

Health & Safety Policy

Approved by: Governors

Approved on: March 2022

STA Contact: Headteacher

Revision due: Spring 2023



Section A: Governing body's statement of intent

1 Declaration

The governing body supports the aims and objectives of the West Sussex County Council Local Authority Health and Safety Policy for Educational Establishments. This document aims to set out the arrangements by which the governing body will assist in achieving a safe workplace.

The governing body, are the employer and so hold the duties set out for the "employer" in the Health and Safety at Work etc. Act 1974.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work.

The governing body recognises and accepts its responsibility for the maintenance of safe access and egress, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

2 Health and Safety duties

To achieve the objectives laid down above, the governing body accepts the following duties:

- a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body, which shall determine any necessary follow-up actions.
- b) To take reasonable steps to ensure, when employing a contractor at the premises, that work is undertaken in a safe manner, so that they do not expose School employees or persons using the premises to health and safety risks.
- c) To ensure contractors work safely, the governing body shall follow the guidance, published on West Sussex Services for Schools.
- d) To ensure that any defect in the premises, when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- e) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the head teacher or members of the governing body.
- f) To ensure that an agenda item entitled 'health and safety' is included on the agenda for termly meetings of the governing body.
- g) To consult with employees or employee representatives on matters affecting their health and safety.
- h) To meet the legal obligations specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
 - 1 Undertake risk assessments and record any significant findings that lead to actions/plans consequent to their assessments.
 - 2 Provide training for health and safety.
 - 3 Disseminate information to staff and others.
 - 4 Provide adequate supervision.
 - 5 Monitor health and safety standards and systems of management.

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The governing body will abide by any instructions and take heed of any information issued by H&S Advisers from WSCC and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in appendices to this document.

Signed

23/03/2022

Date _____

(Executive Headteacher)

23/03/2022

Date _____

(Chair of Governors)

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THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings. The governing body is responsible for ensuring that there is access to competent health and safety advisers on all health and safety matters in order to comply with Health and Safety Legislation.

Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with Health and Safety Legislation.

Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

Faculty/Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Faculty/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 Health and Safety Legislation.

Employees including supply staff 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.

EVC Co-ordinator is involved in educational visit management in order to ensure that the WSCC Guidelines for Educational Visits are followed; After discussion with the headteacher and governing body, will either approve proposal or submit proposal to the EVOLVE website; Will confirm that adequate risk assessments have been carried out; Support the headteacher in the management of and evaluation of educational visits and confirm the leadership of the group is appropriate, this includes accompanying staff and volunteers.

ARRANGEMENTS FOR HEALTH AND SAFETY

Access Control/Security

All staff onsite must wear school lanyard with photo ID; Visitors to sign in at Reception and be issued with photo ID visitor's badge. Front door and gates to school site, have school access codes for authorised entry. Receptionist can view CCTV of Sackville Road & Marston Road entrances. All staff to be vigilant and query with Reception team if person on school site has not been issued with visitor's badge.

Accident and Incident Reporting

All injuries or ill health resulting from accidents or work activity **including incidents of violence and aggression and near misses** are to be recorded using the WSCC online accident reporting system, no matter how minor, to any person on our premises (including students, staff, visitors and contractors). Major injuries and direct visits to hospital from the school are also reported to WSCC using the online system. The Inclusion Manager is responsible for reporting accidents

Only the very minor injuries (such as scratches or bruises) experienced by students caused by play or inattention will continue to be recorded locally.

The Head teacher will monitor accidents and incidents in order to identify trends and report termly to the governing body.

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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 the Inclusion Manager. A copy of the policy is available from the student services office and K:\StaffResources\Policies\POLICY STORE - FINAL.

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 Premises Manager 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 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 Premises Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses WSCC approved contractors where possible. Contractors are continuously monitored whilst on site. The Premises Manager is responsible for the management of contractors.

Curriculum Safety [including out of school learning activity/study support]

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. Teaching staff undertake suitable (written) risk assessments prior to commencing hazardous activities, and the EVC coordinator receives EVC training from WSCC.

Head of Faculty for DT & STEM – responsible for Design and Technology

Head of Faculty for Arts – responsible for Art, Drama and Music

Head of Faculty for PE – responsible for Physical Education

Head of Faculty for Science – responsible for Science

Display Screen Equipment (DSE)

Every DSE user (who uses DSE for an hour or more continuously at a time) will complete a risk assessment 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. 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.

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.

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Users should plan their daily routine to ensure that their time is periodically broken up by non-screen based activities. Short frequent breaks are more effective than less frequent longer ones.

Electricity

All portable electrical equipment within the school is to be tested every two years and records of these tests will be held at the school by the Premises Manager.

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 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. The emergency plan is in the process of being updated and will be reviewed Summer 2022. It will be shared with staff when finalised. All staff will be trained in the procedures contained within the emergency plan and would then be able to take the appropriate action if required. The Emergency Plan will be regularly monitored and reviewed by the Headteacher

Fire Safety

The Premises Manager is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes; escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire 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. A copy of the policy is available from K:\StaffResources\Policies\POLICY STORE - FINAL

Where necessary, the Emergency Fire Policy 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

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- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training should be 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 the Inclusion Manager and the following staff are trained First Aiders: *Updated 16/03/22*

FIRST AID PLUS (FAAW)	
Name	Certificate Validity to
Mr P Guyan	6 January 2025
Mr M Laker	6 January 2025
Mr G Nicholls	6 January 2025
Miss K Sharpe	6 January 2025
Ms A Todorova	6 January 2025

APPOINTED FIRST AIDERS	
Name	Certificate Validity to
Mrs V Miteska	09 October 2021
Mrs E Conway	27 November 2021
Mr M Carter	27 November 2021
Mr J Hawker	8 January 2022
Mr T Lee	8 January 2022
Ms A Alloway	26 March 2022
Mrs O'Neill	01 October 2023
Mrs N Wade	01 October 2023
Miss H Goss	01 October 2023
Mrs D Haycock	01 October 2023
Mrs D Hoare	01 October 2023
Mr C Sweatman	01 October 2023
Mr I Marshall	01 October 2023
Mrs J Hipkin	19 September 2024

For a secondary school with 300 – 999 students on roll the minimum requirements for first aiders are

- 2 First Aid Plus (FAAW) trained staff
- 3 Appointed First Aiders

Details of the school's first aid trained staff is displayed in the first aid room/area. The Inclusion Manager 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 during the working day and after hours (between 8.00 am and 4.30 pm) to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

The Inclusion Manager 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.

Food Safety

The Head of Catering is the food safety lead at St Andrew's. 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 to be cleaned daily and after each use.

Meal time supervisors are to ensure that any spillages are cordoned off, 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.

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Glazing

The school holds a Glazing Survey and regularly monitors glazing as part of the premises inspection. The 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. The Premises Manager is responsible for gas safety.

Hazardous Substances

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Premises Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Induction

All new employees receive an induction with Line Managers and are informed of the school's health and safety arrangements and procedures. Staff will also complete the WSCC e-Learning 'Schools Health and Safety Induction Training module and records will be kept. The Assistant Headteacher - Futures, CPD 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 Public Health England 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.

Lettings/shared use of premises

The school lettings policy applies to lettings. A copy of the policy is available from K:\StaffResources\Policies\POLICY STORE – FINAL. Those who hire any aspect of the school site or any facilities will be made aware of the content of the

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school's health and safety policy in writing at the start of each letting period, and will have responsibility for complying with it.

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

Lockdown

Lockdown procedures are a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to staff or pupils in the school. The Lockdown Policy details what to do in the event of such potential incidents. The Head Teacher is the nominated lockdown manager and regular lockdown drills are carried out throughout the academic year. A copy of the policy is available from K:\StaffResources\Policies\POLICY STORE – FINAL

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.

Prior to periods of school closure, staff should inform the Premises Manager of their intention to come into school. Staff should ensure that they sign in and inform another member of staff that they are on site.

The Premises Manager is responsible for risk assessing and producing lone working procedures.

Play equipment

External and internal play and physical education (P.E.) equipment is monitored by the Premises Manager and serviced annually. P.E. equipment is visually checked prior to every use by the teaching staff and any defects are reported immediately to the Premises Manager. Faulty equipment is immediately decommissioned.

Premises Maintenance

The school is to be kept clean, tidy and free from hazardous obstacles. The internal and external premises are inspected at regular intervals by the Premises Manager, the inspections are recorded and resulting issues reported to the Head Teacher. Staff must report any defective equipment, furniture or premises issues to the Premises Manager using the premises email address premises@sta-worthing.com

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety 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 Head Teacher. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report.

Moving and Handling of Customers 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 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. Staff who require heavy items to be moved should contact Premises staff in the first instance.

The Premises Manager 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 Teacher of this and an appropriate risk assessment will be undertaken with the Business Manager following the guidance contained within the Health and Safety A-Z on the

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West Sussex Services for Schools. 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 schools systems are audited by WSCC Outdoor Education Advisor. The Deputy Headteacher is the schools Educational Visit Co-ordinator (EVC)

Risk Assessments

Risk assessments are a legal requirement under health and safety law and Faculty/Department Heads will assess all risks arising out of their curriculum area and associated work which the school undertakes. The Premises Manager will complete school site risk assessments. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and/or incident.

Smoking

No smoking is allowed anywhere on the school premises. This includes all buildings and all grounds.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a good work/life balance amongst their staff. The Head teacher 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 and Occupational Health teams.

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 Assistant Headteacher - Futures, CPD.

Transport

The school's minibuses are checked monthly by the Premises Manager and maintained and serviced in accordance with the law. Records are kept of checks undertaken. Only staff that have completed the appropriate Minibus Driver training are permitted to drive the minibuses, 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.

Vehicles on Site

There is restricted access for vehicles on site, visitors are encouraged to park either in the visitors parking bays or on the road. Fencing and gates are used to keep pupils away from the car park.

Violence to Staff / School Security

All staff must report to their Line Manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Local Education Office and to the police.

The school has keycode access during opening hours and the receptionist monitors visitors that come on and leave the site. The school is protected by fencing and all entry is controlled by the receptionist. All staff must wear a staff badge and all visitors must wear a visitor's badge. There is internal and external CCTV around the building. After opening hours, the school gates remain open with the exception of the Marston Road gate which closes at 16.30. Any unauthorised entry to the school should be reported immediately to SLT and the police.

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Water quality

The 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 the Premises Manager.

Working at height

Teaching staff should avoid working at height to put up displays. Any ladder user must have the appropriate training and certificate. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained by the Premises Manager who controls who has access to them.