Belswains Primary School

Health and Safety Policy

Approved by the Governing Board: Autumn Term 2025

NEXT REVIEW DATE: Autumn Term 2027

DW Reviewed: 29 August 2025

First Aiders last updated September 2026

HEALTH AND SAFETY POLICY

Belswains Primary School

PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of all members of staff, it is available on the Shared Google Drive. It is also available on the school website. A hard copy can be requested from the School Office.

This policy statement and the accompanying organisation and arrangements will be reviewed annually in line with DfE guidance.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

Belswains Behaviour and Anti Bullying Policy

Belswains Restrictive Physical Intervention Policy.

Belswains Supporting Pupils with Medical Conditions Policy.

Debbie Woodman

Neysa Claridge

Mrs D Woodman, Chair of Governors **Date: 29 August 2025**	**Mrs N Claridge, Headteacher** **Date: 12 September 2025**

PART 2. ORGANISATION

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

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

Responsibilities of the Governing Body

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

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

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

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

The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.

- Ensure effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensure that the premises, plant, and equipment are maintained in a safe and serviceable condition.
- Report to the Governing Board any significant risks which cannot be rectified within the establishment's budget.
- Ensure all staff are competent in conducting their roles and are provided with adequate information, instruction, and training.
- Ensure consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

The task of overseeing health and safety on the site has been delegated by the head to the Site Manager.

Responsibilities of other staff holding posts of special responsibility
The deputy head teacher in the absence of the headteacher is the Deputy Health and Safety Officer. The site manager is tasked with daily visual health and safety checks and for the completion of the termly H & S report. They and the SBM are also responsible for the permission to work signature for the Asbestos Log. The SBM will organise any repairs /maintenance that is required.

All teachers will:

- 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 SBM of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

- Ensure the provision of sufficient information, instruction, training, and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's health and safety policy and procedures.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety, and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. LOCAL ARRANGEMENTS

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

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	-	Lifting and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles on Site
Appendix 18	-	Lettings/Shared Use of Premises
Appendix 19	-	Stress and Wellbeing
Appendix 20	-	Legionella
Appendix 21	-	School Swimming
Appendix 22	-	Infectious diseases
Appendix 23	-	Trained First Aiders

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments
The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the headteacher following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally on the shared Google Drive, T Drive under Risk Assessment H & S. These assessments will be reviewed on an annual basis in the Spring Term or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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

Individual Risk Assessments
Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the headteacher (staff) or Inco (pupils). Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities
Risk assessments for curriculum activities will be carried out by the relevant subject lead 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 lesson plans.
Additional support in respect of risk assessment completion for curriculum should initially be addressed to the subject lead. `

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

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

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

- [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 2024' Association of PE 'AfPE' http://www.afpe.org.uk/]

APPENDIX 2

OFFSITE VISITS

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

Responsibilities of key roles are outlined by the OEAP here:
Visit leader
Educational Visit Co-ordinator (usually headteacher or deputy head teacher)
Headteacher

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

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The use of Evolve is recommended for all visits and is used by Belswains. The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to Evolve, the headteacher or deputy headteacher will check the documentation and planning of the trip and if acceptable will approve the trip. All key details are included including the location and risk assessments. The information is then all held in one place online.

HCC 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 site manager.

Inspections of individual departments will be carried out by Heads of Department 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.

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

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

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

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The 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 Grid
The fire risk assessment is located in the filing cabinet in the school office and electronically on the T Drive and will be reviewed on an annual basis.

Emergency Procedures
Fire and emergency evacuation procedures are saved on the T drive and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular 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.

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

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

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

Details of service isolation points for Utilities.

GAS: In the gas room - outside, next to the kitchen.
WATER: For Block A (Nest) water can be turned off in the boiler room, or via the meter which can be found along the hedge outside the Resources Room. For Block B - (Aviary), water can be turned off in the building plant room or via the meter which is located on the pavement outside the main school gates.
ELECTRICITY: For Block A (Nest), this can be turned off in the locked cupboard in the dining room or the back car park plant room shed which is also where you can turn off Block B (Aviary).

Details of chemicals and flammable substances on site.
An inventory of these will be kept by the site manager as appropriate, for consultation.
(See COSHH Appendix 11)

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the Site Manager's 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, Fire Guard Services on 01582-469000.
A fire alarm maintenance contract is in place with Fire Guard Services and the system tested and serviced 6 monthly by them.

FIRE FIGHTING EQUIPMENT
Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.
Fire Guard Services undertakes an annual maintenance service of all firefighting equipment.
Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the school caretaker in the interim.

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 Fire Guard Services on 01582-469000

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

APPENDIX 6

FIRST AID AND MEDICATION

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

The level are:

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs)

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID) (2 days/ 12 hrs)
For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs)

OTHER TRAINING IN EMERGENCY FIRST AID [1] (6 hr)

The list of all trained first aiders and their appropriate level of training is contained in Appendix 23.

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:
BLOCK A –School Office, Upper Bistro, and each Individual Classroom.
BLOCK B - Staff room – ground floor and each Individual Classroom.

The Home/School Liaison Officer is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits) are complete and replenished as necessary.

AED (automated external defibrillator) **IS LOCATED AT THE FOLLOWING POINT:**

- On the outside wall at the main office.
- Staffroom in Block A.

School Office staff check the AED on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm)
Defibrillators are registered on The Circuit to ensure they are visible to local ambulance services.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) or if urgent, they will contact 999 directly. Parents/Carer will also be contacted if time & not delaying treatment.

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[1] Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.

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.

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. Detailed arrangements are provided in a separate school policy.

The Office Manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
Records will be kept by the Office Manager or Home/School Liaison.

All non-emergency medication kept in school is securely stored in the school office (and kept in a clearly labelled container) refrigerated medication is kept in clearly labelled container within the fridge in the staff room with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. Inhalers and Epi pens are kept in the classroom of the pupil who needs them-in unlocked labelled cupboards. Spare emergency Epi-Pens are also kept in the School office and are clearly labelled.

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 enrols / on diagnosis being communicated to the school and will be reviewed annually by Inco.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the SENDco.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

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

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

Accidents to pupils and other non-employees (members of public / visitors to site).
A local accident book, kept in the school office, is used to record all minor incidents to non-employees. More significant incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

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

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

All Accidents
All major incidents will be reported to the Headteacher and the Governing Board via termly Accident Report updates.
Accidents will be monitored for trends and a report made to the Governing Board as appropriate.

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 addressed as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE).
The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

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

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system http://www.hse.gov.uk/riddor/

- 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 perform their normal duties as the result of a work-related accident, for periods of 7 days or more (including weekends and holiday), 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 resources committee meets termly to discuss health, safety and welfare issues affecting staff, pupils, or visitors. Action points from meetings are brought forward for review by school management.

Staff meetings are held weekly on a Wednesday.

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

The Health and Safety Law poster is displayed in in the group room in the Nest & in the Tea Room in the Aviary.

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

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 via staff meetings and recorded in the minutes and/or email and highlighted as part of the standard cycle of policy review.

Training records will be kept in personnel files in the SBM Office or on ARBOR.
The headteacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Headteacher's 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 AND LONE WORKING

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

Staff will report any such incidents to the Headteacher.
These incidents will also be reported to the governing board.

Lone working

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

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

Staff working outside of normal school hours must obtain permission of the Headteacher and sign in and out of the school premises. If the Site Manager is on site, it would be advisable to alert them to being on site. School holiday opening hours are shared prior to the term end.

Where lone working cannot be avoided, staff should ensure that they have a means to summon help in an emergency e.g. access to a telephone or mobile phone etc. and ensure that colleagues are aware of the details of the duration and location etc. of their lone working. Home visits should NOT be conducted 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 Site Manager or Headteacher 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 Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.
Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

Planned maintenance / inspection.

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors.
Oversight of premises compliance issues is the responsibility of both the School Business Manager and the Site Manager, this is achieved by the use the HCC Compliance Tracker

Curriculum Areas
The subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety
The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).

All staff will conduct a basic visual inspection of plugs, cables, and electrical equipment prior to use. Damaged and/or Defective equipment must not be used will be reported to the Site Manager or Headteacher.

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 the site manager annually.

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

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 an appropriately qualified company in line with the DfE guidance.

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 site manager 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 and qualified company

APPENDIX 11

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), subject leads 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, the Site Manager, responsible for substances hazardous to health.

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 Site Manager is responsible for ensuring that COSHH assessments are available from contractors *(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

APPENDIX 12

ASBESTOS

An asbestos survey, register and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 7th February 2024.

The school's asbestos log (including school plans, asbestos survey data and a site-specific register and management plan) is held in the school office.

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. The school would follow the incident procedure for dealing with an unplanned disturbance of asbestos-containing materials as outlined on the Herts Grid: see https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf)

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

The school's asbestos authorising officers are the Site Manager and School Office Manager, and refresher training is required 3 yearly.

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

The Asbestos authorising officers shall ensure:

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

- The school's asbestos management plan is kept up to date, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

APPENDIX 13

CONTRACTORS

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

All contractors must report to school office where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

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 governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the School Business Manager and/or Steve Beadle Consultancy Services on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at **Property contractors and consultants - Hertfordshire Grid for Learning (thegrid.org.uk).** If using a contractor based outside Hertfordshire, then Steve Beadle Consultancy Services will advise on the competency of the appointed contractor in line with the guidance provided.

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

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

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[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 or desks 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 the Site Manager's role. See also LA455 - The Ladder Association

The establishments nominated person(s) responsible for work at height is the Site Manager.

The nominated person 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 are properly controlled.

Staff using low level step ladders or kick stools are responsible for assessing the risk before undertaking the task. These step ladders or kick stools are NOT to be used by pupils.

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 the headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

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

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

Advice on the use of DSE is available via the Grid

APPENDIX 17

VEHICLES ON SITE

At Belswains, we have totally separate pedestrian & vehicular access points for the school. The bottom gate is locked during school hours & is only unlocked by the Site Manager to let pupils and parents onto the site in the morning and afternoon. The pedestrian access (off Barnfield) is also kept locked at all times during the school day. It is opened to allow parents or pedestrian visitors access to the school by the intercom operation via the school office. This is the same for the vehicular access. Staff are also available by the entrance at the beginning and end of the day to manage any issues. 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 unless by specific agreed prior arrangement.
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 the Risk Assessment is called Vehicles on Site. This risk assessment is updated by the headteacher and site manager annually.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Business Manager.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. For further guidance please refer to the School Letting Policy.

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site. For all commercial lettings, the school requires the hirer to provide a risk assessment detailing their activities.

As per our lettings policy, the school will provide a set of keys for you to open and lock, and a representative of the school will arrange to attend the first letting session to assist with settling in and orientation.

The first aid and fire escape routes are the hirer's responsibility when you are on site, i.e. any doors that need to be unlocked before attendees arrive, need to be actioned by the hirer.

The hirer must also ensure that the classrooms and any other space used, are returned to the format that it was set to at the beginning of the hire and any necessary cleaning is undertaken before the hirer leaves site. The school cleaners complete their tasks by Friday evening so weekend hires must tidy when they leave. If cleaning equipment is required, please advise the School Business Manager who will arrange this. Wipes can also be arranged if required.

APPENDIX 19

STRESS and WELLBEING

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

The school will

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

The school's wellbeing / mental health lead is Mrs Culley.

The school subscribes to an employee assistance programme run through Education Mutual. Staff have access to supportive resources, 1:1 session, webinars, and training through this programme to support their mental health and physical wellbeing. Information on the programme and how to access all its resources is shared with staff and displayed in staff rooms.

There is a whole school approach with one of the learning outcomes being staff development/supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health.

The school has its own Employee Wellbeing Policy, please reference this for all guidance on wellbeing.

APPENDIX 20

LEGIONELLA

A water risk assessment of the school has been completed in February 2025 by NEMCO and the site manager is responsible for ensuring that the identified operational being conducted and recorded in the school's waterlog book.

The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook. This is updated monthly. Cold water is below 20 degrees and the hot water when leaving boiler room is above 60 degrees.

At Belswains Primary School, there are no water tanks. Water comes from the mains for all our water supplies.
After holiday periods, the site manger flushes through all taps.

The school is mains fed, there are no stored water tanks.

All records relating to the management of Legionella must be kept for 5 years. If water sampling for bacteria levels is undertaken provide details of frequency.

APPENDIX 21

SCHOOL SWIMMING

Primary school swimming in public facilities.

These will be planned as an offsite visit in line with the school's policy.

The school will ensure the host pool used for lessons has robust procedures for safety and that staff who attend from the school are aware of the processes for emergencies. This is outlined in 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

APPENDIX 22

INFECTION CONTROL

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

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

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

This will include:

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

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

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

APPENDIX 23

LIST OF TRAINED FIRST AIDERS

All trained first aiders as required in Appendix 6 are listed below:

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Level 2 Award in Paediatric Basic First Aid	Allison Culley	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Andrew Franklin	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Anita Hetherington	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Annabel Prowen	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Becky Maher	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Caroline Barley	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Caroline Trimby	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Charlotte Osborne	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Chloe Johnson	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Claire Gaze	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Clare Shoesmith	03/09/2025	03/09/2028

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Level 2 Award in Paediatric Basic First Aid	Diana Yordanova	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Emma Hood	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Florina How	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Jamie Wheeler	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Janice Skinner	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Jenny Kennealy	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Jenny Seabright	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Jo Eastwood	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Jo O’Brien	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Joanna Kuckowska	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Karen Haefeli	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Katie Catling	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Kerry Hickson	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Kim Devins	03/09/2025	03/09/2028

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Level 2 Award in Paediatric Basic First Aid	Laura Moriarty	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Lilianna Istrate	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Louisa Clarke	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Madison Bradbury	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Merle Jones	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Naomi Kay	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Naomi Sandi	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Nicola Jones	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Olivia Millie	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Oliwia Adamonis	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Paula Lockton-Farrow	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Rhianna Finn	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Rosanna Maton	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Rosaria Attanasio	03/09/2025	03/09/2028

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Level 2 Award in Paediatric Basic First Aid	Sacha Harrow	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Sara Freedman	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Sarah Cox	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Sam Moss	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Sam Raffety	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Sheryl Davis	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Susan Dakin	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Sylvia Gazza	03/09/2025	03/09/2028
Level 2 Award in Paediatric Basic First Aid	Zaynah Ahmed	03/09/2025	03/09/2028
First Aid Awareness Course	Helen Taggart	04/12/2025	04/12/2028
Paediatric First Aid	Caroline Barley	19/06/2023	19/06/2026
Paediatric First Aid	Madison Bradbury	12/12/23	11/12/26
Paediatric First Aid	Allison Culley	24/04/2024	23/04/2027
Paediatric First Aid	Kerry Hickson	12/04/2024	11/04/2027
Paediatric First Aid	Anita Hetherington	17/05/2024	16/05/2027
Paediatric First Aid	Susan Dakin	17/05/2024	16/05/2027
Paediatric First Aid	Clare Shoesmith	14/08/2024	13/08/2027
Paediatric First Aid	Chloe Johnson	14/08/2024	13/08/2027
Paediatric First Aid	Jenny Kennealy	29/11/24	29/11/27

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
Paediatric First Aid	Kim Devins	29/11/24	29/11/27
Paediatric First Aid	Charis Holland	16/08/2025	16/08/2028
Paediatric First Aid	Sacha Harrow	14/11/2025	13/11/2028
Paediatric First Aid	Karen Haefeli	14/11/2025	13/11/2028
Paediatric First Aid	Florina How	15/02/2025	15/02/2028
Paediatric First Aid	Chloe Danks	03/12/2025	02/12/2028
Emergency Paediatric First Aid	Joanna Kuczkowska	11/10/2025	10/10/2028
Emergency First Aid at Work	Sylvia Gazza	29/11/23	28/11/26
First Aid at Work	Becky Maher	13/12/23	12/12/26
Emergency First Aid at Work	Charlotte Osborne	8/1/24	7/1/27
Administration of medicine in school	Rosanna Maton	06/12/2022	
Administration of medicine in school	Naomi Kay	01/11/2024	
Administration of medicine in school	Becky Maher	24/11/25	
Administration of medicine in school	Neysa Claridge	19/12/25	
Understanding Asthma	All staff	September 2026	September 2027
Understanding Anaphylaxis	All staff	September 2026	September 2027