




# HEALTH & SAFETY POLICY



May Reid

.....  
**Signed – Governor**

.....  
**Print Name**

**Date:** October 2016

**Review:** October 2017

## **1. Statement of Intent**

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.

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

This policy statement supplements

- HCC's General Statement of Health & Safety Policy

## **Part 2 Organisation**

As the employer, the Local Authority has overall responsibility for Health and Safety at the school. Duties and responsibilities have been assigned to Staff and Governors as laid out 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 systems should adhere to the Local Authority's Health & Safety Policy, procedures and standards as detailed in the Education Health and Safety Manual.

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

The Governing Body will receive regular reports from the Headteacher 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. The Education Health and Safety Team, Tel. 01992 556478 provide competent health and safety advice for Special schools.

### **Responsibilities of the Headteacher:**

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 Headteacher.

The Headteacher 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 pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the Governing body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Reporting to the LA an 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 Headteacher may choose to delegate certain tasks to other members of staff. The task of overseeing health and safety on the site has been delegated by the headteacher to the School Manager.

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

*Delegated responsibility in brackets below working in conjunction with the School Manager 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.

### **Part 3 Arrangements**

Detailed information on the Local Authority's expectations is provided in the Education Health and Safety Manual.

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Appendix 2 -	Offsite Visits
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## 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 Manager following guidance contained in the Education Health and Safety Manual and are approved by the headteacher.

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

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by 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](http://www.cleapps.org.uk)

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

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory,2006 (11<sup>th</sup> Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

## 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 <http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

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. Relevant risk assessments, participants names etc. will be attached electronically as required.

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 Co-ordinator, Susan English, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the School Manager.

See the school policy School Trips and Visits

**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 Steven White.

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 School Manager. Responsibility for following up items detailed in the safety inspection report will rest with the School and Site Managers.

A named governor, David English, 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 in the [Education Health and Safety Manual](#). Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

### Emergency Procedures

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

### Fire Drills

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

### Fire Fighting

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

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

Gas	At each meter
Electricity	Electrical Intake Cupboard
Water	At each mains intake

### 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.



## INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager, Steve White, 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 log book located in the Office.

### **Fire Alarm System**

Fire alarm call points will be tested weekly in rotation. This test will occur on Fridays (afternoon).

Any defects on the system will be reported immediately to the alarm contractor, Clymac 01509232651.

A fire alarm maintenance contract is in place and the system tested 6 monthly by them.

### **Fire Fighting Equipment**

Weekly in-house checks that all fire fighting equipment remains available for use and operations. Chubb undertakes an annual maintenance service of all fire fighting equipment in April each year.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Chubb on 0844 8791666.

### **Emergency Lighting systems**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Clymac, 01509232651.

### **Means of Escape**

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

**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)

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

None

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):**

None

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

5/10/2015 J Bell  
K Collingwood  
L Franklin  
S Martinez  
L Sillitoe  
J Stevens

**OTHER TRAINING IN EMERGENCY FIRST AID <sup>1</sup> (6 hr):****TRAINED TO FIRST AID AT WORK LEVEL (18 hr):**

None

**TRAINED TO EMERGENCY AID LEVEL (6 hr):**

5/10/2015 J Bell  
K Collingwood  
L Franklin  
S Martinez  
L Sillitoe  
J Stevens

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):**

None

First aid qualifications remain valid for 3 years. Home Liaison Department 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:**

Medium: Home Liaison Office  
Small: ICT  
Motor Vehicles workshop x 3  
DT (+ Eye Station)  
Food Technology  
Reception  
Art  
Gym

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<sup>1</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

Lisa Sillitoe is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. The Transport Manager checks travel kits in vehicles annually.

**AEDs**(automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS<sup>2</sup>: NOT YET REC'D**

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

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Watford General A&E	01923 217758/217842
School Health	0208 953 2336

### **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 as an appendix to this document.

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.

The School Administrator, Susan English, 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 the School Administrator and/or Office Clerk, Silvina Martinez. A similar arrangement exists for medications held in School House: medication is logged and stored as per previous.

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. 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 school office, and clearly labelled.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the School Office/School House Office and clearly labelled.

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<sup>2</sup> There is no mandatory requirement for schools to purchase a defibrillator it continues to be dependent on your own risk / needs assessment.

## **Health Care Plans**

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 the SENCo, Sara Lavender.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the SENCo's office.

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

## ACCIDENT REPORTING PROCEDURES

### Accidents to employees

Where the LA is the employer then all employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

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

A local accident book located in the school office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also 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.

All major incidents will be reported to the headteacher and the Governing Body. Parents / carers will be notified immediately of all major injuries.

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

The Headteacher, or his 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.

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

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).

**Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.**

## HEALTH AND SAFETY INFORMATION AND TRAINING

### Consultation

The 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

Detailed information on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in Reception.

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 and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the office by the School Manager, Jenny Buckeridge, 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.

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.

## 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. The Site Manager lives on site, as do another member of teaching staff and of admin staff.

## **PREMISES AND WORK EQUIPMENT**

All staff are required to report to Steven White 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.

Steven White 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 on the Grid)

### **Curriculum Areas**

[Heads of Department] / [Subject Co-ordinator / leader] 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 Steven White.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Steven Claydon annually.

Steven White 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 Greenhills Electrical.

### **PE equipment**

PE equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and Daniel Gaze, Head of PE will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by D&T Services Ltd.



## FLAMMABLE AND HAZARDOUS SUBSTANCES

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

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

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 children and .
- 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.

Where persons may be affected by their use on site, Steven White 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 L93 in ‘Managing Ionising radiations and Radioactive sources in schools’ 2013 Edition

- 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 Tracy Greenwood.

## 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 Office.

The headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) 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.

Any damage to materials known or suspected to contain asbestos should be reported to Steven White who will contact HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are Steven White and Jenny Buckeridge and refresher training is required 3 yearly.

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

The headteacher / asbestos authorising officers shall ensure:

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

## 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.

Steven White 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**<sup>3</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by Steven White, 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 <http://www.thegrid.org.uk/info/premises/property.shtml>

When considering the appointment of contractors outside of Hertfordshire frameworks the School Manager will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done].

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

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

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<sup>3</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

## WORK AT HEIGHTS

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

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

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, ICT technician etc.

The establishments nominated person(s) responsible for work at height is (are) Steven White.

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.

## 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.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to Steven White/Jenny Buckeridge and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

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

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

### **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 in the [Education Health and Safety Manual](#)

### **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

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

The vehicle access gate must not normally be used for pedestrian access.

### **LETTINGS/SHARED USE OF PREMISES**

Lettings are managed by Jenny Buckeridge, although Falconer School does not have any regular lettings. Where there are lettings HCC guidance is followed.

### **MINIBUSES**

The Transport Manager, Sue Franklin, 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.<sup>4</sup>

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) issued by the HCC Road Safety Unit.

The Transport Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows [County Guidance](#). The nominated person carrying out the checks is Ron Field, Driver/Escort.

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<sup>4</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

## 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 and HCC's management standards.

The performance management cycle is in place. There is a staff meeting every morning, preceded by a management team meeting. In addition, Senior Leadership Team meets weekly following the weekly staff meeting. A School Counsellor is employed and staff are encouraged to visit her.

## LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed on 08/05/2014 by Jordan Environmental 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 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 tanks are inspected for compliance and safety on an annual basis by Tritec and tank water temperature recorded.

<b>SCHOOL SWIMMING</b>
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### Swimming in public pools

These will be planned as an offsite visit in line with the schools 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);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;

## 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. The headteacher 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 Youth Connexions 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)<sup>5</sup>
- 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.

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<sup>5</sup> 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.



**FALCONER SCHOOL  
ADMINISTRATION OF MEDICATION POLICY**

***Definition of Medical Need***

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 covers the medical needs of pupils in the Residential Unit where the definition of 'Medical Need' includes minor ailments which need to be addressed as part of their day to day care.

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

**Policy Aim**

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.

**Principles**

- 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. 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.
- 4.** 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.

5. 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
6. The employer is responsible for ensuring that willing staff have the appropriate training to support pupils with medical needs.

## **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. Any change in the prescription should also be recorded.

### **3. Medicine Administration Record (MAR) sheets**

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 the main office. Only a week's supply should be kept in the Residential Unit if the medication is not required during school time. In this case the receipt and transfer of medication should be recorded in the main office. All medication should be kept in a locked cupboard that is not used to store anything else.

All medication kept in the Residential Unit should be kept in the locked medical cabinet in the office. Following a risk assessment, the Head of Care may allow a pupil to self-administer their medication. This should only apply to inhalers, some creams or lotions and throat pastels. If self-medication is arranged the medication must be kept in the pupil's locked storage cupboard under their bed at the time of admission?

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.

#### **7. Internal Audit**

An internal Audit of the stock held in the Residential Unit should be carried out once a term by a designated person not otherwise involved in the administration of medicine.

#### **8. Medicine Administration by Staff**

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

## **9. Self-Administration**

This mainly applies to Asthma inhalers but could, for a resident pupil, 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. When a resident is allowed to self-administer he should keep his medication locked in his storage cupboard when not in use.

## **10. 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.

## **11. Non Prescription Medication (General Sales List and Pharmacy Only)**

A list of over the counter medicines suitable for use in the Residential Unit has been drawn up with a local pharmacist. This list should take note of medication already being taken by residents 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.

## **12. 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 if 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 for Use in School and the Residential Unit**

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 Residential Unit.

## **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 within the residential unit and School 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 SMT 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 and residential unit would fully support the pupil and parents with these decisions.

## **Addendum – December 2005**

Due to recent advice received from the Department of Health regarding the storage and administration of medication to pupils, the following changes have been made to the policy.

1. Medication can only be given to a pupil after the school has received a signed consent form/letter from the parent/carer detailing specific medication and dose to be given.
2. The medication must be received in its original packaging with the pharmacist's label. The label should state the pupil's name, the name of the medication, the dose and instructions for how and when it should be administered. This label should not be altered in any way. If there is any change in the dosage or other instructions a new consent form/ letter and either a note from the doctor or new instructions from the pharmacist.
3. Non-prescription medication can only be given with a consent form/letter. Parents/carers will be informed of any non-prescription medication that has been issued during the school day. Please note that medication containing Ibuprofen or Aspirin can **ONLY** be administered if it has been prescribed by a doctor.
4. If the medication prescribed is to help the pupil control their behaviour and they have refused or for some other reason failed to take it, then they may be sent home. This will apply if the medication has been sent to school without the original packaging or a consent form/letter, and we will be unable to administer the medication.
5. All medication in stock will be returned at the end of each school term.

### **PLEASE REFER TO THE FOLLOWING DOCUMENTS:**

- Managing Medicine in Schools and Early Years Settings
- Supporting Pupils with Medical Needs
- The Administration and Control of Medicines in Care Homes and Children's Services