





To inspire, enrich and nurture so each individual reaches their full potential

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The HCFS is a company limited by Guarantee Registration number 07648654

Health and Safety Policy

September 2025

To be reviewed annually in the Autumn Term

Next Review: September 2026

History of Document:

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Issue 2	Jan 2023	Victoria Hobson	N/A	Paediatric First Aiders staff list updated (pg 10 + 19)
Issue 3	April 2023	Victoria Hobson	N/A	Site manager's name updated throughout, First Aiders at work updated on (pg 10 + 20)
Issue 4	Sept 2023	Victoria Hobson	Trust Board	First Aiders updated on pg 10 + 20
Issue 5	Sept 2024	Victoria Hobson	Trust Board	Updates to section 1, 3.6.4, 3.11.1 and 3.20, section 3.21 added
Issue 6	Sept 2025	Jonathan Durbin	Trust Board	Minor operational updates, and first aider list dated.

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1. Statement of Intent

The Trust Board of Hatfield Community Free School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

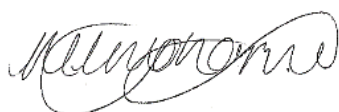
This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy can be found on the school website and network.

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

This policy statement supplements:

- Behaviour Policy
- Educational Visits Policy
- First Aid Policy
- [Hertfordshire County Council's \(HCC\) Health and Safety Policy](#)
- Safeguarding Policy
- Supporting Pupils with Medical Needs Policy
- Premises Hire Policy during Covid-19 Policy



Maxine Kinghorn
Chair of Trustees

11th September 2024



Victoria Hobson
Principal

11th September 2024

2. Organisation

At Hatfield Community Free School the responsibility for health and safety rests with the Board of Trustees as the employer.

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

2.1 Responsibilities of the Trust Board

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

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

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

A Health & Safety Trustee, Maxine Kinghorn, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Trust Board.

The Trust Board will receive regular reports from the Principal, School Business Manager and Site Manager in order to enable them to provide and prioritise resources for health and safety issues.

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

At Hatfield Community Free School, the Trust Board as the employer provides access to competent H&S advice via HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

2.2 Responsibilities of the Principal

Overall responsibility for the day to day management of health and safety in accordance with the Board of trustee's health and safety policy and procedures rests with the Principal.

The Principal has responsibility for:

- Co-operating with the LA and Trust Board to enable health and safety policy and procedures to be implemented and complied with;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions;
- Reporting to the Trust Board 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 Board 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 Principal may choose to delegate certain tasks to other members of staff. The task of overseeing health and safety on the site has been delegated by the head to the Site Manager, James Williams.

2.3 Responsibilities of other staff holding posts of special responsibility

The Site Manager, School Business Manager and Assistant Vice Principals will:

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

2.4 Responsibilities of employees

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

All employees have responsibility to:

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

2.5 Lettings

The Trustees and Principal must ensure that:

- access is safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment;
- notices regarding emergency procedures are prominently displayed;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly; and
- arrangements are made for checking the condition and security of the premises and equipment after vacation by the hirer.

3. Local Arrangements

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.thegrid.org.uk)

3.1 Risk Assessments

3.1.1 General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by James Williams (Site Manager) following guidance contained on the H&S pages of the [Hertfordshire Grid](https://www.thegrid.org.uk) and are approved by the Principal.

Risk assessments are available for all staff to view and are held centrally on the school network. 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.

3.1.2 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

- Lorraine Hake (Medical)
- Ashley Holmes (Special Educational Needs)

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.

3.1.3 Curriculum Activities

Risk assessments for curriculum activities will be carried out by Phase Leaders or Subject Custodians using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use for example, schemes of work and lesson plans.

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

CLEAPSS technology site <http://dt.cleapss.org.uk/>;

CLEAPSS science site <http://science.cleapss.org.uk/>

CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

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

[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 2020' Association of PE 'AfPE'

<http://www.afpe.org.uk/>]

3.2 Offsite Visits

Hatfield Community Free School maintains a separate policy for Educational Visits.

HCC recommends that the Educational Visits Co-ordinator should attend training and refresher training every 3-5 years.

3.3 Health and Safety Monitoring and Inspection

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Site Manager and School Business Manager.

The person(s) undertaking inspection will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with the Principal and School Business Manager.

A named trustee, Maxine Kinghorn, will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full trust board meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

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

3.4 Fire Evacuation and Other Emergency Arrangements

The Principal is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the [Grid](#).

The fire risk assessment is located on the school network and in the school's fire logbook and will be reviewed on an annual basis.

3.4.1 Emergency Procedures

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

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

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by James Williams (Site Manager).

3.4.2 Fire Drills

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

3.4.3 Fire Fighting

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

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

Gas, Water and Electricity shut off valve are located inside the Plant Room.

3.4.5 Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager. A COSHH inventory is located on the network (Health & Safety Folder) and corresponding hard copies folders located in the SBM office.

3.5 Inspection / Maintenance of Emergency Equipment

James Williams (Site Manager) is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in Fire log is located in the SBM office and fire maintenance completed forms are filed in the SBM office.

3.5.1 Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will on Thursday or Friday mornings , at 7:15 AM. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer, Chubb Fire & Security Systems Ltd.

Customer Services 0344 879 1770

A fire alarm maintenance contract is in place with Chubb Fire & Security Systems Ltd and the system tested biannually by them.

Fire Alarm Monitoring 0906 802 0162

3.5.2 Fire Sprinkler System

An automatic fire sprinkler system is installed throughout the school. This consists of a Diesel Engine Pump, Electric Pump and an Electric Jockey Pump and are tested in rotation Tuesdays at 6:15am. Any defects on the system will be reported immediately to the Sprinkler service maintenance contractor / electrical engineer, Hall & Kay Fire Engineering.

Customer Services 01344 203 800

A Fire Sprinkler maintenance contract is in place with Hall & Kay Fire Engineering and the system tested:

- November: Annual sprinkler valves, biannual fire pumps
- February: Quarterly sprinkler valves
- May: Biannual sprinkler valves, annual fire pumps
- August: Quarterly sprinkler valves

3.5.3 Fire Fighting Equipment

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational. Chubb Fire & Security Systems Ltd undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Manager who will contact Chubb Fire & Security Systems Ltd.

Customer Services 01344 203 800

3.5.4 Emergency Lighting Systems

Emergency lighting will be checked for operation monthly in house by the site manager and these tests are recorded in the fire log book. A full discharge test for the duration of the batteries and certification of the system will be undertaken annually by IWL Electrical contractors.

3.5.5 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.

3.6 First Aid and Medication

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

3.6.1 Trained to First Aid at Work Level (3 days /18 hrs)

Lorraine Hake 13.5.2027

Victoria Hobson 27.3.2028

3.6.2 Trained to EYFS Standard (Paediatric First Aid, 2 days/12 hrs)

List of staff and dates shown in Appendix One.

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

3.6.3 First Aid Boxes are located at the following points

Classrooms

Lorraine Hake is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

3.6.4 AEDs (automated external defibrillators) are located at the following points

School Office

Lorraine Hake checks the AED on a weekly basis (some AEDs may require additional checks for functionality check the user manual and add accordingly). Defibrillators are registered on [The Circuit](#) to ensure they are visible to local ambulance services.

3.6.5 Transport to hospital

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

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

3.7 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 consent except in exceptional circumstances.

Lorraine Hake 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 Lorraine Hake.

All non-emergency medication kept in school is securely stored in the cupboard or shelving unit in the medical room and refrigerated medicines are kept in clearly labelled containers within the fridge in the finance office 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 the medical room and clearly labelled.

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

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

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.

3.7.1 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 Lorraine Hake.

All staff are made aware of any relevant health care needs and copies of health care plans are available on the school network.

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

3.8 Accident Reporting Procedures

3.8.1 Accidents to employees

Employees must report all accidents, violent incidents and near misses. An accident reporting form must be completed. Employee accident / incident forms are to be retained for a minimum of 3 years.

3.8.2 Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book (stored on the school network) is used to record all minor incidents to non-employees, more significant incidents as detailed below:

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

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

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

3.8.3 All Accidents

All major incidents will be reported to the Principal and Health and Safety Trustee. Accidents will be monitored for trends and a report made to the Trust Board as necessary.

The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

3.8.4 Reporting to the Health and Safety Executive (HSE)

The Principal 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 and the Education Health and Safety team on 01992 556478.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- 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

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

3.9 Health and Safety Information and Training

3.9.1 Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

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

Staff meetings are held weekly and Health and Safety is a standing agenda item.

3.9.2 Communication of Information

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

The Health and Safety Law poster is displayed in the Staff Room.

At Hatfield Community Free School, the Trust Board as the employer provides access to competent H&S advice via HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk

3.9.3 Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and;
- refresher training where required.

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

Training records will be kept on the HR Drive of the school network.

The Principal is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Principal 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 Principal's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

3.10 Personal Safety and Lone Working

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

Staff will report any such incidents to the Principal. The school will work in partnership with the LA and police where inappropriate behaviour / individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

3.10.1 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 Principal or School Business Manager and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

3.10.2 School staff responding to alarm call outs

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

3.11 Premises and Work Equipment

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

James Williams (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:

All Plant room equipment is managed by the Site Manager. The PA for the Principal has been authorised to reset the gas shut off switch in the event of a Fire drill.

3.11.1 Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in Site Managers office. Contractor Service reports folders and an Excel file for all Service contractors and service reports can be found on the Network. (PREMISES\Site Manager\Control Sheets).

Oversight of premises compliance issues is the responsibility of the Site Manager, supported by the School Business Manager.

Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#).

3.11.2 Curriculum Areas

Phase Leaders and Subject Custodians are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

3.11.3 Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to James Williams (Site Manager).

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by PatPro UK limited. Mr Stacey Melton, completes an annual inspection and Pat test on all electrical equipment used within the school.

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

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

An electrical installation condition report (fixed wire test) will be conducted by IWL Electrical, 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.

3.11.4 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 James Williams (Site Manager) will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment are also subject to an annual inspection by John Harrison, PE Equipment & Gymnasia Inspections.

3.12 Flammable and Hazardous Substances

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

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

In all other areas the establishments' nominated person(s) responsible for substances hazardous to health is James Williams (Site Manager).

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;
- material safety data sheets are obtained from the relevant supplier for all such materials;

- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance;
- all substances are appropriately and securely stored out of the reach of children;
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers);
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

3.12.1 PPE

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

Where persons may be affected by their use on site, James Williams (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*).

3.13 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.

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

3.13.1 School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the Trust Board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by SBM and HCFS's Site Manager on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

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.

¹ 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.

3.14 Work at Height

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

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

The establishments nominated person responsible for work at height is: James Williams (Site Manager).

The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced;
- any risks from fragile surfaces is properly controlled.

3.15 Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Principal 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.

3.15.1 Paediatric Moving and Handling

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

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

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

3.16 Display Screen Equipment (DSE)

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

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

Advice on the use of DSE is available via the [Grid](#)

3.17 Vehicles on Site

Vehicular access to the school is generally restricted to school staff, trustees, deliveries, visitors and emergency vehicles only.

We have two car parks positioned at the front of the school. One car park is for staff and visitors and is controlled by an automatic gate requiring security access via cards or a code. The other car park is for parent drop off and deliveries and is normally open during the hours of the extended school day. This car park can only be used by parents for drop off and collection of pupils when it is open and not required for other purposes such as school events, deliveries, school trips etc which will always take priority. No vehicle should go beyond the car park area unless an emergency vehicle or under the supervision of a member of school staff eg refuse collection or grounds maintenance vehicles. It may be necessary to close a car park due to adverse weather conditions when it is not deemed safe to open them.

The school expects that anyone bringing a vehicle onto the school site must drive with caution, 'think before they park', only park in designated spaces and not keep their engines running. There are signs displaced in these areas to encourage people to follow these health and safety requests, and there are now '5mph' speed humps installed in the visitors car park, with associated signage.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

3.18 Lettings / Shared Use of Premises

Lettings are managed by the School Business Manager. They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

3.19 Stress and Wellbeing

The school and Trust Board are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE's management standards.

3.20 Legionella

A water risk assessment was completed in May 2025 by Herts Environmental Services. The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods) is carried out by the Site Manager;
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers) are carried out by Herts Environmental Services;
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Herts Environmental Services and tank water temperature recorded.

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

3.21 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.

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

This will include:

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

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

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting;
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital;

- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.

Appendix One – First Aiders Poster

This poster is displayed in every classroom in school as well as being on display in the medical room.






































First Aiders at Work

 Lorraine Hake (exp. 14/5/27)	 Victoria Hobson (exp. 27/4/25)
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Paediatric First Aiders (working in EYFS)

 Elena Badelita (exp. 3/6/27)	 Fahmin Razaq (exp. 3/6/27)
 Martha Surry (exp. 3/6/27)	 Millie Irish (exp. 3/6/27)

Paediatric First Aiders (working at HCFS)

 Adam Nicholls (exp. 6/1/26)	 Amalak Francis (exp. 3/6/27)	 Anna Merrill (exp. 3/6/27)	 Anne Richardson (exp. 3/6/27)	 Ashley Holmes (exp. 3/6/27)
 Belle Kalyan (exp. 6/1/26)	 Beth Campbell (exp. 3/6/27)	 Ellen Summers (exp. 3/6/27)	 Emily Dilley (exp. 30/7/26)	 Hannah Cooper (exp. 6/1/26)
 Heather Canty (exp. 3/6/27)	 Janthima Ephgrave (exp. 3/6/27)	 Jessica Banks (exp. 3/6/27)	 Jo Collett (exp. 3/6/27)	 Joanna Musialik (exp. 3/6/27)
 Jo Pape (exp. 6/1/26)	 Jonathan Durbin (exp. 3/6/27)	 Leigh Hewett (exp. 3/6/27)	 Maisie Samuel (exp. 3/6/27)	 Meg Bruton (exp. 3/6/27)
 Melissa Brightman (exp. 3/6/27)	 Merve Kaleli (exp. 3/6/27)	 Michelle Levesconte (exp. 6/1/26)	 Monika Dudek (exp. 6/1/26)	 Nikoletta Sari (exp. 3/6/27)
 Rebecca Delaney (exp. 6/1/26)	 Rebecca Wasnock (exp. 3/6/27)	 Samira Riaz (exp. 6/1/26)	 Sarah Davies (exp. 6/1/26)	 Sarah Dobson (exp. 3/6/27)
 Shula Venn (exp. 3/6/27)	 Sian Hammond (exp. 3/6/27)	 Vitoria Lourenco (exp. 6/1/26)	 Wiska Perera (exp. 6/1/26)	 Yasdenis Sola (exp. 3/6/27)
 Zabia Ghazzali (exp. 3/6/27)	 Zubaida Kauser (exp. 3/6/27)			