



400 YEARS OF EXCELLENCE

Health & Safety Policy

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|--|-------------------------|
| Policy approval date | October 2025 |
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| Policy Lead | Matt Botheras |
| Governor or SLT approval | Governor |
| Governor Committee responsible for policy | Risk & Audit |

Arrangements

This policy follows the Hertfordshire County Council, Children's Services Model Health & Safety Policy for Schools (January 2025).

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

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Further DfE advice on legal duties can be found at:
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Part 1 Statement of Intent

The Governing Body of Richard Hale 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 includes a description of the school's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements sections.

This policy will be brought to the attention of all members of staff via email and it always available on the TeachOnly drive and on the policy section of the school website. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Following Academy conversion and until further notice, this policy statement supplements Hertfordshire County Council's Health and Safety Policy.

Part 2 Organisation

Responsibilities of the Governing Body:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment
- Ensuring that this statement complies with the Hertfordshire County Council and Children's Services codes of practice
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the DfE, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- Promoting a positive H&S culture and high standards of health and safety within the establishment

Responsibilities of the Headteacher:

- Take overall responsibility for implementation of the school's health and safety arrangements within the establishment
- Co-operate with the DfE and Governing Body to enable health and safety policy and procedures to be implemented and complied with
- Convene the School's Health & Safety Committee

- Supervise the Deputy Headteacher, Business Manager, Site Manager or other persons who have been delegated with health and safety tasks (see *“Responsibilities of other staff holding posts of special responsibility”*)
- Act as a focal point on health and safety matters and give advice or seek sources of advice where necessary
- Ensure that the establishment has emergency planning arrangements in place (NB. schools should follow the Critical Incident Recovery Plan)
- Report to the DfE any hazards which cannot be rectified within the establishment’s budget
- Ensure there is no misuse of plant, equipment etc.
- Ensure that the premises, plant and equipment are maintained in a serviceable condition

Responsibilities of other staff holding posts of special responsibility:

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

Responsibilities of employees:

All employees of the establishment have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Co-operate with the employer 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 immediately to their line manager any serious or immediate danger
- Report immediately to the line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use
- Alert their Line Manager if they feel under undue stress which is related to their professional responsibilities

APPENDIX 1**Risk Assessments****General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Business Manager and Site Manager following guidance contained on the H&S pages of the Hertfordshire Grid.

Risk assessments are available for all staff to view and are held centrally on the TeachOnly Drive. 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 members or students are held on that individual's file 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

Heads of Departments are responsible for risk assessments for curriculum activities using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed, all activities should be checked against these and significant findings incorporated into texts in daily use, such as schemes of work, lesson plans etc.

The School has a subscription to CLEAPSS and their publications should be used as sources of model risk assessment within Science, Art and DT. [CLEAPSS Home page](#)

- CLEAPSS D&T site <http://dt.cleapss.org.uk>
- CLEAPSS Science site <http://science.cleapss.org.uk>

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

- [BS 4163:2021+A1:2002 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 2024' Association of PE 'AfPE' <http://www.afpe.org.uk>

APPENDIX 2

Offsite Visits

Educational Visits Co-ordinator (EVC) – Matt Botheras

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) 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](#)

[Headteacher](#)

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. Richard Hale School now uses Evolve for all visits.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher for approval. HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

APPENDIX 3

Health & Safety Monitoring and Inspection

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

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 Health & Safety Committee. Responsibility for following up items detailed in the safety inspection report will rest with Site Manager.

A named governor [TBC] will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub committee and full governing body meetings.

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

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

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

Fire Evacuation and Other Emergency Arrangements

The fire risk assessment is held by the Site Manager and will be reviewed on an annual basis.

Emergency Procedure

Fire and emergency evacuation procedures are detailed in the staff handbook and Critical Incident Plan and a summary posted in each classroom. These procedures will be reviewed annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills which are carried out a minimum of twice per year. Evacuation procedures are also made available to all other users of the building (contractors/visitors/ hirers etc.). Emergency exits, fire alarm call points and assembly points are clearly identified by safety signs and notices.

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, lockdown, severe weather, electrical faults etc. These documents are located in:

- a. Critical Incident Plan
- b. Fire Procedure in every teaching space
 - In the event of a fire alert/alarm the School will evacuate to the designated assembly point
 - The Business Manager will meet the Site Manager, Caretaker, IT Manager and Assistant IT Manager at the fire alarm panel and commence an investigation. All other staff should evacuate the premises immediately. One of this group will report to the HR Manager and inform them if they are required to enter another building to investigate the cause of the alarm
 - The Business Manager will take the decision to inform the emergency services and summon them as necessary
 - The safe evacuation of people 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
 - Whilst evacuating premises, staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows
 - Fire drills will be undertaken a minimum of twice yearly, and fire alarm tested weekly (where possible), and a record kept in the Fire Log Book
 - Regular inspections of the premises and grounds should be undertaken each term. Details of service isolation points (i.e. gas, water, electricity) are located in the caretaker's office
 - Emergency procedures for incidents outside normal working hours are held by the Business Manager, Headteacher and members of SLT (*Critical Incident Plan*)
 - These procedures will be reviewed annually

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.

APPENDIX 5

Inspection / Maintenance of Emergency Equipment

The arrangements for fire prevention inspections, testing of equipment etc are given below.

Testing of Fire Alarm

The fire alarm will be tested weekly (where possible) on Thursdays at 11.20am by the Site Team and IT Team.

Different call points in varying zones should be used for each test.

Defects on the system must be reported immediately to the Site Manager who will contact the maintenance contractor.

The current maintenance contractor is Clymac.

The fire alarm was replaced by HCC through Mouchel and completed in April 2010.

A CIF bid (and subsequent appeal) was unsuccessful in the 2025/2026 round.

Fire Fighting Equipment

An annual maintenance service of all portable fire fighting equipment is carried out annually by **Chubb**. The last inspection took place in **January 2025**.

Defective equipment or extinguishers that need recharging should be reported to the **Site Manager** who will contact the current contractor if required.

Emergency Lighting Systems

The **Site Manager** will make arrangements for these systems to be checked annually.

Means of Escape

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

Electrical Testing

Fixed wire testing is required to be carried out every 5 years. The last test was carried out by **Wired Solutions Ltd in August 2023**. The next test is due in August 2028.

Portable Appliance Testing will take place every year. The last test was carried out by **Andrew McKay in August 2025**. All electrical items must be made available for testing, including personal items used in school. The next round of testing is due in 2026.

APPENDIX 6

First Aid and Medication

The following staff are training to First Aid at Work Level:

Senior First Aider:

| | | |
|------------------|-----------------|-------------------------------------|
| Pauline Marshall | Expires 01/2026 | Mon, Tue, Wed all day & Thursday am |
|------------------|-----------------|-------------------------------------|

First Aiders:

| | | |
|------------------|-----------------|---------------|
| Wendy Boorn | Expires 01/2028 | Wed, Thu, Fri |
| Harry Hicks | Expires 11/2025 | |
| Sue Homan | Expires 08/2027 | |
| Jenny Martin | Expires 01/2028 | |
| Amanda Masters | Expires 10/2025 | |
| Andy McKay | Expires 06/2027 | |
| Brett McNamee | Expires 06/2027 | |
| Rob Powell | Expires 05/2027 | |
| Laura Reeves | Expires 02/2027 | |
| Nathan Robertson | Expires 06/2027 | |
| Alex Smith | Expires 10/2026 | |
| Akua Wiafe-Annor | Expires 01/2028 | |

Mental Health First Aiders:

| | |
|------------------|-----------------|
| Pauline Marshall | Expires 08/2028 |
| Sue Homan | Expires 08/2028 |

The Headteacher should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

First Aid Boxes are located at the following points:

School Reception / PE Office / D&T Office / Science Prep Rooms / Art Office / Sports Hall

The Senior First Aider is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly. The Fleet Manager will check that any minibuses are properly equipped with first aid boxes before they are used.

The first aid treatment record book for recording all first aid administer is located in Reception.

AEDs (Automated External Defibrillators) are located at the following points:

Reception
Sports Hall
Pavillion

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 students. 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.

Administering Medicines

All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions: [Supporting pupils with medical conditions at school - GOV.UK](#)

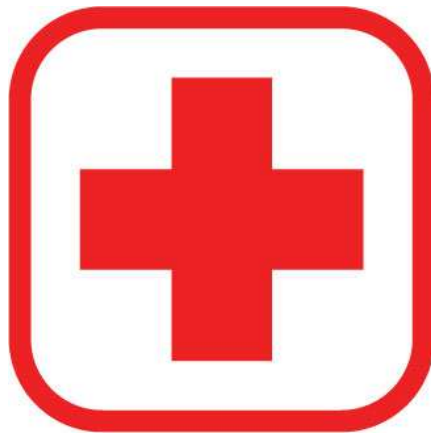
No member of staff will administer any medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The **Senior First Aider** 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 them.

All medication kept in school is securely stored in Reception. Refrigerated medication is kept in clearly labelled container in the fridge in Reception. Access to this area for students is not permitted.

Individual Health Care Plans (IHCP)

Parents/carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication. IHCPs are in place for those students with significant medical needs e.g., chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. The IHCP is developed with the student, parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be checked at the beginning of the school year or on diagnosis being communicated to the school and will be reviewed annually by the **Senior First Aider**.



The school's registered **First Aiders are-**

| | | |
|-------------------------|------------------|----------------|
| Pauline Marshall | Reception | Ext 200 |
| Wendy Boorn | Office | Ext 234 |
| Jenny Martin | Office | Ext 292 |
| Harry Hicks | P.E | Ext 231 |
| Brett McNamee | P.E | Ext 231 |
| Rob Powell | Technology | Ext 239 |
| Laura Reeves | SSC | Ext 232 |
| Alex Smith | P.E | Ext 231 |
| Amanda Masters | Physics | Ext 237 |
| Andy McKay | Site Office | Ext 263 |
| Nathan Robinson | Site Office | Ext 263 |
| Akua Wiafe-Annor | Biology | Ext 240 |

Please contact your closest one either by phone or by sending a pupil

Our **Mental Health First Aiders are:-**

| | | |
|-------------------------|------------------|----------------|
| Pauline Marshall | Reception | Ext 200 |
| Sue Homan | Office | Ext 249 |

APPENDIX 7

Accident Report Procedures

Accidents to Employees

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

Accidents to Students and Other Non-employees

A local accident book in Reception 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.

Parents / carers will be notified immediately of all major injuries. Student accident forms should be retained for a minimum of 3 years after their 18th birthday.

All Accidents

All major incidents will be reported to the Headteacher and the Governors Audit & Risk Committee. 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. Faulty equipment, systems of work etc. must be reported and dealt with as soon as possible.

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>:

- A student 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 weekends and holidays), within 15 days of the incident occurring.

APPENDIX 8

Health & Safety Information and Training

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety, and welfare. The Health & Safety Committee is chaired by the **Business Manager** and is made up of colleagues from various departments across the School, including the Site Team. This Committee will meet termly, and minutes will be shared with the Governors Risk & Audit Committee.

Health and Safety should be a standing agenda item at all department meetings.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is available at the H&S pages of the Grid.

The Health and Safety Law poster is displayed in the Main Office and Staffroom.

As the employer, The Governing Body provides access to competent H&S advice via HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974.

Health and Safety Training

All employees will be provided with any H&S training that is identified as part of their role.

Training records are maintained by school office staff.

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.

The following have been identified as particular areas where H&S training would be required:

- Induction procedures
- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency firefighting equipment
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Safety inspections
- Good housekeeping including defect reporting
- Lifting and handling procedures
- Asbestos safety and Log
- Safe use of work equipment (tools, machinery and other equipment)

- Personal safety and security including lone working policy
- Handling of chemicals, safe systems of work etc
- Offsite visits and journeys and working off site with pupils/students/young people etc.
- Use of display screens
- Provision of training
- Use of personal protective equipment
- Occupational Health Issues (e.g. recommended vaccinations, stress, manual handling, asthma etc.)

APPENDIX 9

Personal Safety / Lone Working

Personal Safety

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 their line manager, the Headteacher or another member of the Senior Leadership Team.

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

Lone Working means working alone after hours or at weekends, including premises which may, or may not be your usual workplace. 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.

All staff should:

- Obtain the Headteacher's or Business Manager's permission and notify them on each occasion when lone working will occur
- Take all appropriate steps to keep themselves safe when working alone.
- When working off site, (e.g. when visiting homes), to notify a colleague of their whereabouts and the estimated time of return. It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar. Where possible, home visits to students should be carried out with another colleague
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should not enter the premises unless they are sure it is safe to do so
- Ensure they do not put themselves or others at risk
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety, is essential
- Site staff working alone after hours or at weekends should ensure they always have a means to summon assistance close to hand.

APPENDIX 10

Premises and Work Equipment

All staff are required to report to the Site Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors.

Oversight of premises compliance issues is the responsibility of the Site Manager.

Curriculum Areas

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged /defective equipment must not be used and will be reported to the Site Manager.

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 **Andrew McKay** 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 should not be brought into school without prior agreement. Whilst most equipment phone chargers etc. will be very low risk basic visual checks on

condition prior to use must be undertaken. Higher risk items of equipment should also be checked by the site team and where relevant included in the schools PAT testing cycle.

An electrical installation condition report (fixed wire test) will be conducted by Wired Solutions Ltd on a maximum of a 5-year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

PE Equipment

This equipment will be checked daily before use for any apparent defects.

PE and Play equipment are also subject to an annual inspection by Continental Sports.

APPENDIX 11

COSHH - Flammable and Hazardous Substances

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by:

The Heads of Science and Design Technology Departments

These persons ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas.

LOCAL EXHAUST VENTILATION (Fume cupboards, dust extraction on woodworking machinery etc.) will be examined annually by:

Design Technology Services

The Site Manager will be responsible for ensuring that report forms are available for reference and for ensuring any defects are rectified and any necessary repairs carried out.

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

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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 L93 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 **William Masters** and detailed responsibilities are provided in the Science Department H&S document. They are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

APPENDIX 12

Asbestos

An asbestos survey, register 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 in August 2022.

The school's asbestos log (including school plans, asbestos survey data and a site-specific register and management plan) is held in the Site Team Office.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g., affixing anything to walls without first obtaining approval 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. (The school has a incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>)

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:

Matt Botheras, Business Manager
Andy McKay, Site Manager
Peter Woollard, Caretaker
Nathan Robinson, Site Assistant
Nick Russom, IT Manager

Refresher training is required every three years.

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) as part of the school's asbestos management plan.
- 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, reviewed at least annually 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 13

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to Reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements. The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and checking whether expected controls are in place and working effectively.

School Managed Projects

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

Where the school undertakes projects directly, the governing body are considered the 'client' and therefore have additional statutory obligations.

To ensure contractor competency the school uses a project management company to help procure works. These contractors have satisfied the project management company that they understand and abide by health and safety regulations.

Barkers will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely. The degree of competence required will depend on the work to be done. Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

APPENDIX 14

Work at Height

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

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

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

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

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 staff etc.

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Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. See also [LA455 - The Ladder Association](#).

The establishment's nominated persons responsible for work at height are the Site Team.

The nominated persons 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;
- any risks from fragile surfaces are properly controlled.

The scaffold tower must only be erected and dismantled by a qualified person and may only be used under the supervision of a responsible adult.

Lifting and Handling

Manual Handling of Loads

All manual handling activities which present a significant risk to the health and safety of staff whether they involve the manual handling of people or objects will be identified by the establishment's health and safety co-ordinator.

These activities must be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment should be made and the risk reduced as far as is reasonably practicable.

Staff should be provided with appropriate equipment to reach items that are stored at height. Note - heavy items should never be stored at height.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

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.

APPENDIX 16

Display Screen Equipment

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). More information is available from the **Business Manager**.

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

APPENDIX 17

Vehicle Safety on Site

In order to maximize pedestrian safety on site, the following arrangements are in place:

- Access to the school is restricted during the school day.
- Access to the school must be kept clear for emergency vehicles.
- Separate pedestrian and vehicle gates are provided.
- A risk assessment is in place for pedestrian / vehicle segregation.
- There is a 5mph speed limit on site.
- The school operates separate entry and exit gates for vehicles.
- All employees' vehicles are identified by a list kept in the School Office.
- Separate parking spaces are designated for visitors.

APPENDIX 18

Lettings/Shared Use of Premises

There is no shared use of Richard Hale School and all lettings take place outside of the school day.

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

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

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

APPENDIX 19

Minibuses

Nathan Robinson will maintain a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the [DVLA](#).

Nathan Robinson is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses following advice on the Grid [Minibuses in Hertfordshire | Hertfordshire County Council](#)

Richard Hale School's Position on Driving School Minibuses

- On Monday 9th December 2013, the Governors agreed that the school should follow the DfE guidance for driving school minibuses. It should be noted that this conflicts with the advice given by Hertfordshire County Council.
- Drivers who passed their driving test after 1997 and do not have D1 entitlement can undertake a minibus driving assessment with Chiltern Driver Training. If they are assessed as being low risk, they can drive a school minibus under the conditions listed below.
- These drivers confirm that they have read the advice jointly produced by the Department for Education (DfE), the Department for Transport (DfT) and the Association of Chief Police Officers (ACPO) on driving licence entitlement when driving a school minibus (see attached):
<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>
- These drivers complete the 'vehicles you can drive' flowchart:
<https://www.gov.uk/vehicles-you-can-drive/y/minibus/yes/from-jan-1997/21-or-over>
- They can only drive school minibuses which have had equipment fitted to allow them to carry disabled passengers. The weight of these vehicles is 4.1 tonnes but is within the 4.25 tonnes permitted under these circumstances.

Stress / Wellbeing

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors in line with the [HSE management standards](#)

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- 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 lead is **Lucy Gallagher**.



Staff Wellbeing at Richard Hale School

Be Active:

1. Fitness suite is available to all staff before and after school (induction provided) Mon-Fri 6.30am-8.30am and 3.20pm-5.15pm.
2. Staff are given free tickets to all events in school such as House Competitions, School Productions, music events etc. Look out for calendared dates and announcements.
3. Get involved in choir (Wednesday mornings), orchestra or Saturday morning coaching or sports. The students thrive when they see staff getting involved.
4. Cycle to work scheme – speak to Matt Botheras for details.
5. Teacher Annual Art Pass - £25 for the year and access to lots of museums and galleries. [See poster for QR code.](#)

Give:

1. Staff complete Random acts of kindness (RAOK) – see poster for QR code and ideas.

2. All members of the Support Staff, who have worked here for longer than six months, are entitled to take a 'Wellbeing' day off work. See the Support Staff Handbook for details.
3. Personal parcels can be delivered to the school.
4. Personal requests for staff absence are supported, where possible.
5. Free tea, coffee and biscuits are available in the Staffroom for staff at all times. Tea and Coffee is also available in the Dining Hall at break and lunch for staff.
6. Continuation of online parents' evenings gives teaching staff more flexibility in managing their work-life balance.
7. We support staff with medical appointments during school time where these cannot be arranged outside of work.
8. We provide free flu vaccinations for staff. See HR for details.
9. Teaching staff are granted leave at 2.30pm if no P5 lesson and not taken for cover.
10. Free Sanitary products available in the female toilets.

Take notice:

1. Discounted yoga sessions on Thursday's – buy as a set. Autumn 2 and Spring 1 sessions are fully funded to get you through the darkest months. Contact Sue in HR for more details and to express your interest. Yoga is known to help reduce stress and allow greater awareness.
2. Join staff for a run afterschool on Thursday's 4.30pm – from school, along the tow path and back (approx. 5km). See Lucy for details.
3. Staff can access support such as Occupational Health and counselling. Please see HR for details.
4. Our Staff Wellbeing Committee meet regularly to discuss opportunities to improve our programme of events and ideas for workload reduction. All are welcome.
5. A Staff Wellbeing survey is carried out once a year to assess how supported and happy the staffing body are. This enables the Committee to look at ways of improving our offer.
6. Return to work meetings carried out to support staff following all periods of absence. Early identification of support.
7. Mental Health First Aid is available with trained staff in the office. See HR if in need.

Keep Learning:

1. CPD is supported where we can; see Louise Morris with any requests or for a discussion about how we can support your CPD needs.
2. Feel Good February week is dedicated to resource sharing, to support staff with their own wellbeing. Communications focused on strategies to de-stress: breathing; relaxation; time-management etc.
3. INSET time in December is dedicated to Wellbeing activities including baking, singing, creative tasks and fitness. All staff are invited to join.

4. Reading for pleasure is encouraged and staff are asked to suggest 'good reads' as part of our literacy programme.
5. All staff are given the option of supervising and supporting EPQ students with their projects - enabling academic discussion and thought.
6. Professional development is encouraged through our Personal Development Plan system – supporting career progression and regular discussions to support ongoing success.

Connect:

1. Employee Assistance Programme is available 24/7 to all staff. [See poster for QR code.](#)
2. There is a Free Will writing service available to all RHS staff. [See poster for QR code.](#)
3. Staff are provided with refreshments at events throughout the year such as Parents' Evenings, Open Evenings etc.
4. Social events at the end of term (December and July) are organised by the Wellbeing committee.
5. A Wellbeing Breakfast is offered for staff to chat and connect (during Feel Good February week).
6. All staff are assigned to a [House](#) and can attend House Assemblies, House events and competitions throughout the year.
7. Specific Staff House Events are calendared through the year and include quizzes, sporting and other events for staff to connect and build friendships.
8. All staff are provided with a meal on INSET days to enable staff to socialise together on these days.

If you would like to join the Staff Well-being Committee, we meet once per half term – everyone is welcome. We meet to discuss areas across the school that could be improved with regard to Staff and Community Well-being including workload reduction; efficiencies; directed-time budget, House events and well-being opportunities.



APPENDIX 21

Legionella

A legionella risk assessment of the school has been completed by **Acorn Safety Services** on **8th July 2025**.

The **Site Manager** is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

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

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

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

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

APPENDIX 22

School Swimming

Section not applicable.

Work Related Learning

Where students are involved in 'non-qualification' activities as part of their study programme e.g., work shadowing, 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.

Phil Camm 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 **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).
- 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 or 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 / school employer at the earliest possible opportunity.

APPENDIX 24

Infection Control

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

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

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

This will include:

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

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

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