

Health and Safety Policy

Policy Number: STAT018

Trustee Committee: H,S & P

Author: DIW

Owner: Mrs D Ivory-Webb

Issue Date: 19/03/2024

Review Date: 19/03/2026

Policy Review

This policy will be reviewed in full by the Board of Trustees every two years.

The policy was last reviewed and agreed by the Board of Trustees on 19/03/2024.
It is due for review in 24 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Board of Trustees

○

PART 1. STATEMENT OF INTENT

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

This policy will be brought to the attention of all members of staff and will be placed on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed every two years.

PART 2. ORGANISATION

As an Academy, the responsibility for health and safety within Hitchin Boys' School rests with the Governing Body as the employer.

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

Responsibilities of the Governing Body

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

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

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

The Health, Safety and Premises committee receives relevant information, monitors the implementation of policies and procedures to feedback health and safety issues and identifies actions to the full Governing Body.

The Governing Body will receive regular reports from the Headteacher and School Business Manager in order to enable them to provide and prioritise resources for health and safety issues.

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

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

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 School Business Manager 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

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

All employees have responsibility to:

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

The school is also the lead agency of the Hitchin Boys' School Sports Centre and Tennis

Centre and thus retains overall responsibility for H&S. The local arrangements of this policy will therefore apply equally to the centre.

The day to day management of health and safety within the centre is the responsibility of the Centre Manager.

Where the centre has alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the Centre Manager will develop their own local health and safety arrangements to supplement those of the school.

PART 3. LOCAL ARRANGEMENTS

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

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	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances (COSHH)
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses

- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming and pools
- Appendix 23 - Work Experience

Addendum - COVID-19 risks

APPENDIX 1

RISK ASSESSMENTS

Refer to Risk Management Procedure.

APPENDIX 2

OFFSITE VISITS

Refer to Educational Visits and School Trips Policy.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a 6 monthly basis and be undertaken / co-ordinated by the Site 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 and submit this to the School Business Manager.

The Health, Safety and Premises committee will be involved in monitoring the school's health and safety management systems on a regular basis and will report back to the 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.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

The HBS Fire Risk Assessment Procedure and the Fire Safety Management Policy are on the School google drive.

Emergency Procedures

Fire and emergency evacuation procedures are posted in each classroom/office. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills. Evacuation procedures are also made available to all contractors / visitors.

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

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

Fire Drills

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

Fire Fighting

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

Details of service isolation points (i.e. gas, water, electricity) are held in the Site Manager's office.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager and Heads of Departments, as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

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

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 / electrical engineer by the Site Manager.

Fire alarm maintenance contracts are in place with Lexicon Fire Systems and Thames Valley Fire and the system tested quarterly in the main School buildings and 6 monthly in the Sports and Tennis Centres.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire-fighting equipment remains available for use and operational.

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 directly to the Site Manager.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by A.C.L.

MEANS OF ESCAPE

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

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities). A list of qualified first aiders is available both in Reception and the School Office.

First aid qualifications remain valid for 3 years. The Business Manager's Secretary 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 throughout the School and staff are made aware of their locations.

AED (automated external defibrillators) are at the Sports Centre Reception and Tennis Centre Reception.

The contents of first aid boxes (included those in minibuses) are checked regularly and replenished as necessary.

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

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

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

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in the Managing Medication Procedure.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 with a parent's written consent except in exceptional circumstances.

First Aid qualified Reception staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

All non-emergency medication kept in school is securely stored with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens are always readily available to children and not locked away. These are kept in Reception and clearly labelled.

Individual Health Care Plans (IHCP)

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carers, designated and named member of school staff, specialist nurse (where appropriate) and relevant healthcare

services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually.

All staff are made aware of any relevant health care needs and copies of health care plans are available. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses to the Site Manager.

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 is used to record all minor incidents to non-employees.

All Accidents

All major incidents will be reported to the Headteacher. Major incidents include:

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

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

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

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 attended as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on

01992 556478.

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

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

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

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

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

Communication of Information

The Health and Safety Law poster is displayed in Reception, the Staff Room and Sports Centre.

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

Health and Safety Training

Employees will be provided with:

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

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

Training records will be kept by the School Business Manager who is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken

within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

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

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

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission from the School Business Manager.

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

School staff responding to call outs

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

APPENDIX 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.

The Site Manager is responsible for 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 and have received specific training.

Planned maintenance/ inspection

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

Curriculum Areas

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

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to 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 the qualified PAT Tester on an annual basis.

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

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

A fixed electrical installation test (fixed wire test) will be conducted on a 5-year rolling cycle.

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, subject leads and coordinators 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 our Head of Science.

They shall ensure:

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

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

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 sources in schools' September 2022 Edition.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Head of Science. This may be delegated to the Head of Physics and they are responsible for ensuring that the radioactive source history and use log are kept up to date

APPENDIX 12

ASBESTOS

An asbestos survey and management plan is in place for the school and is documented in a separate Asbestos Management Procedure.

APPENDIX 13

HBS CONTRACTORS' HEALTH & SAFETY REQUIREMENTS

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 the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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.

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

APPENDIX 14

WORK AT HEIGHT

School policy is documented in a separate Working at Height policy.

APPENDIX 15

LIFTING AND HANDLING

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

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the School 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.

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

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

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

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

See Hiring of Premises & Conditions of Use policy.

APPENDIX 19

MINIBUSES

The Business Manager's Secretary 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](#).

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

A designated member of staff (all staff have been made aware of the individual) is responsible for the undertaking of regular checks on the vehicles. School policy is documented in a separate Minibus Policy (HBS049).

APPENDIX 20

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 through risk assessment, in line with the HSE and HCC's management standards.

The school has appointed Deputy Mental Health leads who lead on initiatives to promote staff welfare. A member of SLT leads on Staff wellbeing and there is a staff committee to coordinate activities. An Employee Assistance Programme (EAP) is available for all staff.

LEGIONELLA

APPENDIX 21

The Health and Safety Commission Approved Code of Practice and Guidance, document L8 "The Control of Legionella Bacteria in Water Systems", is taken as the primary source of guidance on Legionellosis risk management.

The Site Manager is responsible for ensuring that a water risk assessment of the school is completed regularly and the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;

APPENDIX 22

SCHOOL SWIMMING

HBS does not have swimming on the regular curriculum, but does operate a summer swim gala at Hitchin Swimming Pool

The Head of PE will lead in assuring that the pool complies with safety standards, including:

- Rescue / lifeguard provision provided;
- Changing provision / arrangements

Swimming is not taught at this event.

APPENDIX 23

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.

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.
- For those under sixteen, the school may utilise YC Hertfordshire 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)¹

- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- For work placements for those in sixth form, the school may seek confirmation from the parent/placement provider that the placement is suitable and ask the parent/student to confirm this in writing and that they accept the risk liability.

Any incidents involving students on work placement activities will be reported to the placement organiser / school at the earliest possible opportunity.

¹ In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.