

Health and Safety Policy



1. Statement of Intent

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the cooperation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

2. Introduction

The Governors and the Headteacher of the School are committed to ensuring a safe and healthy work environment and for providing safe equipment and procedures for all staff, pupils and visitors, including contractors, involved in school activities. The views, opinions and motivation of all persons who can contribute to the risk assessment and control of school activities and environment will be actively sought.

3. Aims and Objectives

The Governors are committed to providing quality education. The development of all pupils to enhance their capabilities to recognise hazards and manage risks associated with the hazards, both in and out of school, forms an important part of the school's curriculum. In support of this, the Governors wish to ensure that pupils are involved in decisions that affect their health and safety and that pupils are actively encouraged to recognise hazards and discuss the risks they may be exposed to. The Governors also accept that, in a learning environment, some activities will expose pupils to a residual risk despite a risk assessment.

The governors believe that this is acceptable so long as an assessment of the risks has been undertaken and those remaining risks are considered low, unlikely, comply with LA guidance and the educational benefit associated with exposure to the hazard far outweighs the risk to health or safety. The effective management of health and safety ranks equally with any other managerial or supervisory responsibilities. It is the intention of the Governors and Headteacher that the established policies and procedures issued by West Sussex County Council shall be followed and developed locally to meet the specific needs of the school. The aim is to ensure that health and safety becomes an integral part of managing school activity. The Governors wish to encourage the recognised professional associations and Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work Act 1974. The Governors will work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

This policy will be reviewed annually by the Governing Body, and employees will be consulted prior to any amendments being made.

4. Policy Contents

(a) Governing Body

The Governing Body has strategic responsibility for health & safety within all areas of the schools undertakings and is answerable to the LA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health & safety advisers is available on health & safety matters in order to comply with regulatory controls.

(b) Headteacher

The Headteacher has responsibility for the day-to-day operation of health & safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The headteacher is responsible for ensuring that advice from competent health & safety advisers is sought on health & safety matters in order to comply with regulatory controls.

The Headteacher shall: -

- a. ensure that those members of staff who have been delegated health and safety responsibilities are competent in their area of responsibility, and that they have adequate time and resources to fulfil their duties.
- b. ensure that health and safety issues are included on Governing Body Agenda when appropriate.
- c. encourage the contribution and participation of all parties in the interest of improving performance.

(c) Teachers

In addition to those responsibilities outlined in the "all employees" section, teachers shall comply with issued guidance and instruction to ensure the health and safety of all pupils that they are responsible for. Teachers shall encourage pupils to identify hazards within all areas of the curriculum and school, to discuss the risks involved and the control measures needed to keep themselves and others safe. The curriculum managed and delivered by teachers will seek to promote risk education to ensure that "managing risk" is a transferable skill throughout life.

At the beginning of each term, teachers shall formally consider their areas of responsibilities and proposed activities and identify and control the hazards. Teachers are encouraged to involve the pupils by way of discussion, and shall refer significant hazards, together with achieved or recommended solutions to the Headteacher.

(d) Premises Team

Premises team shall ensure compliance with the Caretaking and Cleaning Service's Code of Safe Working Practices. Premises staff will all receive training on manual handling and lone working procedures.

(e) All Employees

All staff are made aware of the Health & Safety Policy and it's associated procedures when they first commence their employment and following any significant changes.

Staff are required to comply with this policy, risk assessments and procedures, to ensure their own health and safety and that of others who may be affected by their acts or omissions, and to report any health and safety concerns to either nominated staff or directly to the Headteacher.

Staff are required to report any ill health which may have occurred as a result of work related activities to the Headteacher at the earliest opportunity.

Staff who become pregnant are encouraged to inform the Headteacher at the earliest opportunity.

Staff are required to ensure compliance with training, issued guidance, good practice and risk assessments including manual handling and awareness of the lone working procedures.

No-one is to interfere or misuse with anything provided for health and safety reasons.

(f) Lone Working

Lone working is discouraged. Staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Staff should be aware of escape routes.

Fire doors must be unlocked when staff are working on the premises, eg out of school hours.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

Lighting levels are maintained around the school site with emergency lighting on escape routes.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Staff must let someone, preferably their next of kin, know if they will not be home at their usual time and what time they can be expected.

Staff should refer to the risk assessment on Lone Working.

The headteacher is responsible for risk assessing and producing lone working procedures.

(g) Pupils and Visitors

Pupils and visitors are expected to cooperate with all the arrangements that are made in the interest of their own and others health and safety.

(h) Pupils Health and Safety Representatives

General Responsibilities

The following staff roles are responsible for ensuring compliance with health and safety related documents

Safety and Risk Assessment in Food Technology: Headteacher

Safety and Risk Assessment in Design & Technology (Art): Headteacher

Safety and Risk Assessment in Science and Technology: Science curriculum leader

Safety and Risk Assessment in Physical Education: PE curriculum leader

Safety and Risk Assessment in Drama and Theatre Arts: Headteacher

Risk Education via the Personal, Social and Health Education: Deputy Headteacher

Safety and Security of Premises and Equipment: School Business Manager and Premises staff

Off-site Activities and Emergency Procedures: EVC leader

Child Health, Administration of Medicines and First Aid: Administrative staff, SENCO and School Business Manager.

General Health and Safety Issues not addressed by other staff: School Business Manager

(i) Assessments

Inspections

Inspections are made daily either by the Premises Officer or Assistant Caretaker.

The Governing body will undertake a health and safety inspection of the building termly and an audit of the health and safety management systems at least annually.

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Headteacher will assess all risks arising out of the curriculum and associated work which the school undertakes. Significant hazards that are identified are required to be reported to either the Headteacher or to the nominated person responsible for overseeing risk assessments. Persons, including pupils, affected by significant risks will be consulted with and made aware of the assessment findings. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

New and Expectant Mothers

Once a staff member has informed the Headteacher that she is pregnant, a risk assessment will be completed in consultation with the employee. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Administration of Medicines

The Governing Body has agreed the school's Management of Medicine Policy and the strict guidelines will be followed with regard to storing and administering all medication in school and is based on WSCC Model Policy and Procedure. (Please refer to WSCC policy and procedures). The lead for the administration of medicines is the School Business Manager.

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally, major injuries and direct visits to hospital are also reported to WSCC using the online system. The Administration staff are responsible for uploading the information onto the online system.

The School Business Manager shall investigate serious incidents as they occur and ensure that the appropriate reporting guidelines within the School's health and safety are complied with.

In addition, the School Business Manager will review all work related accidents, ill health etc. to identify any trends and, if necessary, will take the appropriate action to prevent further injuries.

Following an accident involving pupils, the class teacher is encouraged to discuss the incident with the class to seek the pupils views on the cause of the accident and how they can prevent its reoccurrence, and where possible to relate this to activities out of school time.

Information about the schools risk profile and incidents/accidents that occur should be shared and discussed with all interested parties. Use of the information, analyses of cause, risk assessments and codes of practice developed should be used where appropriate to support the curriculum on risk education.

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The School Business Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Asbestos

The school holds an Asbestos Register and follows the WSCC code of practice regarding monitoring and record keeping. All contractors working on the building are made aware of this location of asbestos and must sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. School Business Manager is responsible for asbestos management.

Control of Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of the above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site. The School Business Manager and/or Premises Officer are responsible for the management of contractors.

Emergency Procedures

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the School Business Manager.

Fire Safety

The School Business Manager is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

Employees are required to ensure that they are familiar with the emergency procedures and the evacuation drills. The fire evacuation drill shall be carried out once a term. The Premises Team shall test the fire alarm weekly. The Premises Team shall formally visually inspect all fire fighting equipment monthly for obvious faults and to record the results. Fire exits, routes and fire fighting equipment shall not be obstructed at any time.

All defects or concerns regarding fire safety should be reported to the School Business Manager .

Food Safety

The lead for Food Safety in the school Food Technology room is the School Business Manager. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils in curriculum based activities. This may include visitors to the school for 'cafe experiences'. The Food Technology room is cleaned daily and after each use.

The provision of 'hot meals' to pupils is undertaken by a contractor appointed by WSCC. The contractors are responsible for the kitchen and servery areas and are to be cleaned daily and after each use.

The school are responsible for the daily cleaning of the dining area, tables and chairs.

A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must cordoned off a spillage, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the Food Safety Lead.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The School Business Manager is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The School Business Manager is responsible for gas safety.

Infection Control

The school seeks to manage the spread of infection to prevent ill health from disease i.e. coronavirus, norovirus, hepatitis etc. The school follows the exclusion periods for all infectious diseases set by Public Health England and these are communicated to parents. Risk assessments are completed for infection control and specific diseases and communicated to staff. These risk assessments are supported by infection control procedures i.e. hand washing, increased hygiene and cleaning protocols and where identified by risk assessment personal protective equipment (PPE) is worn by staff. Where the school is aware of the a risk of transmission of an infectious disease specific arrangements are in place for the administration of first aid to a potentially infectious pupil, visitor or member of staff. As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online accident reporting system and onto the Health and Safety Executive (HSE) by the WSCC.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSSfs. Staff will also complete the eLearning Health and safety Induction tutorial and records will be kept. The School Business Manager and Deputy Headteacher are responsible for the induction of staff.

Electrical Safety

All portable electrical equipment is tested annually by a contractor and records of these tests are held at the school. Private portable electrical equipment must not be brought into the establishment without the appropriate checks. Employees shall undertake user checks for obvious faults (burnt or broken plugs, frayed wiring, copper work showing and damage to the wiring) prior to using portable electrical equipment and shall report faults to the Premise team at the earliest opportunity. Only authorised and competent people shall undertake repairs of electrical equipment. A 5 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by the School Business Manager.

Water Quality

The Premises Officer is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by SSE. The School Business Manager is responsible for monitoring.

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the IT Manager to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSCC schools website: www.schools.westsussex.gov.uk.

DSE user risk assessments will be reviewed periodically by the IT Manager, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Working at Height

Only trained staff are permitted to work at height (including putting up displays). Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

First Aid

The Headteacher will ensure that at least 2 approved persons (First Aider at Work) and 3 appointed persons (Emergency Aid) are available during the school day, to provide cover for after school clubs and all staff are aware of the staff in place. A list of the first aiders and the location of the first aid boxes has been displayed in the staff room for all to see. A member of the school Administration Team is the

designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed. The lead first aiders are all members of the front office staff. The School Business Manager monitors first aid training to ensure certification remains in date. A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment and is reviewed annually.

Off Site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. The School Business Manager is the school's Educational Visit Co-ordinator (EVC) who has undertaken the relevant EVC training.

Staff are required to inform the Headteacher of the intention to undertake an off site activity. The Headteacher, along with the teacher in charge of the off site activity, will review the WSCC Off Site Activities Guidance to ensure compliance. As part of risk education the pupils involved with the off site activity shall be given the opportunity prior to the visit to identify the risks to their health and safety and to discuss the control measures needed to reduce the risk to a practical level.

The schools systems are audited by WSCC Outdoor Education Advisor.

Playgrounds/Play Equipment

The role of play is important to support and directly contribute to pupils' learning. Activities will be supervised and the environment planned to enable quiet as well as active pursuits. The Premises Team shall undertake a daily visual check of the playground apparatus for obvious faults and shall report defects or concerns to the Senior Leadership Team and complete a monthly review of the apparatus. External and internal play and physical education (P.E.) equipment is serviced by Universal and WSCC through the Service Level Agreement. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher. The Premises Team regularly monitor external play equipment and defects are reported immediately to the Headteacher. Faulty equipment is immediately decommissioned.

Moving and Handling of Children and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

The School Business Manager is responsible for developing and reviewing moving and manual handling risk assessment.

Security

All visitors to the school shall be directed to reception, who shall ensure that visitors are signed in. All visitors will wear a visitor's badge. Staff are required to challenge those visitors that are not wearing a visitors badge. Staff are required to wear their identity badges at all times unless a health & safety risk is present.

Pupils Health and Safety

All teachers and staff are encouraged to ensure that pupils' health and safety and the transferable skill of risk assessment and control forms an integral part of curriculum. The curriculum in this context will cover risks to mental and physical health and physical safety.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Headteacher is constantly monitoring staff workload and every effort is

made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Right Management and Occupational Health.

Information and Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the appropriate line manager. Health and Safety Information for Educational Establishments and all other health and safety guidance and policies can be found in the school office. The "Health and Safety Law" poster is displayed in the staff room.

Monitoring and Review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of the procedure shall be undertaken in the light of operational practice common new laws and new policy/directives of the local authority. This policy and the management of health and safety will be monitored, and if necessary amended by the Headteacher on an annual basis using the school's self review system. It is important that health and safety practice within the schools is actively monitored on a daily basis by all the staff and, if concerns are highlighted, reported to the Headteacher.

As appropriate, matters arising from the monitoring of health and safety will be considered by the Governing Body, Senior Management Team, staff, pupils or parents and their views taken into account.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Team, the inspections are recorded and resulting issues reported to the Headteacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Premises Officer using the defects log. The Premises Officer will sign and date completed actions in the log.