



## Health & Safety policy

Approved: 27 March 2023 by the Interim Executive Board  
Next review: March 2024

NB: In the context of this policy, the term headteacher refers to the executive headteacher if he is present or, in his absence, the head of school.

### Key responsibilities:

	Rake	Rogate	Compton
<i>Premises and safety governor:</i>	<i>Chris Hawker</i>		
<i>Premises and safety lead:</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Induction of staff:</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Lead administrator of medicines:</i>	<i>Hannah Todd, TA</i>	<i>Sascha Ryan, office manager</i>	<i>Jo Valentine, TA</i>
<i>Lead first aider:</i>	<i>Hannah Todd, TA</i>	<i>Sascha Ryan, office manager</i>	<i>Jo Valentine, TA</i>
<i>Control of substances hazardous to health: caretakers</i>	<i>Paul Brown</i>	<i>Rachel West</i>	<i>Trevor Frances</i>
<i>Designated safeguarding lead (DSL) and deputy:</i>	<i>Paul Brown Sarah-Jane Smith</i>	<i>David Bertwistle Christine Ward</i>	<i>Richard Christmas David Bertwistle</i>
<i>Curriculum H&amp;S issues:</i>			
- <i>Performing arts:</i>	<i>Lizz Tinder</i>	<i>Christine Ward</i>	<i>Richard Christmas</i>
- <i>Physical education:</i>	<i>Ollie Pearce, PE coach</i>	<i>Ollie Pearce, PE coach</i>	<i>Ollie Pearce, PE coach</i>
- <i>Science, design &amp; technology:</i>	<i>Daniel Almeida</i>	<i>Christine Ward</i>	<i>Sarah McLauchlan</i>
- <i>Forest school</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Fire safety:</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Food safety:</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Lockdown procedures:</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Lone working procedures:</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Play and physical education equipment:</i>	<i>Universal SVS</i>	<i>Universal SVS</i>	<i>Universal SVS</i>
<i>Educational visit co-ordinator (EVC)</i>	<i>Paul Brown</i>	<i>Paul Brown</i>	<i>Paul Brown</i>
<i>Lead governor for educational visits:</i>	<i>Chris Hawker</i>		

### 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.

## **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 LA 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 appropriate heads of school are responsible 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 their 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.

Senior staff, the school business managers and caretakers 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. Department 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.

### **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 in the accident book located in the school offices; major injuries and direct visits to hospital are also reported to WSCC using the online system.

The office manager is responsible for reporting accidents in each school. The headteacher will monitor accidents and incidents in order to identify trends and report to the governing body.

#### **Administering medicines**

The school's administration of 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 shown at the top of this document. A copy of the policy is available from the school offices and websites.

#### **Animals on school premises**

Parents and visitors are asked not to bring dogs onto school premises at any time, unless by prior agreement with the senior leader. The senior leader will decide to allow animals to visit the school where there is an educational benefit, and an assurance can be given that the animals can be kept under control, and risks to staff and pupils will properly managed using risk assessments.

Due consideration will be given to the way animals are likely to react to a typical school environment, especially if the pupils are likely to become noisy or excited. Pupils or staff that have allergies will also be considered.

Assistance dogs will be allowed to visit the school should there be a need.

#### **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 deputy executive headteacher is responsible for asbestos management.

#### **Control of substances hazardous to health (COSHH)**

All hazardous substances stored and used within the schools 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 designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff is shown at the top of this document.

#### **Contractors**

Maintenance and servicing contractors, and those undertaking large scale building work, receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Our schools adhere to WSCC self-managed

process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site. The appropriate school business manager is responsible for the management of contractors (see top of document).

### **Child protection**

If any member of staff suspects that a child may be the victim of abuse, they should immediately inform the DSL (see top of document) about their concerns. We handle all such cases with sensitivity and we place paramount importance on the interest of the child.

We require all adults employed in school to have their application vetted through DBS records in order to ensure that there is no evidence of offences involving children or abuse. This also applies to volunteers who work with the children. This information is recorded on the single central register.

### **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. These are listed at the top of this document.

### **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 WSCC 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 pages of the [West Sussex services for schools website](#).

DSE user risk assessments will be reviewed periodically by users themselves at least annually or, if there have been any significant changes to the workstation, by the school business managers. 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 within the time scale recommended on the PAT test slips 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 the electricity supplier (currently SSE). These records are held in the school office.

### **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 senior leadership team and office managers.

### **Fire safety**

The designated person for fire safety is shown at the top of this document, and s/he 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 schools)
- 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 shown at the top of this document and is responsible for:

- keeping a record of other staff trained as first aiders, which is displayed in the school offices
- monitoring first aid training to ensure certification remains in date
- ensuring the first aid kits are kept fully stocked and items are within date
- checking first aid kits and recording when checks are completed.
- 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.

### **Food safety**

The lead for food safety (see top of document) will ensure 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 to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold). Midday meals supervisors must cordon 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**

Our schools hold up-to-date glazing surveys and regularly monitor glazing as part of the premises inspection. The caretakers (see top of document) are responsible for glazing management.

### **Gas safety**

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The caretakers (see top of document) are responsible for gas safety.

### **Illness in children**

We expect parents to keep children at home if they are unwell and to notify the school every day of absence.

We are able to make arrangements for a child who needs long term medication, for example conditions that require epi-pens. See our administering medications policy (copies available from the school offices and websites).

We are unable to administer non-prescription medicines. The lead administrator of medicines (see document top) keeps a record of staff who have received the WSCC managing medicines training and therefore can administer antibiotics or other prescription medicines to children in school, if the parents have signed the appropriate permission form.

If a child suffers from asthma, inhalers are to be kept in school at all times and are encouraged to be as independent as possible, but will be fully supervised. The school works closely with the school nurse, to ensure clear information and provision of due medical care.

### **Induction**

All new employees are informed of our health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the West Sussex Schools website and using the *induction policy checklist* in the schools. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The deputy executive headteacher is responsible for the induction of staff.

### **Lockdown procedure**

The schools have clear lock down procedures which are practiced and explained to the pupils on a termly basis. Responsibility for this is shown at the top of this document and includes ensuring that the lockdown procedure is

rehearsed regularly and that this rehearsal is carried out as sensitively as possible while still ensuring the importance of following these procedures is communicated to both staff and pupils.

### **Lone working**

Lone working is inevitable, however where employees are required to work alone, the risks should be assessed and adequate controls put in place. Responsibility for risk assessing and producing lone working procedures is shown at the top of this document.

### **Play equipment**

P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the deputy executive headteacher. The caretakers regularly monitors external play equipment and defects are reported immediately to the head of school. Faulty equipment is immediately decommissioned.

### **Premises maintenance**

The internal and external premises will be inspected at regular intervals by the lead premises & safety governor; 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 appropriate head of school or school business manager.

### **Monitoring and review**

The lead governors for premises & safety matters are shown at the top of this document. It is their responsibility to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.

The deputy executive headteacher carries out regular risk assessments to ensure that the school is a safe environment.

The deputy executive headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The executive headteacher reports to governors on health and safety issues and health and safety is an agenda item at governing body meetings and staff meetings.

The lead premises and safety governors will regularly carry out Health & Safety monitoring visits. 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 deputy executive headteacher and school business managers.

The executive headteacher shall prepare an annual action plan to address deficiencies in health and safety arising from the annual report to governors.

### **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, suitably trained staff will undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction. Senior leaders 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 his/her head of school 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 school's website. We recognise 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 the WSCC outdoor education advisor. Educational visit co-ordinator (EVC) is shown at the top of this document and has undertaken the WSCC training for this role. The EVC has responsibility for ensuring risk assessments are carried out in good time and the educational impact has been appropriately considered and this is monitored by the lead governor for education visits.

Where a trip is deemed to be of 'higher risk' (residential, adventurous activities, to an area under terrorist threat eg London) the EVC will inform the governors in good time of the intended trip and may provide additional risk assessments.

The EVC also has the responsibility of deciding whether a trip may go ahead in unexpected circumstances (dramatic change in weather, increase to terrorist threat etc)

### **Oil**

Where the school uses oil fired heating, the oil is stored in accordance with regulations and the oil tanks are regularly inspected by the caretakers and serviced and maintained by SSE.

### **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.

### **Safety of children**

It is the responsibility of each member of staff to ensure that all curriculum activities are safe. If a member of staff does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent, other than in an emergency.

If any accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the staffroom, and in each classroom. All staff have undertaken basic first aid training.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record all incidents involving injury in the school logbook, and we inform parents in all cases of head injury. Should a child be seriously hurt, we use the emergency telephone number(s) that we keep on the school files. We have arrangements in place in case of fire. Please refer to Fire Safety document and log.

### **Seat belts and booster seats**

All coaches used have seat belts provided and we ensure the children use seat belts at all times when the bus is moving. Adults will not travel with a lone child in a car unless in exceptional circumstances.

If cars driven by parents or members of staff are used to transport children, appropriate insurance cover (for drivers and vehicles) and DBS checks will be in place.

Children under 135 cm tall and fewer than 12 years of age are required to use booster seats. Parents will be asked to provide these for their children when journeys by car are taken.

This policy will be reviewed in accordance with the policy review schedule.

### **The school curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, safe, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. We teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points in design technology and science lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children will receive sex and drugs education.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective Christian worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use 'circle time' to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

When the Curriculum extends to outside the building, children are fully supervised. As part of PSHCE, we teach children about choices and give them opportunities to make choices that are safe and healthy.

### **School meals**

Children can bring their own packed lunch and we will provide them with a suitable place to eat their lunch with supervision during this time. They may also have a hot school dinner provided by Chartwells, a recommended provider.

The school business manager will maintain communication with Chartwells and ensure that the food provided to the children is of a good standard.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not encourage sweets or fizzy drinks in school.

We respectfully ask parents to avoid any peanuts or peanut products in lunch boxes, as this can cause a life threatening allergic reaction in some children. If an item is removed from a lunchbox, it is returned with a note of explanation.

### **School security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to report to the office, sign the visitor's log in the reception area, and to wear an identification badge at all times whilst on the school premises. Access to the front door is monitored through an electronic door control at all times.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the senior staff member on site immediately. The headteacher will warn any intruder that they must leave the site straight away. If the senior staff member has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

### **School uniform**

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. The requirements for school uniform are clearly stated on the school website. It is the responsibility of the senior teacher to ensure that the school uniform policy is encouraged. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exceptions to this rule are ear-ring studs and watches, but we ask children to remove these during PE and games or cover with sticking plaster.

### **Staff welfare/stress**

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The senior leadership team 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 Health Management Ltd (LA contractor) and the LA occupational health team.

### **Swimming pool**

Where a school has a swimming pool and associated plant, the caretaker will be responsible for their maintenance and servicing, and will attend pool maintenance training provided by the WSCC caretaking service every 3 years. We follow 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 West Sussex services for schools website.

### **Theft or other criminal acts**

The class teacher or senior teacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the head of school will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

### **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 school business managers.

### **Transport**

All school staff drivers and volunteers are checked in-line with WSCC 'Driving policy'. Only reputable coach companies are used.

### **Water quality**

The caretakers are responsible for monitoring and recording water temperatures at the schools to ensure water quality is maintained. Bi-annual water quality risk assessments are produced and reviewed by WSCC / 3C.

### **Working at height**

Staff are not permitted to work at height unless they have received suitable training. This means that they are not permitted to stand on kick stools, step stools or step ladders for any purpose. No person should stand on furniture, tables or chairs, or any other equipment that has not been designed for that purpose. The caretaker and school business manager have been ladder trained. Health and safety information about working at height can be found on the staff room notice boards.