Headteacher who may delegate that to Senior Leaders, Heads of Department or other nominated staff

The Trust Chief Operating Officer 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 Trust Board Business Committee on a termly basis and - full Trust Board where required.

Advice and pro forma inspection checklists to assist the monitoring process can be provided by the Trust Chief Operating Officer or Estates Lead. Further information is also available on the Hertfordshire County Council [Grid](#).

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

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the HCC [Grid](#)

The location of the fire risk assessment noted at the [front of this document](#). It will be reviewed on an annual basis. A copy of the fire risk assessment must be sent to the Trust COO or Estates Lead.

Emergency procedures

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

Evacuation procedures are also made available to all 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.

Fire drills

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

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 The school site/premises/facility/caretaking staff are aware of the service isolation points for gas, water, electricity etc. The locations are listed at the [front of this policy](#).

Details of chemicals and flammable substances on site.

An inventory of these will be kept by school premises/site/caretaking staff and Heads of Department/Faculty as appropriate, for consultation. (See COSHH Appendix 11)

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The school caretaker/site/premises/facility 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 logbook located in site/caretaking/premises/facility office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer

A fire alarm maintenance contract must be in place with a suitable accredited alarm contractor who will test the alarm on an annual or 6 monthly basis in line with the testing/maintenance requirements of the fire alarm system.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

A suitable accredited contractor will be appointed to undertake annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the contractor.

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by a suitable accredited contractor.

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 using a risk assessment and identified an appropriate number of trained first aiders, who are detailed in the First Aid Policy available on the school website, or from reception.

First aid qualifications remain valid for 3 years. The Headteacher/CDP Coordinator will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. This can be delegated to the Appointed Person (named at the [front of this document](#)).

FIRST AID BOXES

Locations are listed at the [front of this document](#).

The [Appointed Person](#) is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits/ those in vehicles are complete and replenished as necessary.

AEDs (automated external defibrillators)⁶

Locations are listed at the [front of this document](#).

The Appointed Person checks the AED according to the user manual specific recommendations, usually weekly or monthly.

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 a pupil with the parents/carers.

ADMINISTRATION OF MEDICINES

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

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 Headteacher will specify a member of staff (named at the [front of this document](#)) who 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 specified member of staff.

All non-emergency medication kept in school is securely stored. The location of this secure storage, with strictly controlled access (including refrigeration) is at the [front of this document](#). All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

⁶ DfE intending to provide a defibrillator to all schools without one [by end of 22/23 academic year](#). Currently no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

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. Emergency medication must be clearly labelled. The location of emergency medication is at the [front of this document](#).

[The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty.]

[The school has 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.]

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, 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 a specific member of staff (at the [front of this document](#)).

All staff are made aware of any relevant health care needs and copies of health care plans. The location of the plans is noted at the [front of this document](#).

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses. All employee accidents, violent incidents and near misses must be reported to the Trust on a termly basis as part of the Health and Safety Key Performance Indicators (KPIs).

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.)

A local accident book location is noted at the [front of this document](#) and is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to the Trust on a termly basis as part of the Health and Safety KPIs.

- 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 significant incidents

Pupil 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 Headteacher and DET COO who will also notify the CEO, Chair of the Trust. Accidents will be monitored for trends and a report made to the Trust Board Business Committee on a termly basis.

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. Any relevant learning points will be communicated to relevant staff and pupils.

Reporting to the Health and Safety Executive (HSE)

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

Incidents involving a fatality or major injury will be reported immediately to the Trust COO (who will also notify the CEO and Chair of the Trust), the Health and Safety Executive (HSE) on 0345 300 9923 and Hertfordshire County Council 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/>

- 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

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.

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

Details about trade union safety representatives (where present in school) can be found at the [front of this document](#).

Staff meetings/briefings are held regularly. This provides an opportunity for key health and safety messages to be shared with staff and for staff to raise any specific health and safety points as necessary. Should there be immediate concerns, staff know to raise these at the time.

Communication of Information

Information and guidance on how to comply with the Trust health and safety policy can be provided by the Trust COO, additional information is also available via the HCC [H&S pages of the Grid](#) . (DET has adopted the HCC policy as the model for the Trust policy).

Locations of the Health and Safety Law poster are noted at the [front of this document](#).

The Trust provides access to competent health and safety advice, as required by the Health and Safety at work Act 1974, through a service level agreement with Hertfordshire County Council Education Health and Safety Team, Tel: 01992 556478 .

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.) matched to their work and responsibilities
- refresher training where required.

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

Training records will be kept by the schools CPD Coordinator or member of staff with delegated responsibility for CPD.

The CPD Coordinator or member of staff with delegated responsibility for CPD is responsible for coordinating 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.

On an annual basis all Trust schools are required to complete a health and safety training return to confirm that statutory/recommended training has been completed by appropriate school staff.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher's / line 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 Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

School staff will report any such incidents to the Headteacher. Trust Central Services staff will report any such instances to the CEO. The school will work in partnership with the Trust 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 the permission of the Headteacher and their line manager. Arrangements for access and areas of work must be agreed with the premises/site/caretaking team and any member of staff working outside of normal school hours must register with site staff to sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc. The school will hold its own specific arrangements for lone working / working off site.

For staff conducting home visits, they must have access to a mobile phone, notify 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 alarm call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Facility/Premises/Site Manager/Caretaker or Head of Faculty/Department/Subject as appropriate, any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Facility/Premises/Site Manager/Caretaker or Head of Faculty/Department/Subject as appropriate 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 register.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the site/premises/facility/caretaking office. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the HCC [Grid](#) and the DfE's [Good Estate Management for schools](#)).

Termly health and safety KPIs completed by the Trust will seek assurance that the required inspection and testing of equipment has been completed including completion of any recommended remedial work to ensure compliance and safe use.

Curriculum areas

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

Electrical safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Facility/Premises/Site Manager or Caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a suitable accredited contractor in line with the required frequency of inspection and testing.

The Facility/Premises/Site Manager/Caretaker 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.

An electrical installation condition report (fixed wire test) will be conducted by a suitable accredited contractor on a maximum of a 5-year cycle or an annual inspection and 20% physical test of wiring will be undertaken 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.

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 Facility/Premises/Site Manager/Caretaker will conduct and record a formal termly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by a suitable and accredited contractor.

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the school Facilities/Premises/Site Manager or Caretaker.

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 should be **kept for up to 40 years**

PPE

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

Where persons may be affected by their use on site, the school Facilities/Premises/Site Manager or Caretaker 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*).

Secondary schools only

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in [‘Managing Ionising radiations and Radioactive substances in schools and colleges’](#) November 2019 Edition (minor revisions September 2022).

- All Trust schools that hold radioactive sources are required to have a service level agreement with HfL Education for Radiation Protection Adviser (RPA) services.
- 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 noted at the [front of this document](#). responsibilities are provided in the Science Department H&S Policy. The RPS is 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.

APPENDIX 12

ASBESTOS

This appendix is only applicable to those schools that contain asbestos containing materials

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The date of the school's most recent asbestos management survey and the school's asbestos log (including school plans, asbestos survey data and a site-specific management plan) are noted at the [front of this document](#).

A copy of the management survey and plan must also be provided to the Trust COO / Estates Lead.

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 the Trust COO and Estates Lead. The incident should also be notified to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are noted at the [front of this document](#) 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 Trust COO and Estates Lead.
- 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.

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 reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on safeguarding, emergency procedures, relevant risks, and local management arrangements.

The Caretaker/Site/Premises/Facility 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](#)⁷ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the Trust Board is considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Trust COO or Estates Lead 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 Trust/school will use the HCC property framework contractor, where appropriate, as a method of procuring works. These contractors have satisfied the HCC 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 HCC frameworks the Trust COO or Estates Lead must be notified to ensure that will appropriate competency checks are completed 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.

⁷ 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 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 the Caretaker/Site/Premises/Facility 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, 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.

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 Caretaker/Site/Premises/Facility 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.

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 HCC [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.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation and details any local arrangements for the management of vehicles on site, e.g., staff supervising entrance gates at beginning/ end of school day, restrictions on vehicle movement at certain times, reversing vehicles, any special arrangements for deliveries etc.

LETTINGS / SHARED USE OF PREMISES

The member of staff with the responsibility for the management of lettings is noted at the [front of this document](#). They will ensure a signed letting agreement is completed specifying the Trust/school's terms and conditions for hire and reflecting the Trust Lettings Policy. Further information on lettings is available from the Trust COO and Estates Lead or via the HCC Grid [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://thegrid.org.uk)

Relevant public liability cover must be in place and checked by the school for each letting as required by the Risk Protection Arrangement, the schools insurance.

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.

Please refer to the Trust Lettings Policy for detailed arrangements on the management of school lettings.

APPENDIX 19

MINIBUSES

For Trust schools with a minibus, a list of nominated drivers who have received training in order to drive a minibus must be maintained along with an annual check of their driving licence via the [DVLA](#).⁸

On an annual basis, individual staff will be required to obtain a check code from the [DVLA](#) and provide this to the relevant member of staff at the school with responsibility for maintaining the approved driver list. This will allow the school to see what vehicles they can drive and any penalty points or disqualifications on their licence.

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

The school Caretaker/Site/Premises/Facilities Manager is responsible for undertaking regular checks on the vehicles and the schools operation of minibuses following advice in [Minibuses in Hertfordshire | Hertfordshire County Council](#)

⁸ 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 Trust/school and the Trust Board 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
- 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 lead⁹ is noted at the [front of this document](#).

Schools are encouraged to sign up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.
[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](#).

Individual concerns should be raised with line managers or members of the senior leadership team. All staff have access to the Employee Assistance Programme (EAP) and where required a referral to an Occupational Health Advisor can be made.

⁹ **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#).

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

LEGIONELLA

The date of the most recent water risk assessment and the name of the contractor is noted at the [front of this document](#).

The school Caretaker/Site/Premises/Facility Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

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 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 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.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by a suitable accredited contractor and tank water temperature recorded.

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

Water sampling for identification of bacteria levels must be completed by schools on an annual basis.

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.

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

Secondary schools only

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 name of the person who is responsible for managing and coordinating such activities is noted at the [front of this document](#).

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

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The name of the organisation the school utilises to assess the suitability of the placement and relevant supporting documentation is noted at the [front of this document](#). No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)¹⁰
- 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 / school employer at the earliest possible opportunity.

¹⁰ 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.

INFECTION CONTROL

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

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

This will include:

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

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

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

Equality Impact Assessment Form

People responsible for overseeing the EIA
Chief Operating Officer
Name of the policy, procedure or project
Health and Safety
What is the main purposes or aims of the policy, procedure or project?
The Board of Danes Educational Trust (the Trust) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties. The policy sets out how these duties will be conducted and includes a description of the Trust's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.
Who will be the beneficiaries of the policy, procedure or project?
All pupils, staff and visitors of the school
Have you consulted on this policy, procedure or project?
We have taken advice from Hertfordshire County Councils School Health and Safety Advisor. The policy follows the model provided by Hertfordshire County Council School Health and Safety advisor.

Complete the following table and give reasons/comments for where:

The policy, procedure or project could have a positive impact on any person or group because of one of the following aspects of their identity (this includes equality of opportunity of access)

The policy, procedure or project could have a negative impact on, or disadvantage, a person or group because of one of the following aspects of their identity.

(At this stage, it is important to consider the requirements placed upon a school as per the Equality Act 2010.)

Groups	Positive impact		Negative impact		Comments
	High	Low	High	Low	
Race					This policy applies equally to all regardless of race
Religion or belief					This policy applies equally to all regardless of religion or belief
Sexual orientation					This policy applies equally to all regardless of sexual orientation
Sex					This policy applies equally to all regardless of sex
Disability	Yes				This policy applies equally to all regardless of disability. The policy should have a positive impact on disability due to highlighting the need for additional measures such as a personal emergency evacuation plan
Age					This policy applies equally to all regardless of age
Gender reassignment					This policy applies equally to all regardless of gender reassignment
Pregnancy and maternity	Yes				This policy applies equally to all regardless of pregnancy and maternity. The policy should have a positive impact on pregnancy due

					to setting out the responsibility for risk assessment
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Marriage and civil partnership					This policy applies equally to all regardless of marriage and civil partnership
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Where there is negative impact, what actions could be taken to amend the policy, procedure or project to minimise the negative impact?
There is no negative impact resulting from this policy
If there is no evidence that the policy, procedure or project promotes equality, equal opportunities or improves relationships between people with different protected characteristics, what amendments could be made to achieve this?
There are certain groups that will be positively impacted, maternity/pregnant and disability
How will the policy, procedure or project be implemented including any necessary training?
All staff should be provided with a copy of the policy and should read and understand it. Some roles will have a specific need for additional training and that should be provided where identified.

Version control (to be removed by Policy Officer prior to publication)

Version	Date	Document name	Details
1	Sept 2024	Health and safety policy	Revamped previous policy to be one part instead of two. Changed language from should to must in places. Created front sheet for schools to complete
2	Click or tap to enter a date.	Document name	Details
3	Click or tap to enter a date.	Document name	Details

Equality Impact Assessment Form

People responsible for overseeing the EIA
Name of the policy, procedure or project
What is the main purposes or aims of the policy, procedure or project?
Who will be the beneficiaries of the policy, procedure or project?
Have you consulted on this policy, procedure or project?

Complete the following table and give reasons/comments for where:

- a) The policy, procedure or project could have a positive impact on any person or group because of one of the following aspects of their identity (including equality of access to opportunities)
- b) The policy, procedure or project could have a negative impact on, or disadvantage, a person or group because of one of the following aspects of their identity.

(At this stage, it is important to consider the requirements placed upon a school as per the Equality Act 2010.)

Groups	Positive impact		Negative impact		Comments
	High	Low	High	Low	
Race					
Religion or belief					
Sexual orientation					
Sex					
Disability					
Age					
Gender reassignment					
Pregnancy and maternity					
Marriage and civil partnership					

Where there is negative impact, what actions could be taken to amend the policy, procedure or project to minimise the negative impact?
If there is no evidence that the policy, procedure or project promotes equality, equal opportunities or improves relationships between people with different protected characteristics, what amendments could be made to achieve this?
How will the policy, procedure or project be implemented including any necessary training?

Version control (to be removed by Policy Officer prior to publication)

Version	Date	Document name	Details
1	xx.xx.xxxx	Competitive Tendering Policy	<i>Trust policy created from The Key template and the existing Schedules of Financial Delegation.</i>
2	xx.xx.xxxx	Document name	
3	xx.xx.xxxx	Document name	



DANES EDUCATIONAL TRUST

Making the difference together

Danes Educational Trust is a multi-academy trust, our vision is to develop hubs of excellence comprising primary and secondary schools, focused around their local community. We equip our learners with the skills they need to become curious, creative and courageous and ensure that our school environments are places where their talents are nurtured, so that they become happy and confident 21st century global citizens. We are a family of schools and we make the difference together as one trust.

Visit our website for more information

www.daneseducationaltrust.org.uk

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