



## Health and Safety Policy

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Version number	Date Approved	Change/Reasons for Change/Comments
1	21 May 2007	
2 -12		Various Amendments
13	11 November 2019	Amended details of Catering equipment engineers. Also replaced WSGFL with West Sussex Services for schools – WSSFS
14	6 August 2020	Change of personnel noted
15	4 November 2021	Job titles changed & change of personnel noted on appendix

Distribution list
Governors
Head
Leadership Team
All staff



## Health and Safety Policy

### **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 co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

### **Chair of Governors**

### **Date**



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### **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 Headteacher** 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.

**Leadership team members, Faculty Heads, Heads of Year and any other person with department management responsibilities** 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. Faculty heads 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.



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### **Arrangements for Health and Safety**

*(Up-to-date staff names and job roles are detailed in Appendix i)*

### **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. **Business Manager** 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 **Assistant Head with pastoral responsibility and Business Manager**. 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 Manager** is responsible for asbestos management

### **Child protection**

**Assistant Headteacher** is the designated Child protection officer and is responsible for ensuring all policies and procedures relating to child protection and safeguarding are followed.

### **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 **each department'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.

**Faculty & Department Heads** are the designated people for ensuring that their 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 WSCC approved



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contractors or competent contractors with the correct public liability insurances. Contractors are continuously monitored whilst on site. **Business Manager and Premises Manager** 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.

- Faculty Head** – responsible for Art, Design and Technology
- Faculty Head** – responsible for Drama and Theatre Arts
- Faculty Head** – responsible for Physical Education
- Faculty Head** – responsible for Science
- Faculty Manager** – responsible for Farm

### 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 **Business 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 West Sussex Services to Schools website. (WSSFS)

DSE user risk assessments will be reviewed periodically by **Business 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

### Electricity

High risk 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 Manager**

### 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 **Headteacher and Business Manager**.



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### Fire Safety

**Business Manager and Premises Manager** are the designated persons 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 Business Manager and Assistant Head of Year with designated responsibility. Details of all the school's first aid trained employees are displayed in appropriate locations across the college. Assistant Head of Year with designated welfare responsibility monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place,



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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 after school clubs and all staff members are aware of the arrangements in place.

**Assistant Head of Year** with designated welfare responsibility 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.

### Food Safety

**Catering Manager** is responsible for overseeing food safety and ensuring catering areas comply with all relevant legislation. Catering facilities are audited annually by trading standards and the MSDC EHO. Catering equipment is serviced and maintained by **CKE Ltd**.

### Glazing

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

### Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. **Premises Manager** 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. **Assistant Headteacher** 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. **Business Manager** is responsible for risk assessing and producing lone working procedures.

### PE equipment

Physical education (P.E.) equipment is serviced annually by Universal Services. P.E. equipment is checked prior to every use by the PE teaching staff any defects are reported immediately to the Premises Manager. **Premises Manager** regularly monitors external PE equipment and defects are reported immediately. Unrepairable faulty equipment is immediately decommissioned.

### Premises Maintenance

The internal and external premises will be inspected at regular intervals by **Premises Manager and his 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 Helpdesk**. The Facilities team will log completed actions on the helpdesk system.



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### **Monitoring, audit and review**

The Governing Body shall receive monthly reports on Health and Safety under the Headteacher and Business Managers reports 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 Headteacher and Business Manager. The Governing body shall prepare action plans to address deficiencies in health and safety arising from the Headteacher or Business Manager's monthly reports.

### **Manual Handling**

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/people 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. **Business Manager and Premises Manager** are 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 Headteacher 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 website. 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 school's systems are audited by WSCC Outdoor Education Advisor. **Business Manager and Deputy Headteacher** are the school's Educational Visit Co-ordinators (EVC)

### **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. 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 Headteacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or





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work. The school also utilises the WSCC Employee Assistance Programme and Occupational Health services to provide professional, independent and confidential support.

### **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 **Assistant Headteacher with CPL responsibility.**

### **Transport**

The school's minibus is checked on use by **the minibus driver** and records are kept. It is maintained and serviced in accordance with the law and records kept by the **Lettings Administrator**. Only staff that have completed MIDAS training are permitted to drive the mini bus and are made aware of WSCC driving policy. Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated and communicated to staff.

### **Water quality**

**Premises Manager** 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 **3C**.

### **Working at height**

Teaching staff are not permitted to work at height to put up displays. **Premises Officers** and some other support staff 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.

### **Working on the farm**

**Head of farm unit** is responsible for ensuring safe working practices are followed when working on the farm and specifically with animals. The Head of farm is responsible for ensuring staff, students and visitors are provided with adequate information and safety instruction. The **Head of Farm** is responsible for ensuring all Defra legislation and guidance relating to livestock care and movement is followed.



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### Appendix i

Staff Names and Job Roles referenced in the policy as at October 2020

Headteacher	Mr E Rodriguez
Deputy Headteacher	Mr T Houghton
Assistant Headteacher – Child protection	Miss E Green
Assistant Headteacher – CPL/Training	Mrs F Hatchard
Business Manager	Ms J Godbolt
Premises Manager	Mr D Cannons
Assistant Head of House with welfare responsibility	Mrs P Macdonald
Faculty Head DT & Art	Mr P Robinson
Faculty Head PE & Drama	Miss Z Froud
Faculty Head Science	Mrs E Costelloe
Head of Farm unit	Mr J Blackholly
Catering Manager	Mrs S Denyer
Lettings Administrator	Mrs S Baird