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Health and safety arrangements

Lyminster Primary School

September 2025



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1. Aim

This document describes the arrangements for delivering effective health and safety management within the school. It should be amended to reflect local school practice and must be kept up to date.

2. Scope

These arrangements apply to all areas of the school's business. They must be read in conjunction with the other health and safety arrangements and policies in place which for maintained schools are:

- West Sussex County Council (WSCC) 'Corporate Health, Safety, Wellbeing and Fire Safety' policy which sets out the WSCC policy statement and responsibilities of key staff in the council.
- Local Authority (LA) Health and Safety Policy which sets out the responsibilities of Headteachers, Governors and others responsible for the management of health and safety in schools.
- WSCC health and safety arrangements documents, which cover a range of health and safety hazards and set out the WSCC approach to managing specific hazards for example working at height or the management of asbestos.

3. Who can help?

Health and Safety Service - healthandsafety@westsussex.gov.uk, 01243 752025

West Sussex Services for Schools

Facilities Management – Home (concerto.co.uk)

If you require this document in an alternative format, then please contact the HR Policy Queries email: HRPolicyQueries@westsussex.gov.uk.

4. Document Control

Date	Comments	Author	Version Number
May 2024	Version number reset - moved to new format - updated contents to reflect changes to WSCC Arrangements (previously Corporate Guidance) - included reference to other WSCC HSW&F policy and LA H&S policy.	Brookie Fraser Jenkins	1.0

5. Glossary

Abbreviation	Explanation
The council	West Sussex County Council
afPE	Association for Physical Education
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Equipment
COSHH	Control of substances hazardous to health
DSEAR	Dangerous substance and explosive atmospheres
DSE	Display screen equipment
EVC	Educational Visit Coordinator
FM	Facilities Management
HSE	Health and Safety Executive
LEV	Local exhaust ventilation
MiDAS	Minibus driver awareness scheme
MSDS	Material safety data sheet
NEM	New and expectant mother
PPE	Personal protective equipment
RIDDOR	Reporting of injuries diseases and dangerous occurrences regulations
SLA	Service level agreement
UKHSA	United Kingdom Health Security Agency
WSSfS	West Sussex Services for School
WSCC	West Sussex County Council

6. How to use this document

Read through the document and for schools where WSCC is the employer, ensure that you have also read and understood the WSCC Corporate Health, Safety, Wellbeing and Fire Safety Policy and LA Health and Safety Policy. Health and Safety policies are composed of three parts;

- Part 1 statement of intent.
- Part 2 responsibilities.
- Part 3 arrangements.

This document should describe the local arrangements for managing health and safety in your school. Edit it to remove information that is not applicable and add in details that are unique to your school. This should include staff roles and names (see red text), as well as specific information about the way things are organised in your school.

Your school governing body should scrutinise this document and once agreed with the content, the Chair of Governors should add their signature to section 7 below.

You must then share the updated document with your school staff. You can do this at an INSET day, team meeting, or another way that is appropriate for your school. Review the document every year and keep a record of how it has been shared each time.

7. Additional statement of intent

The governing body acknowledges the West Sussex County Council (WSCC) Corporate Health, Safety, Wellbeing and Fire Safety policy, acting as Local Education Authority and employer, and provides the following additional statement of intent regarding 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 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 believe 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.

Signed by: Mr Gareth Willaims (Chair of Governors)

Date:

8. Arrangements for health and safety

8.1 Accident and Incident Reporting

The school will follow the arrangements explained in WSCC, 'Incident Reporting and Investigation, Health and Safety Arrangements'. All work-related incidents and accidents are reported to WSCC using the online reporting system, any member of staff can log an incident in this way. Accidents, injuries and ill-health incidents that are not connected to a work activity are recorded locally.

- *The Headteacher* will monitor incidents in order to identify trends and report to the governing body.
- *The Headteacher* will investigate incidents when required, completing details in the 'managers review'.

8.2 Administering medicines

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

8.3 Asbestos

The school will follow the arrangements explained in WSCC, 'Asbestos Management, Health and Safety Arrangements'.

- All contractors working on the building will be made aware of the location of asbestos and sign the asbestos register.
- Staff will be made aware of the location of asbestos and the procedures to follow if asbestos (or suspected asbestos) is disturbed.
- Staff who's work could expose them to asbestos will complete WSCC training in asbestos awareness.
- *Mr Jeffrey Kitson* is responsible for asbestos management in the school and will complete the WSCC training in asbestos management e-learning every year, and face to face course every third year.

8.4 Control of Substances Hazardous to Health (COSHH)

The school will follow the arrangements explained in WSCC, 'Control of Substances Hazardous to Health, Health and Safety Arrangements'. All hazardous substances stored and used within the school are risk assessed and the precautions identified by the risk assessment are communicated to staff and implemented.

- CLEAPSS 'haz cards' and guidance are followed for hazardous substances that are used during learning and teaching.
- COSHH assessments of other hazardous substances used in school will be held in a COSHH risk assessment file, along with the relevant data sheets and COSHH assessment request form.

- *Mr Jeffrey Kitson* will ensure the COSHH risk assessment file is kept up to date and communicated to relevant staff.

8.5 Contractors

The school will follow the arrangements explained in WSCC, 'Contractors Selection and Management' and will seek landlord's permission before carrying out building, engineering or alteration work to the building or grounds by following the School Managed Projects process.

- Contractors will be given an induction to the school site, its facilities and the emergency arrangements before they start work.
- Contactors will be required to provide risk assessments and method statements.
- Contractors are monitored whilst on site to check that the agreed safety measures are being followed.
- *Mr Jeffrey Kitson* is responsible for the management of contractors during school managed projects.

8.6 Curriculum Safety

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

- *Ms Claire Woods* – responsible for Design and Technology
- *Ms Claire Woods* – responsible for Drama and Theatre Arts
- *Mr Josh White* – responsible for Physical Education
- *Miss Crystal Smith* – responsible for Science

8.7 Display Screen Equipment (DSE)

The school will follow the arrangements explained in WSCC, 'Display Screen Equipment, Health and Safety Arrangements'. All staff who are 'DSE users' i.e. those who use DSE daily for continuous periods of an hour or more, will complete the WSCC DSE e-learning course and carry out a DSE risk assessment. The assessments will be reviewed every year or earlier if necessary, for example if an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE. *Mrs Kim Jones* will ensure DSE training and assessments are completed by relevant staff.

8.8 Electricity

The school will follow the arrangements explained in WSCC, 'Safe use of Electrical Systems and Electrical Equipment, Health and Safety Arrangements'. Electrical equipment and systems used in school will be tested, inspected and maintained in a safe condition. This includes that the electrical supplies are inspected and tested by a competent person at least every 5 years, as well as that electrical equipment is subject

to user checks, formal inspections by a competent person, and portable appliance testing at suitable intervals. Private electrical equipment may only be brought into school if there is proof that the equipment has been checked and/or tested within the last 12 months.

- Electrical safety is managed by *Mr Jeffrey Kitson.*
- The 5 yearly inspection of electrical supplies is arranged by *Mr Jeffrey Kitson.*

8.9 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 *Mrs Kim Jones*.

8.10 Fire Safety

The school will follow the arrangements explained in WSCC, 'Fire Risk Management, Health and Safety Arrangements' including that the Headteacher will ensure a fire risk assessment is completed by a competent assessor following a recognised national standard at least every 3-5 years. All staff will complete fire safety e-learning, contractors, visitors and pupils will be given information about fire safety and evacuation that is appropriate to their role. *Mr Jeffrey Kitson* is the designated person for fire safety and will ensure that day to day fire safety is properly managed including:

- Completing the school Fire Safety Logbook keeping it up to date.
- Weekly sounding of the fire alarm through activation of a different manual call point each week, with this recorded.
- Checking that final exits and escape routes are kept clear, unlocked, and usable.
- Checking that there are no obvious issues with any preventative or protective fire safety measures.
- Ensuring there are sufficient staff present to assist with evacuations.
- Developing a GEEP (General Emergency Evacuation Plan) that explains how assistance is given to ad hoc visitors, for example if someone attending an event needs assistance to evacuate the building.
- Developing PEEPs (Personal Emergency Evacuation Plan) for individual staff or pupils that require assistance during an evacuation.
- Weekly inspections of the premises to check for fire safety issues.
- Taking responsibility for, or delegating, emergency evacuations and drills.
- Ensuring at least one planned fire drill / term is carried out.
- Reviewing the Fire Risk Assessment annually

They will also ensure that the establishment has in place an up to date Emergency Evacuation Plan which details the action to be taken by staff in the event of fire (including identifying the location of the fire), the evacuation procedure, location of assembly points for roll call, and the arrangements for calling the Fire & Rescue Service.

8.11 First Aid

The school will follow the arrangements explained in WSCC, 'First Aid at Work, Health and Safety Arrangements'. The Headteacher will ensure that a first aid needs assessment has been completed for the site, *including consideration of the first aid requirements of the Early Years Foundation Stage Statutory Framework (EYFSF)*. 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. All staff members are made aware of the arrangements in place.

Mrs Lucy Osborne manages the day to day first aid arrangements on site, ensuring that first aid kits are stocked and monitoring first aid training to ensure certification remains in date. See Appendix A for the list of trained First Aiders:

8.12 Food Safety

The lead for Food Safety is Ms *Claire Woods.* The Food Safety lead 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 cleaned daily and after each use. A risk assessment is in place for lunchtime meals (hot and cold).

8.13 Glazing

A glazing survey has been carried out, *Mr Jeffrey Kitson* regularly monitors glazing as part of the premises inspections.

8.14 Gas Safety

The school will follow the arrangements explained in WSCC, 'Gas Safety, Health and Safety Arrangements'.

- *Mr Jeffrey Kitson* ensures that gas boilers and gas appliances are serviced and maintained by a competent contractor registered with Gas Safe, and that gas shut-off valves are accessible at all times and tested quarterly.

8.15 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 'Schools Health and Safety Induction' and records will be kept. Mrs Kim Jones is responsible for the induction of staff.

Visitors, volunteers, contractors and those doing work experience will also be given a health and safety induction tailored to their specific needs and records are kept. *For visitors and volunteers this is recorded in the visitor software at the reception desk*. *Mr Jeffrey Kitson* is responsible for induction of contractors, and Mrs Kim Jones is responsible for induction of supply teachers & work experience students.

8.16 Infection Control

The school will follow the arrangements explained in WSCC, 'Infection Control, Health and Safety Arrangements.' The school seeks to manage the spread of infection to prevent ill health such as coronavirus, norovirus, hepatitis and others. Staff, volunteers and others in school will follow good practice for hand hygiene; liquid soap and warm water is available on site.

The school has a risk assessment for infection control and communicates the significant findings of this assessment to staff. The school emergency plans include the steps needed to respond to an outbreak of infectious disease, based on guidance from the UK Health Security Agency (UKHSA) and following the UKHSA advice on exclusion periods for infectious diseases. These exclusion periods are communicated to parents.

As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online incident reporting system so that WSCC Health and Safety Services can submit the required report to the Health and Safety Executive (HSE).

8.17 Lone Working

The school will follow the arrangements explained in WSCC, 'Lone Working, Health and Safety Arrangements'. Lone working is discouraged, however where employees are required to work alone the risks will be assessed and safety measures put in place. *The School Business Manager* is responsible for risk assessing and producing lone working procedures.

8.18 Play and P.E. equipment

External and internal play and physical education (P.E.) equipment is serviced by *Universal*. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher. *Mr Jeffrey Kitson* checks the external play equipment weekly using the installer's Maintenance and Inspection Guide. *Mr Jeffrey Kitson* regularly monitors external play equipment and defects are reported immediately to the Headteacher. All monitoring and checks are recorded on appropriate forms on the Sharepoint. Faulty equipment will be immediately decommissioned and steps taken to prevent staff or pupils from using it.

8.19 Premises Management

The school will follow the arrangements explained in WSCC, 'Premises Management Corporate Guidance.' The school will be kept clean, tidy and free from hazardous obstacles. Day to day hazards noticed by staff such as defective equipment, furniture or premises issues will be reported using the established Hazard Reporting Procedure. A number of audits and inspections take place over the school year, including informal daily checks and formal written inspections, as well as those carried out by a competent person.

- Daily visual checks of the site are carried out and recorded by *Mr Jeffrey Kitson*, following the WSCC premises toolkit.
- More detailed inspections of the premises are carried out at least termly by *Mr Jeffrey Kitson*. These inspections are recorded, and any issues found will be reported to the Headteacher and where relevant the Governing Body. A member of the Governing Body will attend *at least one* premises inspection / year.
- Statutory inspection of equipment and compliance matters is overseen by *Mr Jeffrey Kitson* for example inspection of the *ladders*, *lifting equipment, local exhaust ventilation, gas system and equipment*.
- Health and Safety self-assessment *Mrs Kim Jones annually* following the WSCC self assessment toolkit, and a site visit is carried out by WSCC Health and Safety Services as part of the service level agreement.

The Headteacher will give termly reports to the Governing Body regarding Health and Safety and the Governing Body will prepare an annual action plan to address deficiencies in health and safety arising from the Headteachers' annual report.

8.20 Manual Handling, Moving and Handling.

The school will follow the arrangements explained in WSCC, 'Moving and Handling People Corporate Guidance' and 'Manual Handling of Inanimate Loads Corporate Guidance.' Manual handling is defined as the transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force. It refers 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).

- Staff that carry out manual handling as a regular part of their role will complete the face to face training from WSCC, and risk assessments of the tasks will be written.
- Staff that carry out moving and handling of people as a regular part of their role will undertake training from a competent person.

- Risk assessment of moving and handling tasks is a specialist area and only trained and competent staff will complete such risk assessments.

Mr Jeffrey Kitson is responsible for developing and reviewing moving and handling risk assessments in school.

8.21 New and Expectant Mothers

The school will follow the arrangements explained in WSCC, 'New and Expectant Mothers Corporate Guidance'. Any staff member who becomes pregnant should inform the Headteacher so that a risk assessment can be carried out following the guidance from WSCC. The school recognises the changing nature of pregnancy and will regularly review risk assessments at least once / trimester, or as indicated by the person's healthcare professional. *Risk assessments will also be carried out if a pupil advises that they are pregnant or have recently given birth, following the guidance from WSCC*.

8.22 Off-site activities

Risk assessments of off-site activities will be carried out following the *Evolve* system and advise from the WSCC Outdoor Education Advisor. *Mrs Kim Jones* is the schools Educational Visit Co-ordinator (EVC).

8.23 Risk Assessments

The school will follow the arrangements explained in WSCC, 'Risk Assessment Corporate Guidance'. All staff that write or authorise risk assessments will complete training. Curriculum risk assessments are completed following the advice and guidance from CLEAPSS and the afPE. All risk assessments will be recorded in writing and reviewed annually or following a significant incident.

- *Mrs Kim Jones* is responsible for the school's risk assessment register.
- *INSET days / staff meetings / weekly staff briefings/emails* are used to remind staff of essential safety measures arising from risk assessments.

8.24 Staff Welfare/Stress

The school will follow the arrangements explained in WSCC, 'The Management of Work Related Stress, Health and Safety Arrangements'. The governing body considers staff welfare of paramount importance and seeks to promote a work/life balance amongst 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 utilizes the services of an Employee Assistance Programme and Occupational Health.

- *school* stress risk assessment(s) are written to proactively identify potential stressors and how they can be managed.

- Individual stress risk assessments are written in response to concerns raised by a staff member or their manager.

8.25 Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles safely. Training requirements are discussed during induction, professional development reviews and one to one supervision.

- The school uses a training matrix that identifies the health and safety training required by staff in different roles.
- Training records are kept and reviewed by *Mrs Kim Jones*.

8.26 Transport

The school will follow the arrangements explained in WSCC, 'Driving and Riding at Work, Health and Safety Arrangements'.

8.27 Violence at work

The school will follow the arrangements explained in WSCC, 'Management of Work Related Violence, Corporate Guidance'. Violence and aggression may be from adults or children and in the case of dysregulated children it does not necessarily imply an aggressive intent. Staff who work with children displaying aggressive or challenging behaviour will be given training (such as positive behaviour or de-escalation training). Incidents that result in staff being physically hurt or verbally abused can all be reported on the online incident management system. Any staff member can submit a report. This is separate to the reports made on the school's pupil safeguarding database (*CPOMS*). Violence and aggression incidents will be included in the Headteacher health and safety reports made to the governing body, normally as part of health and safety incident data.

- *Mrs Kim Jones* ensures that there is a risk assessment of violence at work in school following guidance from WSCC.

- *The Inclusion Manager* ensures that behaviour management plans are developed for children who have a history of displaying aggressive or challenging behaviour.

8.28 Water quality

The school will follow the arrangements explained in WSCC, 'The Control and Management of Legionella, Health and Safety Arrangements'. When necessary, legionella will be considered as a hazard in risk assessments, for example if the work involves exposure to inhalable droplets of water e.g., jet-washing.

- *Mr Jeffrey Kitson* is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained.
- *TSS* is the competent contractor that the school has engaged to carry out and review the water quality risk assessment.

8.29 Working at height

The school will follow the arrangements explained in WSCC 'Health and Safety Arrangements, Working at height'. This includes that working at height will be avoided if possible by changing the way the work is carried out (for example having displays at a height that can be reached from the floor, or by using gutter suctioning to clear leaves). If the work at height cannot be avoided steps will be taken to prevent a fall from occurring and to mitigate the severity of the outcome.

- School staff are instructed never to climb on chairs, tables, or any other equipment not specifically designed for working at height. They are reminded of this during *INSET days / staff meetings/weekly briefings.*
- All of the school's access equipment is listed on a register, stored securely, and is subject to regular inspection and maintenance. This register is managed by *Mr Jeffrey Kitson.*
- Risk assessments for work at height will include emergency arrangements such as how those working at height can get help if needed, how they will be aware of emergencies on site, and a 'rescue plan' when needed (for example if specialist access equipment is in use).

Schools should add any further health and safety arrangements specific to their school.