

THAKEHAM PRIMARY SCHOOL

'Small School, Big Opportunities, Great Achievements'



Health & Safety Policy

Thakeham Primary School

Date approved by Full Governing Body: 02.09.21

Review Date: September 2022

Signed

Headteacher: *S. Norton*

Chair of Governors: *Judith James*

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.

Judith James

Chair of Governors

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 Governing Body has the following health and safety responsibilities:

- To make sure the educational establishment has an up-to-date local health and safety policy.
- To monitor that the Head of Establishment has made adequate arrangements to discharge his/her responsibility for health and safety relating to the school's activities, including for off-site visits.
- To monitor the effectiveness of the health and safety arrangements.
- To check that policies and procedures are implemented in accordance with the standards set by the Executive Director of Care, Wellbeing and Education.
- To make sure that sufficient resources have been allocated for health and safety, including resources to maintain the premises in a safe condition.
- To make sure that health and safety issues are covered at Governing Body meetings, and provide information to the Local Authority on Health and Safety matters when requested.

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 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 regulatory controls. This will include the following:

- Put in place suitable organisational arrangements for implementing, monitoring and controlling health, safety and welfare of staff, children and young people, and to set this out in a local health and safety policy approved by the Governing Body.
- Follow the health and safety guidance and standards (including the model risk assessments provided) set by the Executive Director of Care, Wellbeing and Education. This includes risk assessments provided for science and design & technology from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and Safe Practice in Physical Education and School Sport by the Association of Physical Education.
- Check that model risk assessments provided by the WSCC on West Sussex Services for Schools are suitable and sufficient for the establishment's purposes, and where not, or where there is no relevant model risk assessment, obtain competent advice to undertake a suitable and sufficient risk assessment.
- Appoint an educational visits co-ordinator from their staff to advise and co-ordinate offsite educational visits, and ensure that risks to pupil health and safety during off-site visits are adequately assessed and controlled. (At Thakeham Primary School this is the Headteacher.)
- Appoint a designated person for fire safety to ensure there are adequate fire safety arrangements, including a written fire emergency plan. (At Thakeham Primary School this is the Headteacher.)
- Make arrangements for the security of the premises, and for the repair and maintenance of the premises, including the proper selection and control of contractors, and ensure any defects are made safe without delay.
- Make arrangements for machinery, plant and equipment to be maintained in a safe condition, including tests and inspections required by law, and keep records.
- Provide adequate information and instruction to employees, including the first aid provision and the fire evacuation procedure.
- Arrange for appropriate training in health and safety, and certification where required, and keep this up-to-date. Health and safety must be a standard part of any new employee's induction.
- Make sure that staff that supervise hazardous activities are suitably qualified and experienced.
- Undertake regular inspections of the workplace and working practices and report the findings to the Governing Body.
- Keep a record of accidents, and report all accidents to the County Council's Health and Safety Team using the online form available through WSSfS other than very minor accidents pupils have caused by running or not paying attention that cause very minor injuries. These injuries need to be recorded in a local minor injury book.
- Undertake prompt investigation of major accidents and take immediate action to prevent a recurrence. Record your investigation on line using the accident management system which can be accessed through West Sussex Services for Schools.
- Encourage the co-operation of all staff in health and safety by discussion and consultation.
- Designate one or more deputies to act on day-to-day health and safety matters in the absence of the Head of Establishment.
- Co-operate with the County Council's Health and Safety Service and allow them reasonable access to carry out health and safety inspections, assessments, interventions or accident investigations.
- Implement PHE/DfE guidance in times of pandemic e.g. COVID-19.

Curriculum Leaders have a key responsibility to ensure the safe delivery of their particular curriculum. They must ensure that all employees under their supervision know the relevant safe working practices and the arrangements for working safely. They should familiarise new staff with health and safety aspects of their work, make sure accidents are reported immediately, and safeguard the health and safety of others under their management or supervision. Curriculum Leaders must use and adapt the model risk assessments provided by the County Council for educational establishments.

All staff must:

- Follow the health and safety guidance provided by their line manager, and take reasonable care of their own health and safety and that of others affected by their work including those persons under their control or supervision.
- Make sure they are aware of the hazards associated with their work and understand the risk assessments.
- Know the emergency procedures, first aid provision and accident reporting.
- Take reasonable care of all safety equipment and clothing given into their possession, and report any defects.
- Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- Report all accidents, damage, hazards and defects to the local health and safety officer.

Contractors

- Educational establishments who enter into their own contracts must take into account the Local Authority's policies and procedures to ensure that health and safety obligations and liabilities are addressed. It is essential that any contractor or sub-contractor engaged to do work for educational establishments carries out the contract safely without significant risk to themselves and County Council staff, children and young people. Educational establishments are recommended to use the County Councils select list of contractors where practicable. Those arranging work by contractors must follow the health and safety guidance on the West Sussex Services for Schools.

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.

All staff are responsible for reporting accidents and following up with the child/parent the day after the incident, support with online recording is provided where necessary.

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

Administering medicines

The school's Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The First Aid Officers are the leads for the administration of medicines. 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. Low grade asbestos is found within the original floor tiles under the new floor covering in cloakroom opposite Oak Class and in the damp proof membrane under the building.



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 on arrival:

- sign the asbestos register
- are shown the fire exit routes and assembly point (Emergency Fire Plan)

- are issued a hot works permit if they need it
- sign the visitors book.

Contractors undertaking large scale building work will 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 wherever possible only WSCC approved contractors. In cases where this is not possible relevant checks will be carried out by the Premises Manager and the School Business Manager e.g. adequate public liability insurance. Safeguarding checks in line with school/WSCC/DfE policies will be carried out by the School Secretary. Contractors are monitored whilst on site where staffing allows for this (generally outside of school hours when the Premises Manager is available). The Premises Manager and School Business Manager are responsible for the management of contractors.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; specific risk assessments are in place for these which are regularly reviewed and communicated to the relevant staff. These may be drawn up by curriculum co-ordinators and overseen by the Headteacher and Assistant Headteacher. These are stored electronically under Risk Assessments on Staff Common (Risk Assessments – Curriculum Risk Assessments) and in the Health & Safety file in the office.

DT Lead – responsible for Design and Technology

Music Lead – responsible for Drama and Theatre Arts

PE Lead – responsible for Physical Education

Science Lead – responsible for Science

All staff undertaking any curriculum activity must ensure that they have identified the relevant risks and put control measures into place. Any queries should be directed to the Headteacher.

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 the School Business Manager (Georgina Ritchie) 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 WSSfS.

DSE user risk assessments will be reviewed periodically by the Headteacher, annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Electricity

All portable electrical equipment within the school is to be tested annually 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 Premises Manager.

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Headteacher, the School Business Manager and the Premises Manager.

Fire Safety

The Headteacher 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.
- personal emergency evacuation plans (PEEP) are developed for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- the location of the assembly point for roll call
- liaison with emergency services
- identification of key escape routes
- the type and location of fire-fighting equipment provided
- specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)

- training (in house fire safety awareness training is carried out annually for all staff).
- any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

We are aware of and comply with the requirements of staff trained in Paediatric First Aid. Details of the school's first aid trained staff are displayed in the Medical Room and in the Health and Safety file. The First Aid Officers monitor first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and during the morning to cover Homework Club. After school club leaders are required to have appropriate First Aid training. All staff members are aware of the arrangements in place.

The First Aid Officers are the designated persons for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Food Safety

Chartwells ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen and dining area are to be cleaned daily and after each use.

A Midday Meals Supervisor is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must cordon off a spillage, clear up immediately and ensure the floor surface is left clean and dry before being opened up to pupils again.

Glazing

The school holds an up to date 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.

Induction

All new employees are informed of the school's health and safety policy and procedures using the induction checklist available within the Health and Safety A-Z on the WSSfS. New staff will also complete the eLearning 'Your Own and Others' and records will be kept. The Headteacher and Assistant Headteacher are 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.

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 Premises Manager is responsible for producing lone working procedures/risk assessment.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by Universal Services. P.E. equipment is checked prior to every use by the staff on duty and any defects are reported immediately to the Headteacher. The Premises Manager regularly monitors external play equipment and defects are reported immediately to the Headteacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Manager. The inspections are recorded and resulting issues reported to the Headteacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Premises Manager using the Premises Manager book in their pigeon hole in the staffroom. The Premises Manager will sign and date completed actions in the log book.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety (via Full Governing Body Meetings) 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/local safety officer. The Governing Body shall prepare an annual action plan to address deficiencies in health and safety arising from the Headteacher's termly reports.

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.

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 Headteacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. 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. We use EVOLVE to electronically manage our offsite activities. The schools systems are audited by WSCC Outdoor Education Advisor. The Headteacher and Assistant Headteacher are the school's Educational Visit Co-ordinator (EVC). The school follows an Off-site policy.

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Headteacher/Assistant 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. These will also be shared with staff and relevant visitors to the school as deemed necessary by the Headteacher.

COVID-19 risk assessments are written in line with PHE/DfE guidance and are suited to our specific staffing, pupils, building and resources. These are shared with all relevant parties and updated as conditions change on site, locally and nationally.

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 utilizes the services of Health Assured and Occupational Health.

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, appraisal and through staff meetings. Training records are kept and reviewed by the Headteacher and the School Secretary.

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 3C.

Working at height

The Premises Manager has been ladder trained and will provide staff with suitable guidance and training in which to erect displays safely on an annual basis. Staff should only work at height under supervision and guidance at a mutually convenient time. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.