

**FREMAN COLLEGE  
HEALTH AND SAFETY POLICY**

**PART 1. STATEMENT OF INTENT**

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff annually and a reference copy is kept in the college office and on the shared drive.

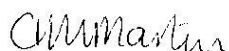
This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy

Freman College Offsite Visits and Behaviour Policies

Signed:



J MARTIN, Chair of Governors

Date: 8<sup>th</sup> July 2024

Signed:



H LOUGHRAN, Headteacher

Date: 8<sup>th</sup> July 2024

## **PART 2. ORGANISATION**

As the employer the Governing Body has overall responsibility for Health and Safety.

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

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the Governments health and safety policy, procedures and standards as detailed in the [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-responsibilities-and-duties-for-schools).

A Health & Safety Governor 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 college's health and safety governor is Gill Perkins

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 from The Education Health and Safety Team, Tel: 01992 556478 on health and safety which Freman College may not feel competent to deal with, as required by the Health and Safety at Work etc Act 1974.

### **Responsibilities of the Headteacher**

Overall responsibility for the day-to-day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating 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 safe and serviceable condition.
- Reporting to HCC any significant risks which cannot be rectified within the establishment's

budget.

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated, the 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 head to the Business Manager. Within departments this task is further delegated to the relevant Head of Department.

### **Responsibilities of other staff holding posts of special responsibility**

*Members of the Ward and the Site Manager will*

- apply the college'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 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 students 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**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking

their work.

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

### **PART 3.ARRANGEMENTS**

Detailed information on the LA's expectations are provided in the Education Health and Safety Manual.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Inspection/Maintenance of Emergency Equipment
- Appendix 6 - First Aid, Medication and Accidents
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / Lone Working
- Appendix 10 - Premises and Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Minibuses
- Appendix 19 - Stress and Wellbeing
- Appendix 20 - Legionella
- Appendix 21 - Swimming pool
- Appendix 22 - Work Experience
- Appendix 23 - Infection Control

## APPENDIX 1

### RISK ASSESSMENTS

#### General Risk Assessments

Freman College conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Business 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 college 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 student(s) are held on that individual's file and will be undertaken by the Business Manager (staff) or (SENCO) (students). Such risk assessments will be reviewed annually.

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

Risk assessments for curriculum activities will be carried out by relevant Heads of Department using the relevant codes of practice and model risk assessments detailed below.

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

The college has a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science and DT.

In addition the following publications may be used within the college as sources of model risk assessments:

- BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE <http://www.ase.org.uk/>
- Topics in safety, 3<sup>rd</sup> Edition ASE
- 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/>

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<sup>1</sup> CLEAPSS Science and D&T publications via [www.cleapss.org.uk](http://www.cleapss.org.uk)

## APPENDIX 2

<b>OFFSITE VISITS</b>
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Offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlfe/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** Level 2 & 3 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 Matt Shearn who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

Please refer to the College's separate Offsite Visits Policy on the shared network.

### **APPENDIX 3**

#### **HEALTH AND SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Business Manager.

Monitoring inspections of individual departments will be carried out annually by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher via the Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager.

A named governor, Gill Perkins, will be involved in an audit of the college'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.



## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the college's fire risk assessment is undertaken by a competent person and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Grid](#) the Education Health and Safety Manual. The fire risk assessment is located in the college's fire log book and will be reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in a document issued annually to all staff, 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 college's induction process.

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 Office 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

- 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.

**Details of service isolation points** (i.e. gas, water, electricity). See plans located in the Fire Log Book, Site Manager's Office.

#### Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager and the Heads of the Science and Art departments for consultation.

#### Lockdown / Lock in

Emergency procedures are displayed in every classroom and practiced and reviewed annually.

## **APPENDIX 5**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The Site Manager, Paul Dyson, is responsible for ensuring that the college'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 Site Manager's Office

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation.

Any defects on the system will be reported immediately to the alarm contractor / R S Fire Protection Ltd: Tel: 01296 770227

A fire alarm maintenance contract is in place with R S Fire Protection Ltd and the system tested 6 monthly by them.

#### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Chubb undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb: 0844 879 1666.

#### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by the Site Manager and annually a full discharge test and certification of the system will be undertaken by IM Electrical Contractors 01992 511110.

#### **MEANS OF ESCAPE**

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

## APPENDIX 6

### FIRST AID, MEDICATION AND ACCIDENTS

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

#### **TRAINED TO FIRST AID AT WORK LEVEL (18 hr):**

- |                         |                        |
|-------------------------|------------------------|
| 1. Miss L Chapman (LC)  | Library Ext 509        |
| 2. Mrs J Cavill (JSC)   | College Office Ext 201 |
| 3. Mrs L Ricketts (LKR) | College Office Ext 206 |

In addition, all PE staff undertake a basic first aid course as part of their life-saving qualification.

First aid qualifications remain valid for 3 years. Corinne Jones, Office Manager 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:**

1. Medical Room
2. P.E. Department
3. Culina
4. Bauhaus
5. Science “Knock and Wait” Room
6. Geography Prep. Room
7. Minibuses
8. WNA Office - Pavilion

Mrs Cavill is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits / those in vehicles are complete and replenished as necessary.

**AED (automated external defibrillator) devices are located at the front of college outside Dada; on the outside of the sports hall (playing field side); and in The Centre.**

The AED device situated at the front of the college buildings are available at all times. The two devices within the secure areas of the college are available whenever the college is in use, including for hire periods.

Wendy Nancarrow (Receptionist) checks the AEDs on a monthly basis.

**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 (number **111**) and, in the case of a student, with the parents/carers.

Useful phone numbers:

<b>Lister Hospital</b>	<b>01438 314333 (general)</b>
<b>Addenbrooke's</b>	<b>01223 217118 (A&amp;E)</b>
<b>NHS Direct</b>	<b>111</b>
<b>Buntingford Medical Centre</b>	<b>01763 271362</b>

### **Administration of medicines**

All medication will be administered to students in accordance with the college's Policy for Supporting Students with Medical Needs.

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. In exceptional circumstances verbal consent must be obtained from the parent / carer.

Mrs Cavill 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 Mrs Cavill.

All non-emergency medication kept in school is securely stored in a fridge or locked cupboard in the college office with access strictly controlled. All students know how to access their medication. In no circumstances will medication be stored in first aid boxes.

Where children need to have immediate access to emergency medication e.g. asthma inhalers, blood glucose testing meters, epi-pen etc., these should be carried by the student and an additional supply will be kept in the College Office, readily available and clearly labelled.

### **Individual Health Care Plans**

Parents / carers are responsible for providing the College with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans 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 (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed when the student enrolls and the SENCo will ensure they are reviewed annually.

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

Relevant staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional as appropriate.

## **FIRST AID AND ACCIDENT PROCEDURES**

Students requiring first aid treatment may report or be escorted to the office, unless it is possible to deal with simple matters in areas where First Aid kits are available.

Students who are unwell should be sent or accompanied to the office.

Once a student has been admitted to the medical room, their visit and subsequent treatment and action taken will be recorded by a member of the Office staff. The Pastoral Team monitor attendance at the medical room.

Students may not enter the medical room without permission.

Students may not leave the premises or contact family to be collected. If this is deemed necessary, this will be arranged by the office staff.

Details of known medical conditions as supplied by parents are recorded. A medical conditions register is then created and saved on the college network so that all staff can access it. The medical conditions register is updated by the Pastoral Administrator as and when changes are notified to the college by parents / carers.

In the event of an accident or emergency, assess the situation and contact the college office. All accidents occurring either on the premises or in any college activities must be reported to the college office and an Accident Form completed after consultation.

### **Guidelines on Medication**

Medication is not provided by the college.

It can be administered by the college if relevant or the student may carry and administer their own medication following the guidance in the college's Policy for Supporting Students with Medical Needs

### **Medical Procedures/First Aid**

On arrival at the Medical room students are assessed by a member of the Office Staff.

First Aid treatment is given as required.

In the case of a serious injury SH or another member of staff may be called for further advice.

Students may be asked to return to the Medical Room at a later stage for a further check. This includes students who have received a knock or blow to the face or head. In this instance staff teaching the student for the rest of the day will also be notified.

Parents may be asked to collect a student if further treatment is required or if the student is deemed unfit to travel home by their usual means.

In the case of a student receiving a knock of any kind to the face or head the parent is notified before the student leaves the premises at the end of the day.

All visits to the Medical Room and subsequent treatment and action are recorded in the Medical Register on Sharepoint.

## **Emergency Accident Procedure**

Should an ambulance be required the Office Staff will be asked to call the emergency services.

The following information will be needed:

Name of student

Nature and extent of injury – including site of injury, extent of mobility, status of breathing and consciousness.

Exact location of student.

**The Office Staff will liaise with staff at the scene and ensure that the following is organised:**

**Notify a member of SLT.**

Clear access to the scene.

Staff awaiting arrival of ambulance to accompany to the scene.

Copy of student information sheet which included any medical information and details of GP to be given to paramedics.

Parent contacted and asked to make their way to college. Should it be deemed appropriate, for example because of location of parent, arrangements may be made to contact parent with up to date information such as destination hospital of ambulance.

Student's belongings gathered.

Once the student has been dealt with the Office Staff will ensure that the Medical Register and an Accident Report Form are completed.

## APPENDIX 7

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

A local accident book kept by Mrs Cavill in the College Office is used to record all minor incidents to employees and non-employees (eg students, members of the public).

All major incidents will be reported to the Headteacher and Resources Committee.

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

Accidents will be monitored for trends and a report made to the Resources committee of the Governing Body as part of the Health and Safety report at each meeting.

The Business Manager 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)**

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 W/E's and holidays), within 15 days of the incident occurring.

See the HSE information sheet [‘Incident reporting in schools’](#) EDIS1 REV 3

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

The Governors' Resources committee meets termly and discusses health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the College's management.

#### Communication of Information

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

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

The Governing body as the employer provides access to competent H&S advice via The Education Health and Safety Team, Tel: 01992 556478 as required by the Health and Safety at Work etc Act 1974.

#### Health and Safety Training

All employees will be provided with:

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

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

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

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



## APPENDIX 9

### PERSONAL SAFETY / LONE WORKING

The College 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 College will work in partnership with the police where inappropriate behaviour or individual conduct compromises the College's aims in providing an environment in which the students and staff feel safe.

#### **Lone working**

Staff are encouraged not to work alone in the college. 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 college hours **must** sign in and out of the college premises using the whiteboard outside the college office.

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.

#### **College 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. Arena Services provide an out-of-hours keyholder service and they should attend where possible.

## APPENDIX 10

### PREMISES AND WORK EQUIPMENT

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

Paul Dyson, Site Manager, is responsible for identifying all plant and equipment in an equipment register and ensuring that any 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 by the college site team (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#) )

#### **Curriculum Areas**

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

#### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager.

Portable Appliance Testing (PAT) will be carried out annually by a certified contractor in line with current recommendations from the HSE.

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

Personal items of equipment (electrical or mechanical) should not be brought into the College 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 SCR Electrical on a 5 year cycle. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

## APPENDIX 11

### 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) Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Site Manager, Paul Dyson.

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.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- 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.

#### **Personal Protective Equipment (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 Paul Dyson. 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 College has no radioactive sources on site.

## APPENDIX 12

### MOVING AND HANDLING

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

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

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

#### **Paediatric Moving and Handling**

All staff who move and handle students 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 students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## APPENDIX 13

### ASBESTOS

An asbestos management plan is in place for the school in accordance with [HCC's asbestos policy](#).

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

Professional advice will be sought and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The college's Asbestos Authorising Officers are Paul Dyson, Martin Day and Matt Grimley, and refresher training is provided 3 yearly. Certificates are stored in the college office.

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
- 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.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to Paul Dyson who will contact HCC's asbestos team.

## APPENDIX 14

### CONTRACTORS

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

All contractors must report to College Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Paul Dyson is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for checking whether controls are in place and working effectively.

#### **College managed projects**

The [Construction \(Design and Management\) Regulations 2015](#)<sup>2</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the college undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Business Manager and Site Manager on the behalf of the college who will ensure, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

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 college, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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<sup>2</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 school's behalf.

## APPENDIX 15

### WORK AT HEIGHT

Working at height can present a significant risk, 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 authorised to work at height.

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.

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.

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

The establishment's nominated person(s) responsible for work at height is Paul Dyson.

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.

Students are not allowed to use ladders or scaffold tower.



## APPENDIX 16

### DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

## **APPENDIX 17**

### **VEHICLES ON SITE**

Vehicular access to the college is restricted to college staff, students, visitors and parents / carers when bringing children to college or collecting them.

Access to all roadways around the site must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. Car parks are out of bounds to students except when driving to college. Large deliveries must not be made between 8-9am and 3-4pm.

## APPENDIX 18

### MINIBUSES

The Business Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the [DVLA](#).<sup>3</sup>

On an annual basis individual staff will be required obtain a check code from the [DVLA](#) and provide this to the Business Manager in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence.

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

The site manager is responsible for the undertaking regular checks on the vehicles and the college's operation of minibuses following County Guidance.

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

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<sup>3</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.

## APPENDIX 19

### STRESS / WELLBEING

The college and Governing Body are committed to promoting high levels of health and well being 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
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is Zoe Smith

Employees who have any concerns about themselves or any other employee should speak to their Head of Department or Line Manager, or directly to the Headteacher. Concerns may be addressed through the Performance Management process.

## APPENDIX 20

### LEGIONELLA

The College complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the College has been completed by Nemco, and the site manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's College's water log book.

This risk-assessment should be reviewed every five years. Where significant changes have occurred to the water system the site manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted.

Operational checks include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly).
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

## APPENDIX 21

### SWIMMING POOL

The Ward Freman Swimming Pool does not belong to Freman College. The PE department holds risk assessments for curricular and extra-curricular activities that take place in the Pool. The Pool is currently closed.

## APPENDIX 22

### WORK EXPERIENCE

The college does not currently run a work experience programme.

## APPENDIX 23

### INFECTION CONTROL

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

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

This will include:

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

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

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

**Ratified: Summer 2024**

**Next Review: Summer 2025**