



Health and Safety Policy issued by the Governors of Handcross Primary School

Taken from WSCC Model Health and Safety Policy for schools dated May 2017

Date policy approved by the Governing Body: October 2018

Date of next review: October 2019

Aims for Handcross Primary School (September 2018)

- To provide a safe, happy and stimulating environment where all children are valued, respected, listened to and have a sense of belonging.
 - To create a trusting atmosphere where children develop confidence, independence and a positive attitude to learning and life.
 - To have high expectations which inspire, motivate and challenge **every** child to learn and think independently.
 - To develop excellent relationships between home, school and other agencies to support and benefit the children and the whole school community.
 - To plan creative, exciting, well- resourced and memorable lessons, based on our knowledge of how children learn.
 - To accurately assess pupils so that the teaching is differentiated and interventions have a direct impact on the children's learning.
 - To provide children with the skills to talk about progress towards their targets and for their achievements to be celebrated.
 - To prepare children socially, emotionally and educationally to become well rounded members of society, who can make a positive contribution to life in modern Britain.
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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 is 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.

Signed by: Stephen Laing

Named Governor responsible for Health & Safety

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.

The Bursar/ SLT 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. The Bursar / SLT 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. Mel Vallance is responsible for reporting accidents

The Head monitors accidents and incidents in order to identify trends and report to the governing body.

Administering medicines

The school's Supporting Pupils with Medical Conditions, Administration of Medicine, First Aid and Accident Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead staff members for the administration of medicines are Mel Vallance and Jane Creasey. 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. The Bursar 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 are 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 Bursar is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Contractors

New 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. Contractors are continuously monitored whilst on site. The Bursar is responsible for the management of contractors.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk and they have specific health and safety arrangements, which are regularly reviewed and communicated to the relevant staff.

Class teachers under the direction of the Head and Deputy Head are responsible for curriculum safety such as Design & Technology, Drama, theatre & arts and Physical Education.

Display Screen Equipment (DSE)

Every DSE user has a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the Bursar 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 for Schools website.

DSE user risk assessments are reviewed periodically by the Bursar, 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 are tested annually and records of these tests are 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 the Bursar.

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 Head.

Fire Safety

Sharon Bondonno is the Responsible Person for Fire Safety management. Mel Vallance, and Angie Cribb are the designated persons for fire safety within the establishment. The designated person ensures 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 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 also ensure that the establishment has in place an up to date **Emergency Fire Procedures (see Fire Safety Policy)**, 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.

The Emergency Fire Procedures includes the following features:

- Action on discovering a fire and calling the fire service (these notices are 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)
- Any need to co-operate or co-ordinate with other responsible persons that are operating within the premises.

Training

In house fire safety awareness training is carried out annually for all staff.

First Aid

The lead First Aiders are Mel Vallance and Amanda Correia (Dec 18). Details of the school's first aid trained staff is available in the school office. The school office monitors first aid training to ensure certification remains in date. In addition, one member of the EY team has Paediatric First Aid.

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.

The school office is designated to ensure 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 regularly monitors glazing as part of the premises inspection. The Bursar is responsible for glazing management.

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 West Sussex Services for Schools website. Staff also complete the eLearning 'Health & Safety for schools' and records are kept. The school office is responsible for the induction of staff in Health and Safety.

Food Safety and Hygiene

The lead for Food Safety at Handcross is Chartwells. The Food Safety lead ensures that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold). Where spillages take place, Midday Meals Supervisors immediately cordon off the area, clear the spillage up immediately and leave the surface to thoroughly dry before being opened up to pupils again.

All incidents are reported to the Food Safety Lead.

All staff that handle food have passed the online training Food Safety - Level 2. Angie Cribb is responsible for making sure that they have completed the training. See also Healthy School Food and Lifestyle Policy 2017 for more information. The school follows government advice 'Health protection in schools and other childcare facilities'.

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. The Head, is responsible for risk assessing and producing lone working procedures. Please also see 'Lone Working Policy' dated March 2017 for more information.

Play equipment

The Bursar is responsible for ensuring that external and internal play and physical education (P.E.) equipment is serviced. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher. Angie Cribb regularly monitors external play equipment and defects are reported immediately to the Bursar. Faulty equipment is immediately decommissioned.

Health and Safety Monitoring, audit and review

The Governing Body receives termly reports on Health and Safety and regularly inspects and monitors 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' annual report.

Premises Maintenance

The internal premises is to be inspected at regular intervals by West Sussex surveyors and the Bursar. 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 Bursar.

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 designates suitably competent staff to undertake risk assessments of the activities and ensure staff working in these areas receive the necessary training and instruction. Mel Vallance 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 of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the West Sussex Services for Schools website. The school recognises the changing nature of pregnancy and regularly reviews risk assessments to ensure that working at the school do 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. The Deputy Head is the school's Educational Visit Co-ordinators (EVC)

Oil

The school uses oil fired heating. The oil is stored in accordance with regulations and the oil tank is regularly inspected by the Bursar and is serviced and maintained by SSE.

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head oversees all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments are 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 services of Health Assured Employee Assistance and Occupational Health. The Head is the Emotional Wellbeing Lead.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training is discussed during induction including completing the Health & Safety Induction Checklist. Training records are kept and reviewed by the office.

Water quality

The office is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality test is carried out by SSE and actions reviewed by the school office.

Working at height

The Bursar has been ladder trained and any staff working at height takes the West Sussex e-learning training programme on working at height. Ladders, step stools and other access equipment are kept to a minimum and visually inspected by the Bursar.