	<p style="text-align: right;"><b>Vanguard Learning Trust</b></p> <p><i>As a group of local primary and secondary schools, Vanguard Learning Trust’s mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust’s vision and values, and the common aspiration that all students can achieve their potential.</i></p>
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# **Health, safety and welfare policy**

## **Part A: Trust-wide**

**(May 2023)**

(reviewed 3-yearly)

## **Part B: School specific (Hermitage Primary school)**

**(June 2024)**

(reviewed annually)

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## **Part A: Trust-wide policy**

### **Section 1: Introduction**

#### **1.1 Aims of policy**

Vanguard Learning Trust aims to provide and maintain a safe and healthy environment; establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site; have robust procedures in place in case of emergencies; and ensure that the premises and equipment are maintained safely, and are regularly inspected

#### **1.2 Structure of policy**

This policy is based on advice from the Department for Education (DfE) on health and safety in schools and other appropriate legislation and is in three parts which are as follows:

Part 1: Statement of intent

Part 2: Organisation and responsibilities for health, safety and welfare

Part 3: Arrangements and procedures for health, safety and welfare

### **Section 2: Part 1: Statement of intent**

#### **2.1 Accountability and responsibility**

The board of trustees (BoT), the local governing body (LGB) of each school and headteachers will:

- recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors;
- act in accordance with the general health and safety guidelines including ensuring risk assessments (RAs) are undertaken, control measures are implemented, and systems are effectively monitored and reviewed;
- require all managers in the Trust/school community to act in accordance with the health, safety and welfare policy and procedures, and require the same of persons that they supervise and take responsibility for.

#### **2.2 Policies and procedures**

Each BoT and headteacher will provide, in conjunction with the Trust's chief operating officer (COO) and estates and facilities manager (EFM) as necessary, policy, procedures, arrangements and supervision sufficient to ensure compliance with all relevant health and safety legislation and will, so far as is reasonably practicable, ensure:

- the premises (buildings within the boundary) are maintained in a safe condition;
- safe access to and egress from the premises is maintained;
- all plant and equipment is safe to use;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided;
- arrangements exist for the safe use, handling and storage of articles and substances at work;
- arrangements exist to prevent accidents and cases of work-related ill health; and
- a healthy working environment is maintained including adequate welfare facilities.

In support of the above, each LGB and headteacher will ensure an adequate process for all necessary risk assessments for their school is carried out and communicated to all relevant persons, and that the significant findings are properly incorporated into their health and safety procedures. The headteacher and each LGB will ensure that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

## **2.4 Employees**

The BoT and LGB are committed to this policy and all members of staff are required to comply as a condition of employment. Staff are encouraged to assist in the commitment to the continuous improvement in our health and safety performance. The headteachers and the LGBs will consult with employees on all matters relating to or affecting health and safety.

For the policy to be effectively implemented, each school must have the full cooperation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others;
- to cooperate with the headteacher, LGB and leadership team so that they may carry out their own responsibilities successfully. All relevant regulations, codes of practice and standards will be complied with; and
- to participate in health, safety and welfare training so they can carry out their health and safety responsibilities. On joining a Vanguard Learning Trust (VLT) school, staff will complete an online health and safety training course, and sign to confirm that they have both read the health and safety policy and completed the induction process.

## **2.5 Non-employees**

In addition to the above commitment, the trustees and LGB also recognise their obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors etc. are or may be affected by the activities being carried on within the school boundary or otherwise, the LGB will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

## **Section 3: Part 2: Organisation and responsibilities for health, safety and welfare**

The following health and safety organisational structure, and roles and responsibilities are approved by the trustees, LGB and headteachers

### **3.1.1 The board of trustees**

The BoT has overall responsibility for health and safety, ensuring that:

- the requirements of the Health and Safety at Work Act 1974 etc. are complied with at each school;
- there is an effective and enforceable health and safety policy in place for all schools;
- the effectiveness of the health and safety policy is reviewed at least annually;
- implementation of the health and safety policy is delegated to the individual school LGBs and headteachers with support from the Trust's COO and EFM
- all significant health and safety risks have been identified and that suitable control measures are put in place;
- the effectiveness of these control measures are reviewed regularly;
- adequate resources are assigned to managing health and safety;
- there is a suitably qualified and experienced source of competent health and safety advice in place; and
- high standards of health and safety are promoted in each school.

### **3.1.2 Committees**

The BoT will monitor compliance of this policy through the work of the audit, compliance and risk committee (A,C&R) and finance and resources (F&R) committee. The A,C&R is responsible for keeping under review the effectiveness of the risk management, control and governance arrangements including insurance arrangements; this includes recommending to the BoT the risk management policy and the assurance framework. The F&R committee is responsible for monitoring compliance with the Trust's health and safety policies and statutory obligations under the Health and Safety at Work Act 1974 and will receive each term any significant health and safety matters. The F&R committee will be supported by the work of the Trust's appointed health and safety advisor who carries out an annual audit at each school.

### **3.2 The Chief executive officer (CEO)**

The CEO will hold the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees and that of the Trust's pupils, contractors, volunteers and members of the public. To achieve these goals, the CEO will:

- set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities;
- ensure that the necessary financial and other resources are provided to meet the Trust's objectives for health and safety;
- introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives; and
- ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.

### **3.3 Chief operating officer (COO)**

The COO is the senior finance and operations manager and as such is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of the Trust. In particular, the COO will:

- ensure they have sufficient understanding of this policy and its associated arrangements to bring it to the attention of all employees within the Trust;
- cooperate with the BoT to ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions;
- ensure that the necessary financial and other resources are provided so as to facilitate and meet the strategic health and safety objectives of the Trust;
- with the Trust Estates and Facilities Manager, ensure arrangements in place to monitor health, safety performance within the organisation through establishing systems of inspection, audit and review;
- ensure that arrangements are put in place to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements;
- ensure there is an asset management plan in place;
- introduce an appropriate means of consultation and communication with employees and their health and safety representatives at Trust level. Each school has their own health and safety representatives as per **Part B which outlines each school's specific individuals**; and
- ensure that each establishment within the Trust has in place current written emergency procedures.

### **3.4 Trust estates and facilities manager (EFM)**

Reporting to the COO, the EFM is responsible for the estates strategy for the Trust. In respect of health and safety, the EFM will:

- ensure that estates arrangements and procedures comply with broader Trust policy and legislative requirements;
- in conjunction with the COO review asset management plans for Trust buildings to ensure their ongoing safe condition and compliance;
- provide via the Every system a means of staff reporting dangerous defects in premises;
- provide via the Every system a means for premises staff to maintain the safety of premises by assisting them in planning and managing ongoing buildings compliance;
- working with the school's H&S staff, ensure that any safety-related statutory returns required by the HSE or DfE are completed as required;
- ensure Trust funded, SCA funds and organised projects will comply with legislative requirements; and
- work alongside establishment Senior Leaders to ensure that Emergency Planning/Business Continuity Plans are in place.

### **3.5 The local governing body**

Each LGB monitors implementation of this policy. The LGB further ensures that sufficient and appropriate resources are allocated to implement the health, safety and welfare policy. Each LGB will specifically:

- monitor and review health and safety accidents and incidents and set appropriate targets in the school development plan. It will also ensure that appropriate training for governors and staff is undertaken and that policy and procedures are regularly reviewed;
- nominate a governor (health and safety) as a link between the LGB and the school community, who will stay up to date with school health and safety initiatives and inform the LGB accordingly;
- be informed and updated of any changes to the health, safety and welfare policy and seek specialist advice and support as required;
- ensure that significant health and safety issues are reported to the BET trustees;
- establish arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate; and
- carry out at least one site visit each year with the EFM and site members and report findings to the committee.

### **3.6 Headteacher**

Overall responsibility for the day-to-day management of health and safety in each school rests with the headteacher. As manager of the establishment and of all the activities carried out within it, the headteacher will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the headteacher will include ensuring:

- that a safe working environment is maintained;
- that all delegated functions are carried out;
- that risk assessments are made and recorded for all the school's significant risks to the health and safety of students, staff or other persons;
- the relevant health and safety documentation is consulted and communicated to all staff and other relevant parties;
- that there is a suitably qualified and experienced source of health and safety advice;
- that appropriate resources are allocated for the management of health and safety;
- that staff have the appropriate training and competency for their roles;
- appropriate procedures for authorisation of educational visits are followed;
- that there are suitable emergency procedures which are tested regularly; and
- a promotion of a positive health and safety culture in the school.

The headteacher may delegate to other members of staff any or all of the tasks associated with the above matters. This will not relieve the headteacher from the overall day-to-day responsibility for health and safety within the establishment.

### **3.7 Senior leadership team**

Responsibilities that may be delegated by the headteacher include:

- providing leadership by ensuring health and safety is considered as part of every decision;
- considering the health and safety impact of any new initiatives;
- informing the headteacher of any health and safety issues that may affect the school;
- implementing and monitoring the school's health and safety policy in their areas of control; and
- promoting a positive health and safety culture in the school.

### **3.8 School health and safety lead/operations manager/school business manager**

The headteacher has overall day-to-day responsibility for health and safety, but is likely to delegate much of the practical management to named individuals, often the school health and safety lead; business manager; operations manager and premises manager.

Responsibilities that may be delegated are likely to include:

- overseeing the day-to-day management of health and safety matters in accordance with the health, safety and welfare policy to ensure health and safety arrangements are carried out;
- ensuring risk assessments are produced and recorded for all the school's significant risks to the health and safety of employees or other persons;
- ensuring that termly health and safety inspections are carried out and that remedial action is taken following inspections;
- ensuring health and safety induction training is available for all new staff;
- identifying staff health and safety training needs and arranging for them to be provided;
- ensuring that the correct accident reporting procedures are followed and that relevant accidents are investigated;
- ensuring that information received on health and safety matters is passed to the appropriate people; and
- co-operating with and providing necessary facilities for trade union safety representatives.

### **3.9 Heads of department**

Heads of department have significant influence in how health and safety is managed in their areas of responsibility. Responsibilities that may be delegated by the headteacher include:

- ensuring the day-to-day management of health and safety within their department/area in accordance with the health and safety policy;
- devising, implementing and regularly reviewing departmental/area policies, procedures and risk assessments;
- carrying out regular health and safety monitoring inspections of their area;
- ensuring follow up and remedial action is taken following health and safety inspections;
- arranging for the appropriate subject or role-specific health and safety training to be provided to all staff within the department; and
- communicating and consulting with staff in their department/area on health and safety matters.

### **3.10 Premises manager/premises assistant(s)**

Premises management staff have significant responsibility for the day-to-day management of health and safety and statutory compliance. Responsibilities that may be delegated by the headteacher include:

- oversight of day-to-day premises health and safety including statutory inspections and checks;
- ensuring that servicing, inspecting, maintaining, checking and compliance arrangements are in place;
- managing external contractors on site and ensuring contractors working in school comply with school requirements. This includes checking the competency of contractors and any risk assessments or method statements prior to work starting;
- ensuring that contractors view and understand asbestos information prior to starting intrusive building works and that a record of this is kept;
- ensuring that appropriate risk assessments and control measures are in place for tasks carried out by all premises staff;
- ensuring that all premises staff have appropriate training to carry out their roles;
- ensuring that any equipment including personal protective equipment is properly maintained;
- ensuring that any hazardous materials or substances are stored, used and disposed of appropriately;
- resolving any defects or hazards that are brought to their notice, or escalating as necessary;
- keeping all documents updated on the compliance tool EVERY;
- participating in meetings and consultations with staff relating to health and safety and risk management; and
- working with third party consultants supporting the Trust with assurance work for health and safety and risk management.

### **3.11 Educational visits coordinator (EVC)**

In the absence of an educational visits coordinator, the headteacher will delegate this responsibility to a suitably qualified senior member of staff. Responsibilities that may be delegated by the headteacher include:

- ensuring that there is a robust procedure for the planning, assessment and approval of all educational visits;
- maintaining their own knowledge and competency in relation to educational visits;
- ensuring that visit leaders are competent to lead the proposed activity; and
- investigating all incidents on educational visits and ensuring any learning is captured and disseminated to the relevant persons in the school.

### **3.12 All staff (including temporary staff and volunteers)**

All staff within VLT have responsibility for health and safety towards themselves and others. Responsibilities include:

- taking reasonable care for the health and safety of themselves and others when undertaking their work;
- cooperating with the employer and their representatives on health and safety matters;
- checking that classrooms, work rooms, and their workplace environment and equipment are safe;
- ensuring safe working procedures are followed and in accordance with any training they have received;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare;
- reporting immediately to the headteacher or their line manager any serious or immediate danger; and
- reporting to the headteacher or their line manager any shortcomings in the arrangements for health and safety.

### **3.13 Students**

Students have a responsibility to:

- follow instructions and co-operate with teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own and others' health and safety;
- report all health and safety concerns to a member of staff; and
- not to use any equipment without permission and supervision.

### **3.14 Contractors**

All contractors working on school premises are required to ensure safe working practices by their own employees and a safe environment for those who may be affected by their work; all contractors must:

- provide evidence of relevant competency in relation to the work they are carrying out;
- provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their staff on site follow these procedures;
- have public liability insurance in place;
- view and understand the asbestos information supplied to them before starting any intrusive building works and comply with any instructions provided to them in relation to this; and
- comply with the school's 'contractors on site' policy and participate in any emergency drill.

### **3.15 Hirers**

All hirers must agree to:

- sign the school's hiring agreement and comply with the requirements of the agreement;
- provide a risk assessment on request;
- not carry out any activities or bring any equipment into the school without permission beforehand;
- ensure any equipment or materials brought onto the school site are compliant with all relevant health and safety requirements and maintained as such; and
- comply with the school rules and participate in any emergency drill.



### **3.16 Visitors**

All visitors must agree to:

- comply with any health and safety instructions given to them by school staff or their representatives; and
- report any health and safety concerns to a member of school staff.

## **Section 4: Part 3: Arrangements and procedures for health, safety and welfare**

The following procedures and arrangements have been established within VLT schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. Further information on these procedures are available in each school.

### **4.1 Incident Reporting, Recording and Investigation Reporting**

#### **4.1.1 Reporting**

Incidents should be reported immediately to a member of staff who, if necessary, should report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

#### **4.1.2 Recording**

The person who has been involved in the incident or a witness should record the details using the school's accident reporting system; a hard copy of the record is also kept on file. The following incidents must be recorded on the accident reporting system:

- serious incidents requiring further medical treatment other than first aid administered at the school, e.g. where an ambulance was called or the person injured was taken to a GP, walk in centre or hospital;
- incidents where there has been a failure in a health and safety system, e.g. poor supervision, equipment defect or structural fault that led to the incident;
- any incident involving an employee; and
- any incident where the school feels there is potential for a personal injury claim or other complaint.

It is not necessary to record minor incidents on the online system. It is still important to keep a record of these minor incidents in a first aid logbook or similar to track trends.

#### **4.1.3 Investigation**

Accidents and incidents must be investigated to identify the cause and to then prevent it from happening again. An investigation should attempt to identify the underlying and, especially, the root causes of an incident. By identifying and addressing the root causes of an incident, there is a far greater likelihood that a future incident will be prevented.

#### **4.1.4 Near miss**

It is important to inform your line manager of any near misses or potential threats witnessed in or around site. These should be reviewed by SLT to consider putting a risk assessment in place.

### **4.2 Asbestos**

Each VLT school is responsible for arranging and recording an asbestos management survey and maintaining an asbestos register. Contractors must have sight of the asbestos register prior to starting any work on the premises. In the case of asbestos disturbance, the operations; premises manager or nominated person should be informed immediately. If asbestos has been identified anywhere on a school site, a suitably qualified contractor is required to create an asbestos risk register and asbestos management plan. Any intrusive building works, eg. alterations, refurbishment or demolition within an area suspected of having asbestos can only be carried out when the works are approved and overseen by a qualified asbestos management company, each

school should have their asbestos management company contact information available.

The headteacher is responsible for ensuring that premises staff receive appropriate asbestos awareness training. All staff should have basic awareness of where asbestos is in the school and be offered the opportunity to see the full asbestos management plan.

#### **4.3 Consultation**

The Trust's health, safety and wellbeing committee provides consultation, as per the Health and Safety Executive Consultation with Employees Regulations 1996. Committee members represent employee safety, potential hazards and occurrences; general matters affecting the health, safety and wellbeing of the employees they represent and specific matters on which the Trust must consult, as well as representing employees in dealing with health and safety inspectors.

#### **4.4 Contractors**

On visiting the school site, contractors will be given information which gives guidance on the school's arrangements for health and safety and the actions required in an emergency. For significant projects, a pre-start meeting will take place before the project begins where health and safety information is exchanged, and safe working arrangements are agreed, including the submission of risk assessments. For larger projects, a series of regular liaison meetings will take place. The project manager (either externally appointed through the school, or by VLT, depending on the scale of the project) is responsible for monitoring contractors' working methods. Staff should report any concerns to the project manager, operations manager or nominated person in the first instance. The project manager will oversee the issuing and monitoring of permits to work.

#### **4.5 Curriculum safety [including out of school learning activity/study support]**

In primary schools, the headteacher will ensure that risk assessments are prepared, reviewed periodically and in use for all areas of the curriculum and for managing risks throughout the school, including the use of the grounds during the school day, and for extended activities. In secondary schools, all departments, particularly science, technology and PE, are responsible for producing their own risk assessments. All staff in science, technology and PE departments are appropriately qualified. DT staff have completed DATA (Design and Technology Association) Secondary Core Health and Safety training and relevant machinery training. The head of science is the radiation protection supervisor. Health and safety checks according to CLEAPSS guidelines are carried out by a trained technician in the science department. SLT must ensure training certificates do not lapse and supply cover in these technical areas must be trained accordingly.

#### **4.6 Display screen equipment (DSE)**

All staff who use computers daily for continuous spells of an hour or more, or an aggregate daily time of 3 hours or more, will have a DSE assessment carried out. This will be achieved by completing the DSE online training and assessment. 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) subject to a total cost of £50. It is recommended that staff take a 5 min break away from their terminal every hour.

#### **4.7 Drugs and medications**

Requests for medicines to be administered by school staff should be sent to the school in writing by parents. All members of staff responsible for administering first aid or medication to students should hold full first aid or emergency aid certificates. Medicines are stored in a locked cabinet. A written record is kept of any medicines administered.

#### **4.8 Electrical equipment [fixed and portable]**

Portable Appliance Testing (PAT testing) takes place annually for high risk moveable items and every two years for other items, usually during the school holidays. Electrical items brought in from home by staff are not permitted unless agreed in advance and PAT tested by a suitably qualified person. Fixed wire testing takes place once every 5 years. Notice of defective equipment, portable or fixed, should be brought to the attention of the operations manager or nominated person. The relevant premises lead is responsible for organising this cycle of inspection and arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report. A list of equipment and testing dates is maintained in each school. This list is also uploaded onto EVERY compliance tool for inspection. Any failed or defective items are removed immediately and disposed of safely.

#### **4.9 Fire safety and procedures**

At least one governor and one senior member of staff are responsible for undertaking and reviewing the fire risk assessment and shelter in place procedures annually in each school. When there are significant changes to the premises layout, an externally commissioned fire risk assessment should normally be sought. The headteacher is responsible for the arrangement of fire drills. Fire marshals (when in place) are responsible for ensuring fire evacuation procedures are followed. Assembly points are detailed in the staff handbook, all fire exits are clearly marked, maintenance of firefighting equipment, testing of break glass points, and testing of the fire alarm panel all take place by a competent person on site. An appropriate contractor must maintain all fire safety systems as per The Regulatory Reform (Fire Safety) Order 2005 Each school maintains an emergency plan which identifies arrangements to evacuate the premises, including arrangements for those with additional needs; 'buddy establishments' if pupils are unable to return to premises following evacuation; and contact details for external contacts in an emergency. A separate shelter in place procedure exists in each school.

#### **4.10 First aid**

A list of members of staff with full first aid or emergency first aid certificates is available in each school. First aid boxes are located strategically on each school site (locations detailed in each school). Staff in those departments with first aid boxes, or other nominated members of staff, are responsible for checking and restocking the boxes. If necessary, an ambulance should be summoned but a leadership staff member should always be notified in the first instance. A member of staff should accompany a student to hospital if a parent or carer is not present. Training and retraining of current first aiders is organised by the member of staff in charge of CPD. A review of the number of first aiders required should be carried out at least annually. Defibrillators should be available where possible and batteries and consumables checked regularly.

#### **4.11 Glass and glazing**

All glass in doors and side/vision panels should be safety glass and all replacement glass should be of safety standard. Glass and glazing is inspected as part of general premises inspections. Advice should be sought from a suitably qualified professional to determine if fire rated glass is required when modifications to windows or doors are carried out. Any non-safety glass should have a separate risk assessment and be replaced as soon as practicable.

#### **4.12 Hazardous substances**

Hazard data sheets, COSHH risk assessments, CLEAPSS HazCards and risk assessments are kept in appropriate departments. Teaching staff and technicians should receive training in the safe use of substances and regarding the selection and use of protective equipment. Each school maintains a list and location of any hazardous materials. Wherever possible, substances which pose a lower hazard are selected. Hazardous substances are kept in locked cupboards or storage cabinets. DT staff have completed DATA (Design and Technology Association) Secondary Core Health and Safety training and relevant machinery training. The head of science is the radiation protection supervisor. It is good practice to keep a record of the identity and location of hazardous substances by the fire panel or in the emergency grab bag for use by the Fire Brigade.

In house cleaning, catering and site team members who use chemicals must have COSHH training.

#### **4.13 Health and safety advice**

The Trust has access to advice from James Ottery, CMIOSH Health and Safety Manager, Assurance Services, Resources Hertfordshire County Council. This is an annual SLA reviewed each year.

#### **4.14 Housekeeping, cleaning and waste disposal**

Premises are cleaned by cleaners and performance is monitored by the operations/site manager/caretaker. Yellow signage is displayed on areas of flooring that are wet to minimise the risk of slips. Cleaning chemicals are clearly marked and securely stored. Glass and other sharp objects should be wrapped carefully, kept separately from ordinary rubbish and caretakers/cleaners should be warned. In the event of snow or ice, caretaking staff will use grit when appropriate to minimise risk of slips and falls. External waste skips are located away from buildings and kept away from students. Clutter should be kept to a minimum and kept away from fire exits and doors.

#### **4.15 Handling and lifting**

Caretaking staff should be aware of activities involving lifting/handling and carry out risk assessments to identify precautions in order to minimise risk of injury. Caretaking staff, and any other staff member whose role involves handling and lifting, should undertake manual handling training. The headteacher or premises manager ensures that risk assessments are in place for any activities where handling and lifting present a risk.

These are added to, and monitored through, the risk register and EVERY document. Where appropriate, the risk will be mitigated through the provision of equipment to assist staff. Where people need to be moved, the headteacher will ensure that professional advice is sought to ensure that the risks to the individual and staff are identified, and that staff are appropriately trained and equipped. This will include hoists and fire evacuation chairs.

#### **4.16 Legionella**

Under the Health and Safety at Work etc. Act 1974, it is a requirement for all premises to have a risk assessment for Legionella in place. A nominated responsible person will monitor, record and be responsible for maintenance to prevent the build-up of the Legionella pneumophila organisms in water systems and to prevent inhalation of infected water droplets. The headteacher is responsible for ensuring that premises staff receive appropriate Legionella awareness training. The cleaning of outlet taps and showers should include regular descaling.

#### **4.17 Lettings/shared use of premises**

A copy of the terms and conditions for use of school premises is sent out to prospective hires with the lettings application form. A copy of the health and safety guidelines for hirers is attached to the hirer's copy of the lettings approval once the letting is agreed. This should be sent annually, even for long standing agreements.

#### **4.18 Lone working**

Prior to periods of school closure, staff should inform a nominated senior member of the leadership team of their intention to come into school. Staff should ensure they sign in at reception. Wherever possible, staff should avoid being on site as a lone worker. When unavoidable, a lone working risk assessment will be in place, identifying the risks and mitigating actions. The lone working risk assessment will include such risk areas as violence, manual handling, the medical suitability of the individual to work alone, the requirements for training, levels of experience and how best to monitor and supervise these and the details of systems in place to maintain communication with lone workers, eg. through the use of a monitoring centre.

#### **4.19 Maintenance/inspection of equipment**

Regular inspection and testing of school buildings, plant and equipment is conducted to ensure that both work equipment and the work environment are maintained in a safe and efficient state. Maintenance tasks and their frequencies are listed for each site on the EVERY compliance system and each entry has an allocated lead so

responsibilities are clear. All staff are required to report any problems found with plant/equipment to the responsible manager. Maintenance issues or defects relating to sites and buildings, fixed plant or equipment and non-fixed equipment relating to the premises management should be reported to the relevant premises lead using EVERY on-line system. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal. All recommendations following inspections will be followed up and remedial action taken.

#### **4.20 Monitoring the policy**

At least one representative from the LGB, a nominated member of staff/premises manager/site manager/caretaker, carries out termly health and safety inspections. The headteacher or nominated member of staff will monitor the implementation of the policy by staff and monitor accident reports/trends and complaints. The VLT central team monitors implementation of the policy for all schools. The Trust receives advice and has the option to have specific audits carried out with James Ottery, CMIOH Health and Safety Manager, Assurance Services, Resources Hertfordshire County Council. Each school will have an annual audit to monitor the school on a regular basis.

#### **4.21 New and expectant mothers**

Schools and all new and expectant mothers should jointly undertake a risk assessment. Advice should be sought from the Trust's human resources consultants as necessary, and reasonable adjustments made to support the mother. Where appropriate, a referral should be made to occupational health for further specific advice

#### **4.22 Noise and vibration**

Where activities are anticipated to generate excessive noise or vibration, a specific risk assessment will be undertaken. Where possible, measures should be taken to reduce the noise or vibration. Where a risk remains, all those exposed should be provided with, and use, personal protective equipment.

#### **4.23 Personal protective equipment (PPE)**

Suitable equipment supplied by relevant departments is checked by the head of department in accordance with risk assessments. Each school will provide appropriate PPE for known tasks, e.g. grounds maintenance or cleaning. All PPE must be stored so it does not deteriorate and is in date

#### **4.24 Radiation**

Schools with ionising radiation will register with the HSE to comply with Radiations Regulations 2017 (IRR17) The dose limit for exposure to the lens of the eye is 20mSv in a year. Pregnant or breastfeeding staff should notify their line manager and radiation protection supervisor immediately if they expect to be working with radiation.

Risk assessment for each activity must be carried out by the radiation protection supervisor and signed off by the headteacher.

#### **4.25 Risk assessments**

Heads of department are responsible for preparing departmental risk assessments and they should also carry out periodic reviews. Generic risk assessments are available from the Trust EFM.

##### **4.25.1 Risk assessments for primary schools**

In primary schools, the headteacher ensures that risk assessments are prepared, reviewed periodically and in use for all areas of the curriculum and for managing risks throughout the school, including the use of the grounds during the school day, and for extended activities.

#### **4.25.2 Risk assessments for secondary schools**

In secondary schools, all departments, particularly science, technology and PE, are responsible for producing their own risk assessments. The senior leadership team ensures that general risk assessments are available for managing risk throughout the school and for extended activities. For school trips and off-site activities, the trip leader is responsible for carrying out a full risk assessment. Trips are approved by the EVC and, in the case of residential or overseas trips, by the local authority, using the EVOLVE platform. In all schools, risks are monitored through a risk register and documents on EVERY which tracks the risk assessments, who owns them, when they were completed and when they are due for review. These are also shared with all relevant staff who acknowledge they have read the documents. The site team will have risk assessments based on their equipment and work activities. These are available for all Trustees and governors. There is also a Trust-wide risk register with items identified during health and safety audits and annual on-site health and safety reviews at all schools. Action plans contained within these risk registers are prioritised, actioned and monitored. The external health and safety audit will be carried out by RPA for 2023 with a view to changing to Safety Mark for 2024.

#### **4.26 School trips/off-site activities**

The education visits coordinator in each school must have completed the EVC training. It is the responsibility of each trip leader to carry out a full risk assessment and the emergency numbers and contacts card must be taken on each trip. Trips are approved by the headteacher and EVC coordinator. In the case of residential or overseas trips, by EVC. The approval process ensures that staff are competent to lead the visit and that measures to mitigate risks are robust. Parental consent must be obtained prior to the trip. First aid kits must be taken on all trips.

#### **4.27 School transport**

Each school maintains a list of approved drivers. Approved minibus drivers require a D1 and a minibus assessment, except to drive light minibuses where only a minibus assessment is needed. Basic vehicle safety checks must be undertaken by the driver before and after all journeys with a separate checklist completed for each journey. Any defects should be reported to the school business/operations/facilities manager who will arrange for any necessary repairs. Minibus maintenance is part of the school's inspection and maintenance checklist procedure.

#### **4.28 Security**

Visitors should sign in and out at reception and be given a badge with a colour coded lanyard on arrival; DBS documentation is checked when necessary. External CCTV cameras may be used on the school site, in which case appropriate signage will inform visitors. Access to all school sites is controlled through well-maintained fences and, in most schools, electronic gates with access-controlled entry. All schools have shelter in place procedures in place.

#### **4.29 Smoking and vaping**

Smoking and vaping is not permitted on any school site. Each school should display notices to that effect.

#### **4.30 Staff consultation**

The school health and safety lead ensures that relevant health and safety information is disseminated to staff through the determined routes. Staff with questions, issues or concerns can raise them with the headteacher in the first instance. Health and safety will be included in at least one LGB meeting annually. A dedicated health and safety notice board will be placed in the staff room and information added to this. Health and safety will be covered with staff during one inset day per year, including how to find out information, report issues and escalate where necessary.

#### **4.31 Staff health and safety training and development**

Training focuses on maintaining staff health and safety competence. Members of staff receive health and safety information during their induction and through the staff handbook. All staff are required to complete an online health and safety training module on induction and at regular intervals thereafter. Updates are given through staff briefing sessions and other local routes. Competency is monitored through performance management. Where training needs are identified, these are addressed through the school's CPD coordinator. General and role-specific training can be through a classroom-based course, e-learning, work shadowing, or provision of information. A training matrix will be kept up to date and adequate financial provision made to keep this up to date and compliant.

#### **4.32 Staff well-being/stress**

Staff are encouraged to obtain and maintain a sensible work/life balance. Staff should report any ill health issues, including those concerning stress, to their immediate line manager or directly to the headteacher. All schools monitor staff well-being, actively taking effective measures to reduce bureaucracy, ease workload and provide a positive working environment. A 24-hour, 7-day a week employee assistance scheme is made available to all staff and promoted widely. Where appropriate, school leaders will refer individuals for occupational health support through the Trust's human resources consultants.

#### **4.33 Vehicles on site**

Access to the car park may be restricted during school hours. Deliveries and other vehicle movements should be avoided during break times or at the end of the school day to ensure the safety of students when possible. Schools ensure students, staff and visitors can move about the site safely by separating pedestrian routes from those used by vehicles as far as possible through the use of designated vehicle zones, fencing, signage and supervision. Where this is not possible, vehicle movements, particularly deliveries, should be restricted at key times including the start/end of the day and break times.

#### **4.34 Working at height**

Premises management/site management/caretaking staff and other relevant staff must attend training sessions on working at height. A generic risk assessment has been carried out, identifying measures to mitigate the risks. A separate risk assessment should be conducted for exceptional activities and measures put in place to manage risks. Where possible, adjustments should be made to work from ground level. Working at height equipment (eg. ladders, mobile scaffold towers, harnesses, fall restraint systems) is part of the school's inspection and maintenance checklist procedure.

#### **4.35 Work experience**

Each school will make the necessary arrangements for assessing potential work placements and should be reasonably satisfied that the placement provider can ensure the health, safety and welfare of the student and whether a particular child is suitable for the placement. Risk assessments for work experience placements must be completed.

#### **4.36 Related policies**

The related policies are:

- Critical Incident
- Business Continuity
- CCTV
- Managing students' medical needs

## **Approval/Revision History**

<b>Revision date</b>	<b>By</b>	<b>Summary of Changes Made</b>
November 2018	BoT	Adopted as Trust-wide policy
May 2023	BoT	New Trust-wide policy



## Part B: Hermitage Primary School: Local arrangements and procedures for health, safety and welfare

### Summary

This document sets out the local arrangements and procedures for health, safety and welfare for Hermitage Primary School. The policy principles, including roles and responsibilities, are outlined in Part A of the policy.

This document outlines the specific contextual information for procedures.

Appendix A outlines the required number of trained staff to administer first aid and carry out the duty of a fire marshall safely within Hermitage Primary School as outlined in Part A, Sections 4.9 and 4.10 of the policy.

Appendix B specifies the locations of medical equipment on the premises and staff who are trained to use and administer such equipment is outlined in Appendix A as outlined in Part A, Section 4.10 of the policy

Appendix C outlines the role, responsibility and contact details for the persons responsible for each area of health and safety that has a significant risk.

Appendix D outlines the curriculum Leaders and areas of responsibility associated with risk and fire egress as outlined in Part A, Section 4.5 of the policy.

### Approval/Revision History

Revision date	By	Summary of Changes Made
November 2018	BoT	Adopted as Trust-wide policy
May 2023	BoT	New Trust-wide policy
June 2024	KA	Updated Part B

## Appendix A: First Aiders and Fire Marshalls 2024-2025

### First Aiders 2024-2025

Name	Role	Location	Expiry Date
Karen Steptoe	BC/ASC Assistant	Playground/Hall	14/7/2025
Parmjit Kaur Varaitch	Deputy Head Teacher / DSL	Deputy Head Office	25/3/2027
Allison Parrett	HLTA and PE Co-ordinator	Year 6/Muga/Hall	27/4/2026
Stephen Christodoulou	Teaching Assistant	Year 1	27/4/2026
Nachhatar Matharoo	Teaching Assistant	Year 2	13/7/2026
Sam Quirke	Teaching Assistant	Year 4	18/4/2026
Vesela Raycheva	Office/Admissions Administrator	Office	12/7/2025
Karen Ayris	Operations Manager	Office	19/4/2026
Prima Mendonca	Receptionist/HR Administrator	Office	23/1/2027
Lestacia Stephans	SLT/Acting Assistant Head Teacher	SLT Office/Year 4	11/1/2027
Georgia Harling	SLT/Assistant Head Teacher/DSL	SLT Office	14/7/2025
Samina Naz	SMSA	Playground/Hall	4/7/2027
Tara Walsh	SMSA	Playground/Hall	4/7/2027
Shabnam Jabarkhail	SMSA	Playground/Hall	8/7/2027

Kelly Myler	SMSA Lead/ASC Assistant	Playground/Hall	14/7/2025
Rachel Smith	SMSA/ASC Assistant	Playground/Hall	14/7/2025
Parminder Sood	SMSA/Teaching Assistant	Year 4/Playground	3/11/2025
Jamie Mc Cann	Teacher / Football Coach	Year 1	23/1/2027
Jezaniah Kandapah	Teaching Assistant	Year 3	20/6/2026
Hui Law	Teaching Assistant	Year 4	8/9/2026
Debbie Stewart	Teaching Assistant	Year 5	20/6/2026
Prema Sridhar	Teaching Assistant	Year 6	15/7/2026
Albana Hoxha	Teaching Assistant	Year 1	18/4/2026
Karen Jones	Teaching Assistant	EYFS	18/4/2026
Joanne Jackman	Teaching Assistant	EYFS	19/4/2026
Karen Jones	Teaching Assistant	EYFS	14/7/2025
Hina.Far	Teaching Assistant	EYFS	14/7/2025
Stacey Deanus	Teaching Assistant	Year 1	14/7/2025
Portia Rafinan	Teaching Assistant	Year 2	14/7/2025
Sarah Mahoney	Welfare Lead	Medical Room	16/5/2025

## Fire Marshalls 2024-2025

Staff Name	Area
Prema Sridhar	Upper School
Portia Rafinan	Lower School
Joanne Jackman	EYFS
Parmjit Varaitch	Hall/Hub/Office/HE room
Tom Elsdon	Stationed at Office
Karen Ayris	MUGA

Back Ups	
Debbie Stewart	Upper School
Albana Hoxa	Lower School
Laura Briguilio	EYFS
Georgia Harling/Lestacia Stephen	Hall/Hub/Office/HE room
Keiron Martin	Stationed at Office
Sarah Mahoney	MUGA

## Appendix B: Locations of Medical Equipment

### First Aid Boxes

Medical Room  
Breakout Areas

### Spacers

Medical Room  
Classrooms

### Defibrillators

Office (1 unit)

### Staircase Evacuation Chairs

Staffroom (1 chair)

## Appendix C: Health and safety related specific duties and location

Role	Responsibility	Location (telephone number)
First Aid box locations	See Appendix B	Medical Room Classroom Breakout Areas
First Aiders	See Appendix A	N/A
Senior Leader for Health and Safety (SLHS)	Parmjit Varaitch	Deputy Headteacher 01895 234871
Accidents notification	Sarah Mahoney	Medical 01895 234871
Accidents records logbook	Sarah Mahoney	Medical 01895 234871
RIDDOR notification	Nicholas Hingley	Headteacher 01895 234871
Fire Marshalls	See Appendix A	
Assembly points	See maps	
Emergency Evacuation Procedures	Nicholas Hingley	Headteacher 01895 234871
Risk Assessments	Karen Ayris / Tom Elsdon	Main Office/Site Office
Safety Representative	Nicholas Hingley	Headteacher 01895 234871
Occupational Health	Prima Mendonca	Receptionist / HR Admin 01895 234871
<i>H&amp;S Assessments</i> COSHH Manual Handling Lone Working Working at Height Noise Workstation & DSE Electrical Safety	Tom Elsdon / Karen Ayris	Site Office / Main Office
Site Buildings/Facilities	Tom Elsdon / Karen Ayris	Site Office / Main Office
Catering	Joanne Hayes	Kitchen 01895 234871
Caretaking & Cleaning	Tom Elsdon	Site Office

## Appendix D: Curriculum Leaders and areas of responsibility

### Curriculum areas

Department	Responsibilities	Member of Staff
All areas of the curriculum  NB: There is also a general class risk assessment.	Ensuring that risk assessments are in place for all subjects (should the need arise). Liaise with subject leads of the relevant subjects.	Georgia Harling Parmjit Varaitch
Science	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Majinder Gill
Literacy/Reading/Phonics	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Lestacia Stephen – Writing/GPS/Spelling Parmjit Varaitch: Reading Sheema Burney: Phonics
Art/DT	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Richard Perryman
Maths	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Georgia Harling
PE	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Sammie Madison Allison Parrett (HLTA)

Computing (H & S aspect)	Provide support to teachers with guidance on how to keep the children safe online. Ensure it is included in the induction process.	TBC
History	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Emma Goodwin
Geography	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Joe Doyle
Music	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Anna Spencer
PSHE	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Charlotte Nicholls
French	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	TBC
RE	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the class teacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Jubaira Alam (P/T teacher) Anne Edwards (HLTA)

## Facilities areas

Responsibilities	Name staff member	Contact
School site - internal and external	Tom Elsdon	01895 234871
Commissioning companies to carry out annual safety checks on school equipment	Tom Elsdon	01895 234871
School Kitchens	Joanne Hayes	01895 234871 x 350
Hall and Toilets	Tom Elsdon, Site Manager Karen Ayris, (Ops Manager)	01895 234871 x 320
Medical Room and Reception	Sarah Mahoney - Welfare Karen Ayris - Ops	01895 234871 x 320
Student medicines	Sarah Mahoney	01895 234871 x 340
All Corridors	Tom Elsdon, Site Manager Karen Ayris, (Ops Manager)	01895 234871 x 320
Whole Site and Premises out of school hours	Tom Elsdon, Site Manager Karen Ayris, (Ops Manager)	01895 234871 x 320

**All staff are responsible for escorting students from the school building to:**

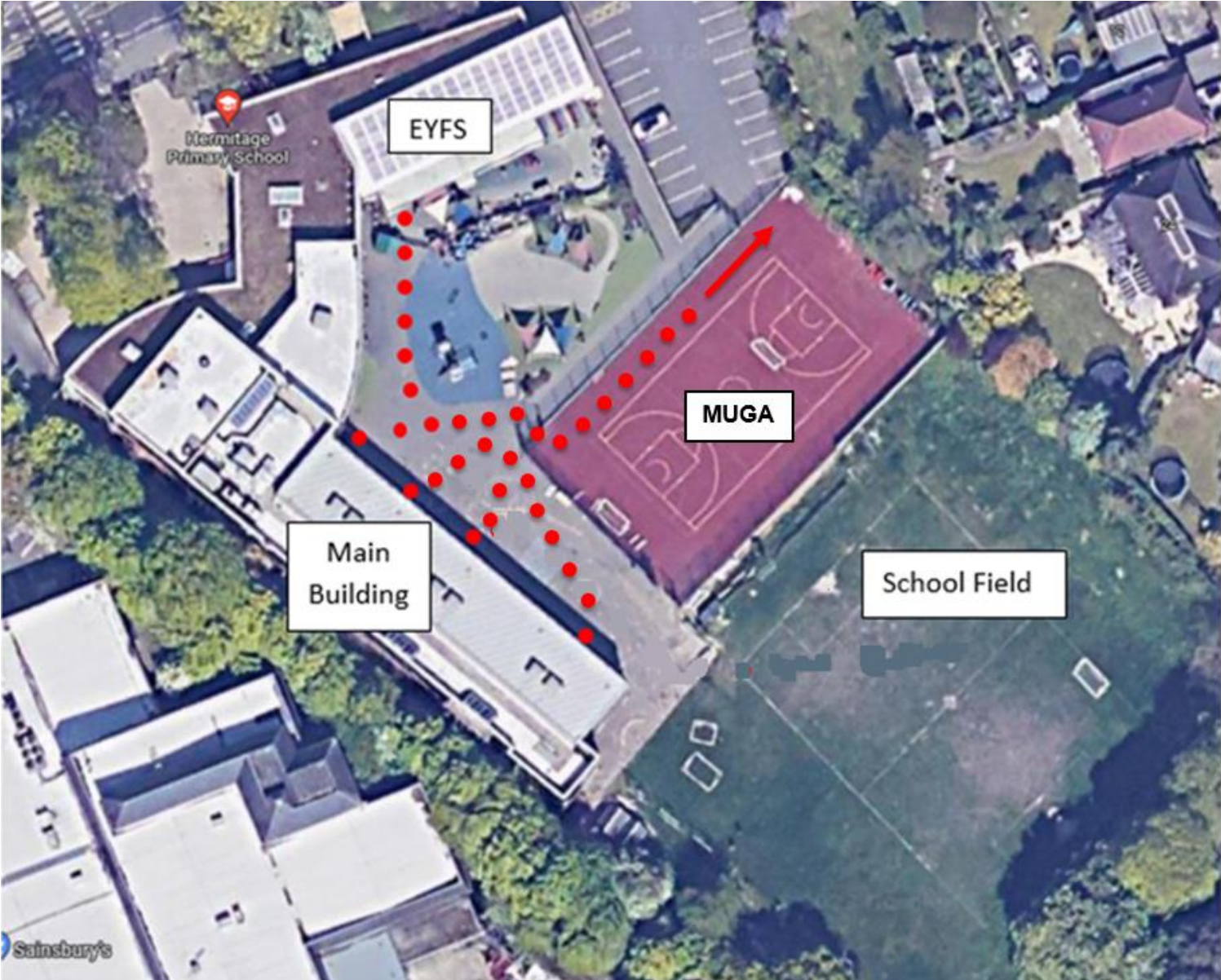
**THE SCHOOL FIELD in the event of a fire alarm (See map below)**

**TO THE NEAREST SAFE PLACE in the event of a Shelter In - Classrooms / offices (see map below)**

**TO UXBRIDGE COLLEGE in the event of an Off-site evacuation (see map below)**



FIRE EVACUATION - THE SCHOOL FIELD



# SHELTER IN - CLASSROOM / OFFICE MAP



# Hermitage

Focussed on Excellence; Surrounded by Care

Hermitage Primary School  
 Belmont Road  
 Uxbridge UB8 1RB  
 Tel: 01895 234 871  
[www.hermitageprimary.org.uk](http://www.hermitageprimary.org.uk)



**Offsite Shelter Out:**

**Walk to Uxbridge College.**

