



Health & Safety Policy

Document Change History.

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1.5	15.10.21	Bursar	Review dates amended, "First Aid" paragraph 1 re-worded. Footer amended
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Document Review History.

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<i>12.10.2016</i>	<i>Premises Committee</i>	<i>No changes to document</i>
11.10.2017	Premises Committee	No changes to document
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communication and representation.

To be reviewed annually by The Premises Committee
Last reviewed October 2023
Next review October 2024

Section A: Governors Statement of Intent

1. DECLARATION

The governing body supports fully the aims and objectives of the West Sussex County Council and the Director of Education to achieve Health and Safety at work. This document is supplemental to the Education Authority's policy statement and aims to set out the arrangements by which the governing body will assist in achieving safe work.

The governing body will, under Section 4 of the Health and Safety at Work Act etc. 1974, be treated as the person who has control of the school premises.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure Health and Safety at Work.

The governing body recognises and accepts its responsibility for the maintenance of safe egress and access, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

Every possible assistance will be given to the Director of Education in his/her legal responsibility to achieve a safe working environment for employees.

2. SAFETY DUTIES

To achieve the objectives laid down above, the governing body accepts the following duties:-

- (a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body who shall determine any follow-up inspection which is required.
- (b) To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.

To ensure contractors work safely, the governing body shall follow the guidelines 'Contractors on School Premises', issued by the Authority.

- (c) To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.

To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the Headteacher or members of the governing body.

- (e) To ensure that an item entitled 'Health and Safety etc.' is included on the agenda for termly meetings of the governing body.

To co-operate with the Director of Education to achieve his/her legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:

1. Undertake Risk Assessments in accordance with Departmental Policy and record any actions/plans consequent to their assessments.
2. Provide training for safety.
3. Disseminate information.
4. Provide adequate supervision.
5. Monitor Health and Safety standards and systems of management.

The governing body will abide by any instructions and take into account any information issued by the Director of Education and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in Appendices to this document.

Section B: The organisation of Health and Safety in Aldingbourne Primary School

The Governing Body of Aldingbourne Primary School endorses the statement 'management of safety' within the LEA's Health and Safety Policy. The responsibility for day to day oversight of the governors' responsibility is vested in the Headteacher. The Staff governor represents staff interests
Particular responsibilities for the management of safety/welfare matters are listed below:

Reporting/Recording Incidents:	Mrs Higgo
Staff Welfare:	Miss Webster
Fire Safety:	Miss Webster
Security Officer:	Miss Webster
First Aid:	Mrs Higgo
Off-site Activities:	Miss Webster
Cleaning/Caretaking Duties:	Premises Officer
Premises Officer:	Mr Preece
Grounds Maintenance:	Mr L Ward
Science Curriculum:	Science Co-ordinator
Technology Curriculum:	D and T Co-ordinator
Physical Education:	PE Co-ordinator
Drama/Theatre Arts	Miss Webster
Hiring Premises:	Miss Webster
Contractors on Site:	Premises Officer
Training/INSET:	Miss Webster
Swimming Pool:	Premises Officer

Compliance with specific
statutory requirements:

Miss Webster

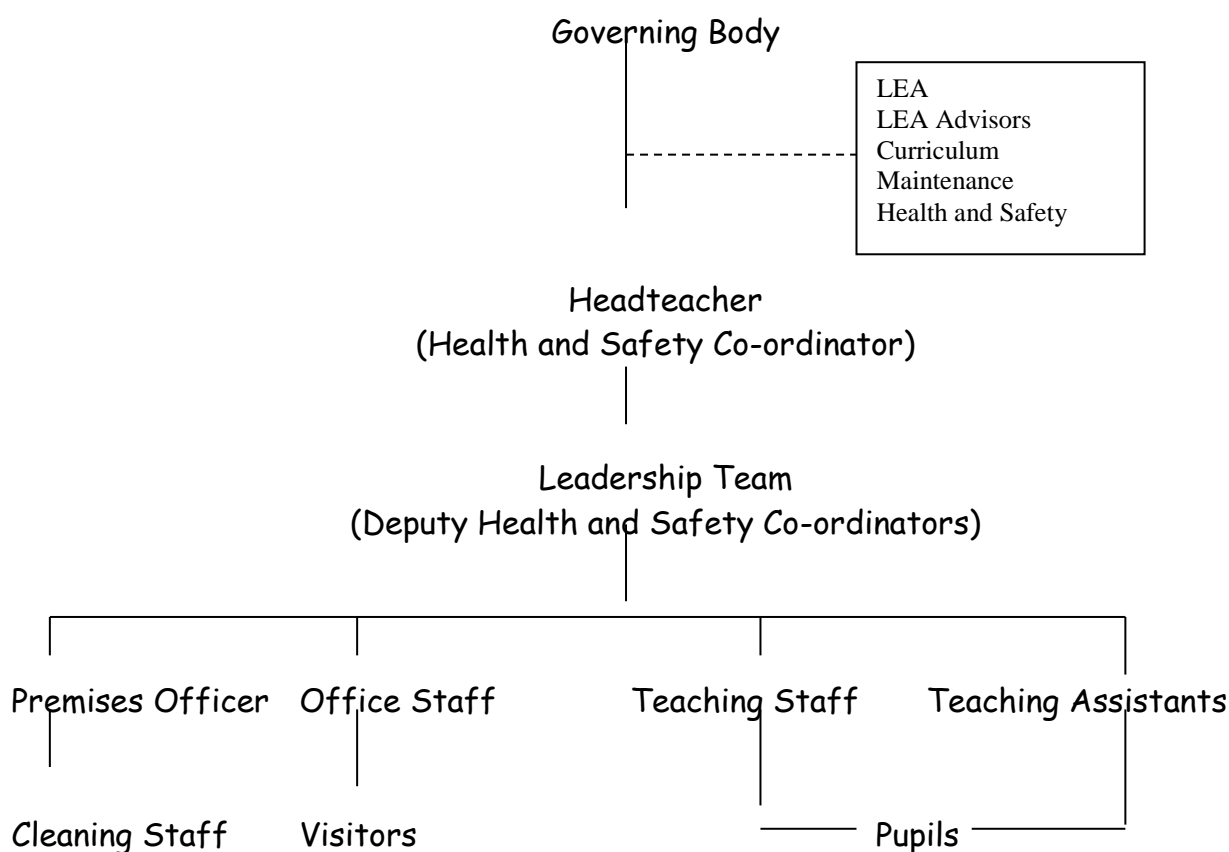
Control of substances
Hazardous to Health:

Miss Webster

Communications:

Communication is essential to maintain high standards in all matters concerning Health and Safety. In all matters of consultation and co-ordination with employees and the LEA, the governing body will rely on the Headteacher either to make arrangements or act on their behalf.

The school's Health and Safety Organisation



THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

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

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

Teachers are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Teachers are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

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.

Mrs Higgo is responsible for reporting accidents

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is Mrs Higgo. A copy of the policy is available from the school office.

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 the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. Premises Officer is responsible for asbestos management

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.

Premises Officer is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

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 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.

Miss Webster and Premises Officer are responsible for the management of contractors

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

Mr Trent - responsible for Design and Technology

Miss Webster - responsible for Drama and Theatre Arts

Mr Trent - responsible for Physical Education

Mr Trent - responsible for Science

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 Miss Webster 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 WSSfS.

DSE user risk assessments will be reviewed periodically by Miss Webster, 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

Electricity

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by Premises Officer.

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 Miss Webster.

Fire Safety

Miss Webster 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.

First Aid

The lead First Aider is Mrs Higgo. Details of the school's first aid trained staff is available from the office. Mrs Higgo 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. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place. Mrs Higgo 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.

Glazing

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

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Premises Officer is responsible for gas safety.

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 'Your Own and Others' and records will be kept. Miss Webster is responsible for the induction of staff.

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

Miss Webster is responsible for risk assessing and producing lone working procedures - these are reviewed annually.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by Universal Services. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. Teachers/ Teaching Assistants monitor external play equipment before use and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by Premises Officer, the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to Premises Officer using the communication book.

Premises Officer will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report.

Moving and Handling of Customers 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.

Miss Webster is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. 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.

Off site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. Miss Webster is the schools Educational Visit Co-ordinator (EVC)

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher 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 (formerly Corecare) and Occupational Health.

Swimming pool

Mr Preece is responsible for the maintenance and servicing of the swimming pool and associated plant. Mr Preece attends pool maintenance training provided by the WSCC Caretaking service every 3 years. The school follows WSCC guidance on maintenance, record keeping, class supervision and life-saving provision available within the Health and Safety A-Z and Caretaking pages of the WSSfS.

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 by Mrs Johnson and reviewed by Miss Webster.

Water quality

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 WSCC.

Working at height

Teaching staff are not permitted to work at height to put up displays. Mr Preece and Miss Webster have been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

Violence and Aggression

The SLT ensures that there is a suitable and sufficient violence at work risk assessment for staff. The SLT must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be taken to manage violence and aggression. Risk assessments must be reviewed regularly and especially in the light of any changes to the school setting or pupil intake.