



## HEALTH AND SAFETY POLICY

Date: Autumn 2025

Review date: Autumn 2027

### PART 1. STATEMENT OF INTENT

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 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 Trust'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 [a reference copy is kept on a shared drive].

This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

This policy statement supplements:

Educational visits risk assessments, Supporting Pupils with Medical Needs, Behaviour & Anti-Bullying Policies.

### PART 2. ORGANISATION

As the employer, the Trust has overall responsibility for Health and Safety in its schools. At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

#### Responsibilities of the Local Governing Body

The Local Governing Body (LGB) is responsible for ensuring health and safety management systems are in place and effective. They fulfil a supervisory 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 Trust's health and safety policy, procedures and standards as detailed in this policy.

A Resources Governor is appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the LGB.

The LGB will receive termly reports via the relevant governor following information from the Headteacher/Head of School & Premises Manager in order to enable them to provide and prioritise resources for health and safety issues.

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

#### Responsibilities of the Trust CEO

Overall responsibility for the day-to-day management of health and safety in accordance with the Trust's policies & procedures rests with the CEO.

The CEO has responsibility for:

- Co-operating with the Trust and LGBs 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

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including contractors.

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

Whilst overall responsibility for health and safety cannot be delegated, the CEO delegates certain tasks to other members of staff. At school level, day to day management is led by the Premises Manager/Site Supervisor/Caretaker.

### **Responsibilities of other staff holding posts of special responsibility**

The Headteacher will:

- Apply the Trust's health and safety policy to their own school setting.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their school setting and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

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- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Page number	Section	Details of change
<b>January 2025 updates highlighted in yellow</b>		
P6	Statement of intent	Annual H&S policy review recommended in line with DfE Governance guide
P12	Risk Assessment	Link to 2024 version of AfPE guide now available electronically.
P15	Fire evacuation	Paragraph added on PEEPs
P17	First Aid	added EYFS reference to paediatric 1 <sup>st</sup> aider requirements
P20	Accident reporting	HSE link to specified reportable injuries for employees added
P23	Personal Safety /lone workig	Reiterated need to report violent incidents to the employer
P24	Premises and work equipment	Added reference to Electricity at work regs 1989 and customisable paragraph for personal items of equipment being brought into school
P25	Premises and work equipment	Header changed to PE and external play equipment
P26	COSHH	CLEAPPS doc L93 date of issue updated to Feb 2024 version
P27	Asbestos	Added 'asbestos register' (historically part of HCC's management plan) to documents that must be in place.
P30	DSE	Customisable paragraph for schools on eye tests for DSE users
P32	Minibuses	HCC minibus permit now valid for 3 years
P38	Infection Control	Paragraph on risks for new and expectant mothers added.

### PART 3. LOCAL ARRANGEMENTS

Detailed information on the Trust's expectations are provided 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

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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

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

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the lead staff member for each event and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally on the Staff Drive / Offsite visits / held within planning. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis.

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

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by class teachers and/or curriculum leaders using the relevant codes of practice and model risk assessments. All activities are checked against known subject-specific requirements and any significant findings incorporated into daily use.

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 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/> ]

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## APPENDIX 2

### OFFSITE VISITS

The Trust encourages and welcomes learning outside the classroom and offsite visits to enrich learning experiences for the children.

The Headteacher/Head of School must approve all outside visits and offsite trips.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the Headteacher/Head of School who will check the documentation and planning of the trip and if acceptable give approval.

## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a termly basis and be undertaken by the nominated local governor. The local governor will be accompanied by the Premises Manager on each visit.

In all cases the nominated local governor undertaking the inspection will complete a short report in writing and submit this to their respective local governing body.

The named governor involved in monitoring the school's health and safety management systems on at least an annual basis will report back to the full local governing body meeting in the summer term.

Responsibility for following up items detailed in the safety inspection report will rest with the SBM, under the Headteacher's supervision.

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher/Head of School is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The Fire Risk Assessment is reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the Fire Risk Assessment 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 contacts 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 Debbie Sharp 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 log book.

## Fire Fighting

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

## Details of service isolation points (i.e. gas, water, electricity) Electricity

### Gas

- Boiler-room and cupboard next to the swimming pool gate.
- Nursery Building in the Nursery boiler-room

### Water

- Cold water in the boiler-room.
- Mains in the pool area by the fern tree (bottom corner)
- Nursery Building in the Nursery boiler-room

### Electricity

- Main switch in the electric cupboard

Reception Building in the Reception boiler-room or main electric cupboard in the main building.

## Details of chemicals and flammable substances on site

An inventory of these will be kept by EverBrite and 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.

## 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 is in place and the system tested 6 monthly/annually according to the contractual obligations agreed.

## Fire Fighting Equipment

Monthly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational. The appointed contractor undertakes an annual maintenance service of all fire-fighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the appointed contractor.

## Emergency Lighting Systems

Emergency lighting will be checked for operation monthly in house.

## 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.

## Chess Valley Primary Learning Trust

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## APPENDIX 6

### FIRST AID AND MEDICATION

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

#### **Trained to EYFS Standard (Paediatric First Aid, 2 Days/12 Hrs):**

Katie Bennett	23 <sup>rd</sup> April 2028
Miranda Collett	5 <sup>th</sup> January 2027 (Lead First Aider)
Helen Crilly	17 <sup>th</sup> December 2027
Kim Lucock	23 <sup>rd</sup> April 2028
Moira McLeod	26 <sup>th</sup> June 2028
Clare Merrell	26 <sup>th</sup> June 2028
Suzanne Morris	26 <sup>th</sup> June 2028
Dawn Norman	26 <sup>th</sup> June 2028
Wendy Partlett	26 <sup>th</sup> June 2028
Gillian Thomas	26 <sup>th</sup> June 2028
Louis Torrano	26 <sup>th</sup> June 2028
Debbie Willson	26 <sup>th</sup> June 2028

#### **Trained to Emergency First Aid At Work (1 day/6 hrs):**

Debbie Sharp 08/07/2028

First aid qualifications remain valid for 3 years. The CPD/training coordinator in each school will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

#### **First Aid Equipment/Boxes/Bags Locations**

Each classroom, the office, the Annex.

Miranda Collett 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 defibrillators) **IS LOCATED AT THE FOLLOWING POINT:** Outside Year 4.

Miranda Collett checks 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 0845 4647) and, in the case of pupil with the parents/carers.

#### **Administration of medicines**

- All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). 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 unless in exceptional circumstances.**

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**

Miranda Collett 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 Miranda Collett – Lead First Aider

All non-emergency medication kept in school is securely stored locked cabinets in each classroom and refrigerated meds are kept in clearly labelled container 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. These are kept in each classroom, and clearly labelled.

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 **Jane Budd, SENCo**.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the children's files and in Confidential Children's files on the Staff Drive.

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

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

- A local accident book held in the office is used to record all minor incidents to non-employees.
- Parents/carers will be notified immediately of all major injuries.
- Pupil accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

#### **All Accidents**

- All major incidents will be reported to the **Headteacher**, CEO and appropriate local governor.
- Accidents will be monitored for trends and a report made to the LGB or Trust Board as necessary.

The CEO, or their nominee, will investigate accidents and take remedial steps to avoid similar instances

**Chess Valley Primary Learning Trust**

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A company limited by guarantee registered in England & Wales; Company number **08240619**

recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

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

It may be necessary to inform the Health & Safety Executive (HSE) if the following occurs:

- Major injuries (**to employees, see specified reportable injuries from HSE**)
- 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.

The CEO is responsible for ensuring all RIDDOR reportable incidents are reported. Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923.

### HSE Incident Reporting

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

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

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

The local governing body 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 leaders.

#### Communication of Information

The Health and Safety Law poster is displayed in the staffroom.

#### Health and Safety Training

All employees will be provided with:

- the requirements of this policy;
  - update training in response to any significant change;
  - training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
  - refresher training where required.
- Any new instructions or restrictions will be communicated to all staff via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.
  - Training records will be kept by Debbie Sharp.
  - 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 Head/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

#### Personal Safety

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- The Trust 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 CEO.
- The school will work in partnership with the police where inappropriate behaviour/individual conduct compromises the Trust's aims in providing an environment in which the pupils and staff feel safe.

### **Lone working**

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

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

- Staff working outside of normal school hours must obtain permission of the Headteacher and inform the SBM & any other staff working out of hours.
- 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.

### **School staff responding to call outs**

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

## **APPENDIX 10**

### **PREMISES AND WORK EQUIPMENT**

- All staff are required to report to Debbie Sharp or Brian Exley 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 an 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.
- Records of such monitoring will be kept by Brian Exley, the Site Manager (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the DfE's [Good Estate Management for schools](#))

### **Curriculum Areas**

- 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 / defective equipment must not be used and will be reported to the Site Manager or SBM.
- All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in).

#### **Chess Valley Primary Learning Trust**

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A company limited by guarantee registered in England & Wales; Company number **08240619**

- 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.
- A fixed electrical installation test (fixed wire test) will be conducted by a qualified electrician on a maximum of a 5-year cycle.
- 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 Site Manager will conduct and record a formal termly inspection of the equipment.
- PE and Play equipment is also subject to an annual inspection by a suitably qualified contractor.

## 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) class teachers/curriculum leaders 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 school's nominated person(s) Premises Manager/Site Supervisor/Caretaker is responsible for substances hazardous to health.

The Site Manager shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed. **Records of exposure to hazardous substances in the workplace should be kept for up to 40 years.**
- 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.

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.
- The school's asbestos log (including school plans, asbestos survey data and site-specific management plan) is held in the **PPA room**.
- The Premises Manager/Site Supervisor/Caretaker **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.**

(Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

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A company limited by guarantee registered in England & Wales; Company number **08240619**

- 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's asbestos authorizing officers are Briand Exley and Debbie Sharp 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, the asbestos log **must** be checked to establish whether permission to work can be given.

The **SBM/ Site Manager** 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).
- Each school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are documented appropriately.
- 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 the school office where they will be asked to sign the visitors book and wear an identification badge.
- Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

#### Special Build/Construction Projects (e.g. CIF bid projects)

The Construction (Design and Management) Regulations 2015<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the Trust undertakes projects directly, the Trust Board and Local Governing Body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by external consultants & overseen by the CEO & **Site Manager / SBM** in association with the appointed agents/consultants

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

on the Trust'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 uses an academy construction consultant who will follow the correct property framework as a method of procuring works. understand and abide by health and safety regulations.

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

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

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

## 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 light-weight and rarely-used items are stored there.
- When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.
- Only those persons who have been trained to use ladders safely may use them.
- Basic instruction is provided to all staff who use ladders / stepladders, see <http://www.hse.gov.uk/pubns/indg455.htm>
- Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.
- The establishments nominated person(s) responsible for work at height is Brian Exley, Site 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

- 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 SBM / Site 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-month 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 encouraged to take an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). Paid time off can be taken to attend these tests.

## APPENDIX 17

### VEHICLES ON SITE

- Vehicular access to the school is restricted to school staff, contractors, and visitors only and not for general use by parents/carers when bringing children to school or collecting them.
- Contractor vehicles are allocated specific areas in which to park to ensure no blocking of key entrances/exits of the site.
- Minibuses parked on site for school or public use have key safe facilities available to avoid disturbing the school office or for out of hours use.
- Access to the school must be kept clear for emergency vehicles.
- Separate pedestrian gates are provided.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by **the SBM and Site Manager at St Mary's school**.  
Letting agreements are issued & signed by school & client.

## APPENDIX 19

### MINIBUSES

- Each academy maintains a list of nominated drivers who have received training to drive a Roundabout minibus.
- Roundabout minibuses are a local charity provider who test and accept drivers from local charitable organisations to make use of their buses on a hired basis.
- All minibus drivers must be validated by Roundabout.

#### Chess Valley Primary Learning Trust

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A company limited by guarantee registered in England & Wales; Company number **08240619**

## APPENDIX 20

### STRESS / WELLBEING

- The Trust are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors.
- The CEO in partnership with each academy leadership team and local governing body have policies and practices in place to monitor and safeguard staff well-being and an appropriate work-life balance considering workload as a serious issue for education.
- The School's Mental Health Lead is Miranda Collett.

## APPENDIX 21

### LEGIONELLA

- A water risk assessment of the school is completed biannually (every two years) by an approved contractor.
- The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school/academy's appropriate premises logs.
- 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 60C 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);
- Any stored cold-water tanks are inspected for compliance and safety on an annual basis by and tank water temperature recorded.
- All records relating to the management of Legionella must be kept for 5 years.

## APPENDIX 22

### SCHOOL SWIMMING

#### Primary school swimming in public/secondary schools

- These will be planned as an offsite visit in line with the school's off-site trips & visits policy.
- The school will check 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);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

## APPENDIX 23

### WORK RELATED LEARNING

#### Secondary only.

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## APPENDIX 24

### INFECTION CONTROL

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

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

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

This will include:

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

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

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