Health and Safety Policy

Document Control - Document Details	
Document Name	Oathall Community College Health and Safety Policy
Purpose of Document	Policy and statement of intent for Health & Safety arrangements at Oathall.
Document Version number	19
Document Owner	Jo Godbolt
Prepared by	Jo Godbolt
Document location	AAC-College Policies/Approved Policies 2025-26
Date Approved	10 November 2026
Approved by	Governing body
Next scheduled review date	November 2027

Version History		
Version number	Date Approved	Change/Reasons for Change/Comments
1	21 May 2007	
2 -12		Various Amendments
13 -15	11 November 2019	Various Amendments
16 - 18	November 2022-2024	New infection control (P8) & violence and aggression (P10). Updated transport (P10) various minor amendments.
18	12 November 2024	
19	15 November 2025	DSE training amendment. Remove reference to farm minibus checks. Update responsibility for farm curriculum H&S.
From 2026 onwards, version numbers increase only where substantive content changes are made. Annual reviews without amendments will not trigger a version change.		

Distribution list
Governors
Headteacher
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

10 November 2026

Health and Safety Policy

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 Headteacher 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, subject leaders, 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 headteacher or governing body and detailed in the organisation section of the policy. Subject leaders 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.

Health and Safety Policy

Arrangements for Health and Safety
(Up-to-date staff names and job roles are detailed in Appendix 1)

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 business manager** is responsible for investigating reported accidents.

The headteacher 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 safeguarding lead 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.

Subject & department heads are the designated people responsible 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 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 WSCC approved 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.
Subject leaders for - Art, Design and Technology, Drama and Dance, Physical Education, Science
Business manager /deputy head - responsible for learning on the farm

Display Screen Equipment (DSE)

Every DSE user will complete online DSE training and to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the **business manager** to ensure assessments are completed by relevant staff. A 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 the 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 (**by BW PAT testing**) 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 the **headteacher, business manager and designated safeguarding lead.**

Fire safety
The 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 by **B9 fire** and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm **(SFA Fire)**, emergency lighting **(CJ Rumseys)**, 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 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 health and medical care officer. Details of all the school's first aid trained employees are displayed in appropriate locations across the college. The trips' administrator 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 after school clubs and all staff members are aware of the arrangements in place.

Health and medical care officer 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

The 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. The **deputy headteacher** is responsible for the induction of staff.

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 UK Health security agency 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 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.

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 the 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.

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. **Assistant business manager and deputy headteacher** are the school's Educational Visit Coordinators (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 work. The school also utilises the WSCC Employee Assistance Programme (EAP) 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 the **deputy or assistant headteacher with CPL responsibility.**

Transport
The school's minibus is checked on use by **the minibus driver** and records are kept. It is also checked weekly by the site team. It is maintained and serviced in accordance with the law and records kept by the **business manager**. Only staff that have completed MIDAS training are permitted to drive the minibus 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.

Violence and Aggression
The headteacher ensures that there is a suitable and sufficient violence at work risk assessment for staff.

The headteacher must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedules.

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 **Nijhuis services**.

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

Health and Safety Policy

Appendix 1

Staff names and job roles referenced in the policy as at November 2026

Headteacher	Mr T Houghton
Deputy headteacher	Mrs F Hatchard
Assistant headteacher – DSL	Miss L Gyngell
Assistant headteacher – CPL/Training	Mrs J Grimwood-Read
Assistant headteacher - pastoral	Miss Z Froud
Business manager	Ms J Godbolt
Premises manager	Mr D Cannons
Health and medical care officer	Mrs P Patel
Head DT	Mr P Robinson
Head of Art	Mrs J Smith-Hashim
Head PE	Mr K Morris
Head Drama & Dance	Miss L Somers
Head Science	Mrs E Costelloe
Catering manager	Mrs G Forfar
Senior farm technician	Miss C Farmer