Health and Safety Policy

September 2025

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Rationale

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

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

This policy will be brought to the attention of all members of staff on the Teachers Shared drive (T drive) in School Policies and school's website. This policy statement and the accompanying organisation and arrangements will be reviewed annually.

This policy statement supplements HCC's General Statement of Health & Safety Policy.

Aims

As the employer the Local Authority has overall responsibility for Health & Safety at Falconer School. At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in 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 and Safety governor, Valerie Hudson, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body

The Governing Body will receive regular reports from the Head teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. HCC's Health & Safety Team, Tel: 01992 556478, healthandsafety@hertfordshire.gov.uk provide competent health and safety advice

Practice

Responsibilities of the Head teacher:

Overall responsibility for the day to day management of health and safety in accordance with the Local Authority's health and safety policy and procedures rests with the Head teacher.

The Head teacher has responsibility for:

- Cooperating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the Governing body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

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

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

Delegated responsibility in brackets below working in conjunction with the Headteacher and Site Manager

- Apply the school's Health and Safety Policy to their own department or area of work (Subject Leaders)
- 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 (Directors of Learning)
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their Control (Subject Leaders)
- Take appropriate action on health, safety and welfare issues referred to them, informing the headteacher if 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 (Subject Leaders)
- 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 (Subject Leaders)

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 at work along with that of others who may be affected by their actions.

All employees of the school 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
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Local arrangements

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

Appendices

The following Appendices cover the key elements of a Health and Safety policy. The County and Education Health and Safety Manuals also cover many other risk areas, codes of practice and guidance notes.

Appendix 1 - Risk Assessments
Appendix 2 - Offsite Visits
Appendix 3 - Health and Safety Monitoring and Inspections
Appendix 4 - Fire Evacuation and other Emergency Arrangements
Appendix 5 - First Aid and Medication
Appendix 6 - Accident Reporting Procedures
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Appendix 22 - Work Related Learning
Appendix 23 - Infection Control
Addendum 1 - Administration of Medication Policy

Appendix 1: Risk Assessments

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the School Site Manager, and relevant teachers following guidance contained in the H&S pages of the Hertfordshire Grid and are approved by the Head teacher.

Risk Assessments are available for all staff to view and are held centrally in the School Office and electronically on Teacher Shared drive T:Risk Assessments. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

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

Individual Risk Assessments

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

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

Curriculum Activities

Risks assessments for curriculum activities will be carried out by the teacher/activity leader using the relevant codes of practice and model risk assessments detailed below

Whenever a new course is adopted or development activities are checked against these significant findings incorporated into texts in daily use such as schemes of work/lesson plans

All local authority schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science, art and DT. CLEAPSS Science and D&T publications or via www.cleapps.org.uk

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

BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]

[ASE, Safeguards in the school laboratory,2006 (11th Edition), http://www.ase.org.uk/] ISBN 978-0-86357-408-5]

[Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' http://www.afpe.org.uk/]

Appendix 2: Offsite Visits

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via https://oeapng.info/

Responsibilities of key roles are outlined by the OEAP here:

Visit leader

EVC

Head teacher

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

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. The school use Evolve for all offsite visits and relevant risk assessments. Members of staff have training from HCC team to support good practice in school. The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)]
The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Manager, who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Head teacher.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years – Ross Taylor and Adam Fletcher.

Appendix 3: Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the site manager, Dylan Davies-Dowell.

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

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the School and Site Manager.
A named governor, Valerie Hudson, will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.
Advice and pro forma inspection checklists can be found on the Herts Grid for Learning - Grid.

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

Appendix 4: Fire Evacuation and Other Emergency Arrangements

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Grid

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

Emergency Procedures

Fire and emergency evacuation procedures are emailed to staff annually, included in the induction process and are available on Teacher Shared Drive T: Fire Evacuation Procedure.

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 drills.

Evacuation procedures are also made available to all contractors / visitors.

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 by the Site Manager and updated to the LA via Solero - online report.

Fire Drills

Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment

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

Details of service isolation points (i.e. gas, water, electricity) are held by the Site Manager.

Gas	Classroom 14, Site Managers Office, Main Kitchen, Left of main gates
Electricity	Electrical Intake Cupboard in main building near IT fire Exit,
Water	At each mains intake on the street on the left of gates on the pavement

Details of chemicals and flammable substances on site.
An inventory of these will be kept by Site Manager and relevant Heads of Department as appropriate, for consultation in the Main Office.

Inspection/Maintenance of Emergency Equipment

The Site Manager, is responsible for ensuring that the school's fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire logbook located in the Finance Office.

Fire Alarm System

a) Fire alarm call points will be tested weekly in rotation. This test will occur on Fridays (afternoon at 3pm
b) Any defects on the system will be reported immediately to the alarm contractor, Fireguard Services, 01582469000
c) A fire alarm maintenance contract is in place and the system tested 6 monthly by them.

Fire Fighting Equipment

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

b) Fireguard undertakes an annual maintenance service of all firefighting equipment in February each year.

c) Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Fireguard Services on 01582469000.

Emergency Lighting systems

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

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Fireguard Services, 01582469000

Means of Escape

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

Appendix 5: 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 extracurricular activities):

Staff Name	Training Date	Training renewal due	Qualifications
Mariah Erhabor	10/01/2025	10/01/2028	Full Paediatric First Aid (12h)
Jeffrey Fisher	10/01/2025	10/01/2028	Full Paediatric First Aid (12h)
Alex Noot	10/01/2025	10/01/2028	Full Paediatric First Aid (12h)
Ross Taylor	10/01/2025	10/01/2028	Emergency Paediatric First Aid (6h)
Ingrid Harvey	10/01/2025	10/01/2028	Full Paediatric First Aid (12h)
Claudia Andronic	15/03/2023	14/03/2026	First aid at work
Shannon Monaghan	18/07/2023	17/07/2026	Schools first aid course (including epi-pen administration)
Mehmet Zorba	18/07/2023	17/07/2026	Schools first aid course (including epi-pen administration)
Abigail Andrews	10/01/2025	10/01/2028	Full Paediatric First Aid (12h)
Lysette Rodrigues	20/07/2023	19/07/2026	Schools first aid course (including epi-pen administration)
Cristopher Jones	10/01/2025	10/01/2028	Full Paediatric First Aid (12h)
Ellie Neil	23/01/2024	22/01/2027	Schools first aid course (including epi-pen administration)
Sabina Boran	24/01/2024	23/01/2027	Schools first aid course (including epi-pen administration)
Loreta Okoye	24/01/2024	23/01/2027	Schools first aid course (including epi-pen administration)
Emma Cheshire	28/10/2024	28/10/2027	First Aid at Work
Erlinda Hysa	28/10/2024	28/10/2027	First Aid at Work
Victoria Chan	28/10/2024	28/10/2027	First Aid at Work

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Motor Vehicles workshop

Construction workshop

Design & Technology Classroom (+ Eye Station)

Food Technology Classroom

Reception

Art Classroom

School Gym 1

School Gym 2

Heads Office

Deputy Headteacher's Office

Site Manager Office

Main Kitchen

Music Room

Science Classroom

Staff Room

Horticulture

SEND Room

Head of Y10/Y11 Room

Ann Smith is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. The Site Manager checks travel kits in vehicles termly. Drivers are responsible of checking travel kits are in the car before every journey.

AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:

Main Reception

Transport to hospital:

1. Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance).
2. Parents / carers will be notified immediately of all major injuries to pupils.

3. 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.
4. 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.

Watford General A&E 01923 217758/217842

School Health 0208 953 2336

Administration of medicines

a) All medication will be administered to pupils in accordance with the DfE guidelines Supporting pupils at school with medical conditions. Detailed arrangements are provided as an appendix to this document.
b) No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.
c) The School Administrator, Claudia Andronic, is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
d) Records of administration will be kept by the School Administrator Claudia Andronic.
e) All non-emergency medication kept in school are securely stored in a lockable cupboard in School Office/school house office. Refrigerated meds kept in clearly labelled container within fridge in the Office with access strictly controlled.
f) All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.
g) 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 school Office, and clearly labelled.

Individual Health Care Plans (IHCP)

1. Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.
2. IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.
3. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrols / on diagnosis being communicated to the school and will be reviewed annually by the SENCo.
4. All staff are made aware of any relevant health care needs and copies of health care plans are available in the SENCo's office.
5. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Appendix 6: Accident Reporting Procedures

Accidents to employees

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then all employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

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

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

A local accident book located in the school Main Office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

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

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

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

All Accidents

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Where students cause incidents due to their special educational needs amendments will be made to Risk Reduction plans to help prevent similar happening again.

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

Reporting to the Health and Safety Executive (HSE)

The Headteacher 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. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays), within 15 days of the incident occurring.

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

Appendix 7: Health and Safety Information & Training

Consultation

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

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

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 staffroom.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

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 heights, etc.)
- Refresher training where required.
- Any new instructions or restrictions will be communicated to all staff via staff meetings.

Training records will be kept in the office by the Office Manager, who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Headteacher's/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Appendix 8: Personal Safety/Lone Working

- The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.
- Staff will report any such incidents to the headteacher.
- 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.

Lone working

- Staff are encouraged not to work alone in school.
- Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.
- **Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**
- Staff working outside of normal school hours must obtain permission of the headteacher and sign in and out of the school premises
- 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.
- For home visits expected control measures would include mobile phone contact, notifying a colleague of visit details, expected time of return/end time and arrangements for contacting. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

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

Appendix 9: Premises and Work Equipment

- All staff are required to report to the Site Manager any problems found with plant/equipment.
- Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- The site manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.
- Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by Site Manager's Office (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid and the DfE's Good Estate Management for schools)

Curriculum Areas

Heads of Departments and Subject Co-ordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

- All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the 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 external contractors annually.
- The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.
- Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.
- A fixed electrical installation test (fixed wire test) will be conducted by Cubix Services 07824662507 on a 5 yearly cycle.
- Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

PE equipment

- PE equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, Head of PE (assisted by the Site Manager) will conduct a formal termly inspection of the equipment.
- PE and Play equipment are subject to an annual inspection by UK Gym Repair Ltd and respectively Caloo Ltd.

Appendix 10: COSHH - Flammable and Hazardous Substances

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

Within curriculum areas (in particular science and DT subject leads are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is Dylan Davies-Dowell.

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 chemicals are appropriately and securely stored out of the reach of pupils.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace should be **kept for up to 40 years**

PPE

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

Where persons may be affected by their use on site, the site manager is responsible for ensuring that COSHH assessments are available from contractors *(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance LO93 in 'Managing Ionising radiations and Radioactive substances in schools and colleges'.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC

- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Dr Bo Fapohunda

Appendix 11: Asbestos

- An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted on 28/2/2011 (with additional spaces inspected in October 2014).
- The school's asbestos log (including school plans, asbestos survey data and site-specific management plan) is held in the Site Manager's Office.
- The Site manager will ensure that **all** school staff (and other such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.
- **Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)
- In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.
- Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.
- The school's asbestos authorising officers are Dylan Davies-Dowell and Carmel Fox, refresher training is required 3 yearly.
- Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

1. That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

2. A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).

3. The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc

4. All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)

5. The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

Appendix 12: Contractors

1. All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.
2. All contractors must report to the School Office where they will be asked to sign the visitors book and wear an identification badge.
3. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.
4. The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

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

a) Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations.

b) These projects are managed by Dylan Davies-Dowell, 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.

c) To ensure contractor competency the school uses a property framework contractor as a method of procuring works.

d) 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)

e) When considering the appointment of contractors outside of Hertfordshire frameworks the Site Manager/Headteacher will undertake appropriate competency checks prior to engaging a contractor

[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.

i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done].

f) 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.

g) Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken.

h) The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Appendix 13: Working at Heights

1. 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.
2. A copy of this assessment will be provided to employees authorised to work at height.
3. Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.
4. 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.
5. Only those persons who have been trained to use ladders safely may use them.
6. Basic instruction is provided to all staff who use ladders / stepladders http://www.hse.gov.uk/pubns/indg455.htm
7. Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, ICT technician etc.

The nominated persons responsible for work at height is Dylan Davies-Dowell and Jon Batchelor, the nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces is properly controlled.

Appendix 14: Lifting and Handling

a) Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.
b) 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.
c) Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to Dylan Davies-Dowell/Site Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.
d) A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

- All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).
- All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.
- Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

Appendix 15: Display Screen Equipment (DSE)

a) 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.
b) 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).
c) Advice on the use of DSE is available in the Grid

Appendix 16: Vehicles on Site

Vehicular access to the school reception area is restricted to visitors only and not for general use by staff.
Access to the school must be kept clear for emergency vehicles.
The vehicle access gate must not normally be used for pedestrian access.

Appendix 17: Lettings

Lettings are managed by Claudia Andronic, although Falconer School does not have any regular lettings. Should there be lettings in the future HCC guidance will be followed.

Appendix 18: School Cars

The Office Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence DVLA **which must be valid for at least 5 years.**

The **site manager** is responsible for the undertaking regular checks on the vehicles and the schools operation of **schools cars** follows County Guidance.

Appendix 19: Stress/Wellbeing

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

The school will

- demonstrate good practice through a step-by-step risk assessment approach
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made
- The school's wellbeing / mental health lead is Victoria Reed.

Staff are able to raise concerns with the leadership team. All issues are taken seriously and discussed at SLT where relevant. Actions are taken to mitigate issues and support staff where practical. Staff have also got support from HCC local MHST team who offer after school drop in sessions to support wellbeing. Wellbeing days are supported by the leadership team when needed.

Appendix 20: Legionella

1. A water risk assessment of the school has been completed on 21/03/2024 by GES Water. Dylan Davies-Dowell is responsible for ensuring that the identified operational controls are being conducted and recorded in the schools waterlog book.
2. This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s).
- Quarterly disinfection / descaling of showers.
- Stored cold water tank is inspected for compliance and safety on an annual basis by Tritec and tank water temperature recorded.
- All records relating to the management of Legionella must be kept for 5 years.

Appendix 21: School Swimming

Swimming in public pools

- These will be planned as an offsite visit in line with the school's policy.
- The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s). (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

Appendix 22: Work related Learning

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities. Victoria Reed is responsible for managing and co-ordinating such activities.

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

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise Herts Services for Young People to assess the suitability of the placement and relevant supporting documentation.
- No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)[2]
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

[2] In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

Appendix 23: 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

Addendum 1: Administration of Medication Policy

Rationale

Most pupils will, at some time, have a medical condition that may affect their participation in school/boarding activities.

The policy outlined below addresses the needs of those pupils who have diagnosed medical conditions, which, if not managed properly could limit the individual pupil's access to education. It is such pupils who are regarded as having a 'Medical Need'.

Most pupils with medical needs are able to attend school regularly, and with some support from the school, can take part in most normal school activities. Any reference to parents includes carers.

This policy also sets guidelines for handling, administration, storage and recording of medication.

Aims

The aim of this policy is to ensure that pupils with diagnosed medical needs are able to attend school regularly and can participate in a full range of normal school activities. In addition, this policy aims to ensure that best practice is followed in the safe handling of medication by staff.

1. The Headteacher accepts responsibility, in principle and within parameters outlined below, for school staff to both give and to supervise pupils taking prescribed medication during the school day and both prescribed and non-prescribed medication in the residential unit.

2. The school's present circumstances indicate that it would not be possible to meet the needs of pupils with long-term complex medical needs who require more than the distribution and supervision of the taking of medication.

3. There is no legal duty which requires teaching staff to administer medication. Teachers' conditions of employment do not include a requirement that they should either give or supervise a pupil taking medication. They may, however, volunteer to do this.

4. The Job Descriptions of some support staff may require them to give and/or supervise the taking of medication. Any member of staff who agrees to or takes responsibility for administering prescribed medication should have proper training and guidance.

5. Staff who either volunteer to or undertake as part of their duties the support of pupils with medical needs, including managing medication, need to be aware they are acting within the scope of their employment and are indemnified.

6. The Local Authority's public liability insurance arrangements provide full cover for any member of staff acting within the scope of their employment. Staff who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified

7. The employer is responsible for ensuring that willing staff have the appropriate training to support pupils with medical needs.

Practice

Guidance for Management and Administration of Medication

1. Medicines Supply

Medicines are divided into three categories:

- General Sales List (GSL) – These can be purchased from any retailer.
- Pharmacy Only (P) – These can only be purchased from a pharmacy.
- Prescription Only Medicines (POM) – These can only be obtained on presentation of a written prescription signed by an authorised prescriber.

The receipt, administration and disposal of all categories of medication are to be recorded in the same way on the pupil's individual Medicine Administration Record (MAR) sheet.

2. Receipt of Medicines

Parents are encouraged to hand in medication, in its original packaging, to a member of staff. The medication should be accompanied by a slip stating their child's name, the name of the medication and the quantity sent in. This is especially important if they are sending the medication with their child which is discouraged. This enables the staff recording the receipt of the medication to check that what they have received is the same as what was sent. The member of staff receiving the medication should record the quantity received on the pupil's Medicine Administration Record / Controlled Drug Recording Book. Any change in the prescription should also be recorded.

3. Medicine Administration Record (MAR) sheets / Controlled Drug Record Book

Each pupil who requires a medicine to be administered by staff should have an individual Medical Administration Record sheet. This sheet should record:

- The pupil's name.
- Date of birth.
- The name and strength of the medicine.
- The dose and frequency of the medicine.
- The date and time the medicine is administered.
- 2 different signatures stating that the dose administered is correct. One of those signatures should be the person who administers the medicine and they should then sign again to record that the medicine has been administered.
- Receipt of medication (see notes on receipt of medication).

- Where relevant, the quantity transferred to the residential unit and the signature of the member of staff who collected it.
- Medicines disposed (see notes on disposal).
- A running total of the quantity held in stock.

4. Storage

- All Prescription Only Medicines should be handed into and recorded in the Main Office. All medication should be kept in a locked cupboard that is not used to store anything else.
- Medications are to be kept in their original packaging.

5. Labels

Prescription Only Medicines should have:

- Pupil's name.
- Date of dispensing.
- Name and strength of medicine.
- Dose and frequency of medicine.

Pharmacy Only and General Sales List medicines should be labelled by staff with the pupil's name and the date of receipt. This label should not obscure any instructions on the packaging.

If a general Residential Unit supply is held then it should be labelled as such with date of purchase.

6. Parental or Carer Consent

Medication must not be administered without written parental or carer consent. The only exception to this would be if a pupil is prescribed a medicine during a visit to Accident and Emergency while in the school's care. In this event verbal consent should be sought. Parents complete a general medical consent form at the time of their son's admission. Further specific written consent is sought whenever a specific treatment is started. This consent letter must provide details of name, dosage and frequency of administration.

8. Internal Audit

An internal Audit of the stock should be carried out once a term by a designated person involved in the administration of medicine.

9. Medicine Administration by Staff

Teachers are not required to administer medication. They may volunteer to do so. Some support staff are required by their conditions of employment to administer medication can expect to receive proper training and guidance.

10. Self-Administration

This mainly applies to Asthma inhalers but could, include creams, throat lozenges or other similar medication. Pupils will be allowed to self-administer where a risk assessment has been done which deems the risk to be acceptable. In these cases, self-administration should be encouraged to promote independence and responsibility.

11. Transporting Medication

If medication is to be administered away from the area where it is stored it should be transported in a locked container such as a cash box. This would improve security should the member of staff transporting the medication have to put it down to deal with an incident. This should also be done on offsite trips.

12. Non-Prescription Medication (General Sales List and Pharmacy Only)

A list of over the counter medicines suitable for use has been drawn up with a local pharmacist. This list should take note of medication already being taken by pupils such as Ritalin to avoid any adverse interaction. Parental/Carer permission must be sought for the medicines on the list. Any new Prescription Only Medicines prescribed should be checked with the pharmacist against the list of non-prescription medications given below. Homeopathic remedies, alternative treatments, complimentary medicines and food supplements will be treated in the same way as any other medication.

Creams and lotions should not be shared between pupils. Sharing opens up the risk of cross-contamination.

13. Refusal and Covert Administration

It is a pupil's right to refuse medication. Staff will under no circumstances covertly administer or force a pupil to take medication. A risk assessment may need to be carried out to determine of a pupil refusing medication regularly can safely participate in school life. All incidents of refusal must be recorded by staff and reported to the parents/carers of the pupil concerned and to a member of the school's Senior Management Team.

13. List of Non-Prescription Medication

All Non-prescription medication must be accompanied by written authorisation/consent from the parent/carer giving full details of medication, dosage and times to be given. Medication should be sent in to school in the original packaging.

14. Caution

All staff are made aware that the giving of alcohol-based medication and ibuprofen-based pain relief should be avoided for asthma sufferers. No such non-prescription medicines are to be included in the general supply provided by the school.

15. Medicine Disposal

Any prescription medication left-over when a pupil leaves should either be returned to the parent where it is a long-term treatment or returned to a local pharmacist. A receipt for this return is required.

16. Medical Appointments

Staff do not accompany pupils to medical appointments as we see this as the responsibility of the parent or carer of the pupil. If however there is special circumstances surrounding the pupil or appointment or if a parent or carer requests staff members to support; then we would consider this on a case by case basis and a member of the SLT would be approached for permission to attend.

17. Informed Decisions

Pupils that are able to make their own decisions about their medical needs are encouraged to speak to their parents or carers about their wishes, the school would fully support the pupil and parents with these decisions.

Please refer to the following documents:

- Managing Medicine in Schools and Early Years Settings.
- Supporting pupils at school with medical conditions (December 2015).
- The Administration and Control of Medicines in Care Homes and Children's Services.

Review

This policy will be monitored and reviewed every two years by the Finance and Resources Committee.