



# St. Margaret's C of E Primary and Nursery School

## Health and Safety Policy

Written: November 2023

Date for review: November 2024

Head Teacher's signature

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Chair of governor's signature

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## **Section A: Governing body's statement of intent**

### **1 Declaration**

The governing body supports the aims and objectives of the West Sussex County WSCC 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 Management of Schools.

In particular, the Governors and Headteacher aim to:

- Operate within the structure and framework
- Ensure senior staff develop and maintain a culture within the School supportive of health, safety and welfare
- Establish an effective safety management structure and arrangements to implement requirements
- Ensure a systematic approach to the assessment and control of risks
- Ensure that employees are competent in the work that they are doing
- Ensure that employees actively participate in identifying hazards
- Minimise hazards entering the School
- Ensure the competence and management of contractors on the School premises
- Monitor work practices and regularly review safety management systems.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the Senior Leadership Team to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors have established a Health and Safety Committee (Jill (Headteacher) (Premises Manager) Lynn (SBM), a Governor, plus union representative Jo Whitehead) for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis by the governing body.

## **Part 2: Organisational Responsibilities for Health and Safety**

The Health and Safety Executive make it clear in schools that good practice is based on the clear identification and training of a competent person/s.

### **They define a competent person as:**

'A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need.

When getting help, you should give preference to those in your own organisation who have the appropriate level of competence (which can include the employer themselves) before looking for help from outside. You must consult health and safety representatives in good time on the arrangements for competent help.'

HSE-[Consulting and involving your workers](#), March 2020

## **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. 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.

The main responsibilities for ensuring the day-to-day management of all health and safety matters in school rest with the Headteacher and the Governing Body. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff e.g. the Health and Safety Co-ordinator. Staff report back to the Headteacher once tasks have been completed. The Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Body on matters that need taking forward.

### **Governing Body and Headteacher**

The Governors and the Headteacher are responsible for:

- Ensuring the School's Health and Safety Policy agreed by the Governing Body is implemented in full;
- Committing resources to fulfil the Health and Safety Policy;
- Ensuring that there is a Health and Safety Plan for each year;
- Prioritising actions where resources are required;
- Ensuring actions are undertaken;
- Monitoring the achievement of plans and extent of compliance with standards;
- Monitoring trends in accidents and incidents;
- Receiving, and where appropriate, acting on inspection reports;
- Including health and safety on governors' meeting agendas;

- Produce an annual report on health and safety to be shared at the December Full Governing Body meeting of the academic year;
- Periodically reviewing the adequacy of health and safety arrangements.

### **Head Teacher**

The Headteacher is responsible for:

- Ensuring staff are competent to undertake tasks delegated to them
- Identifying staff training needs and to arrange for appropriate training
- Ensuring risk assessments are undertaken
- Ensuring appropriate action is taken on identified significant risks
- Ensuring that there are procedures for serious and imminent danger
- Investigating accidents and complete the appropriate paper-work
- Consulting staff and safety representatives on health and safety matters
- Co-operating with and provide necessary facilities for trades' union safety representatives
- Ensuring the induction of new and transferring staff and volunteers
- Ensuring the safety of visitors to the school
- Ensuring regular inspections of the school's premises
- Submitting inspection reports to governors
- Passing on health and safety information received to the appropriate people

### **Staff**

All staff are responsible for:

- Checking that classrooms and work areas are safe
- Checking that equipment is safe before use
- Ensuring that safety procedures are followed
- Ensuring that appropriate protective equipment is available and used, when needed
- Participating in risk assessments, inspections, audits and the health and safety committee, if appropriate
- Bringing problems to the relevant manager's attention
- Report all accidents and incidents

### **Nominated persons**

Nominated members of staff are responsible for:

- Managing the front door and security system; Lynn Laverty
- Dispatching completed accident investigation forms; Jill Hine
- Administering first aid, if appropriate; Lynda Morgan
- Ensuring first aid equipment is up-to-date and available; Lynda Morgan
- Monitoring unwell children; Lynda Morgan
- Ensuring the safe hiring of the school premises to third parties: Jeanne Gaye

### **Premises Officer**

The Premises Officer is responsible for:

- Monitoring the condition of any asbestos in the school and report problems;
- Testing the fire alarm each week;

- Ensuring all signage (e.g. fire escape routes, trip hazards, etc.) is appropriate and maintained;
- Monitoring the school's cleaners to ensure they work safely;
- Organising or undertaking portable electrical appliance testing;
- Undertaking or arranging for contractors to undertake small repair works;
- Reporting potential hazards to the Headteacher;
- Maintaining health and safety records e.g. records on fire alarm servicing, etc.
- Undertaking risk assessments in conjunction with other staff
- Ensuring risk assessments for all activities of school, including those off site, are undertaken
- Reporting to the Headteacher with the results of the risk assessments
- Undertaking workplace inspections with the Headteacher / Governors
- Drawing up school procedures to manage significant risks
- Arranging staff training and information
- Briefing new and transferring and volunteer staff on key health and safety procedures
- Passing on health and safety information received to appropriate people
- Act on health and safety report recommendations
- Ensuring maintenance contracts e.g. for gym equipment, are arranged
- Ensuring the competency and management of visiting contractors

**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:
  - Undertake risk assessments and record any significant findings that lead to actions/plans consequent to their assessments
  - Provide training for health and safety

- Disseminate information to staff and others
- Provide adequate supervision
- Monitor health and safety standards and systems of management

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 rules and procedures to take account of its own responsibilities.

### **Monitoring**

Consideration of health, safety and welfare matters will form an item on the agenda of the Governing Body. In addition, the Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

- a) Monitoring accident/incident reports. The Headteacher will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) Receiving reports from the Resources Committee.
- c) Checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) Receiving reports from the Headteacher on:
  - Complaints and hazard reports from staff and visitors;
  - Visits from HSE Inspectors;
  - New WSCC guidance and Code of Practice and methods of implementation;
  - Any Safety Audit arranged or commissioned from consultants;
  - Any guidance or advice from the Department for Education (DfE), HSE or other organisations concerned with health and safety in educational establishments
  - Staff training
- e) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

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.

Date: September 2020

**This policy is to be read in conjunction with our Safeguarding Policies:**

- Child Protection
- Safeguarding
- Intimate Care
- Positive Handling
- Anti--Bullying
- Behaviour
- Behaviour and Exclusion
- Health and Safety
- Code of Conduct setting out standards and acceptable behaviour for staff
- E--Safety and ICT acceptable use
- Managing allegations of abuse against staff
- Equality
- Admission
- Whistleblowing
- Wellbeing and Stress Policy
- Induction Guidance
- Administering Medicines in School Policy

### **PART 3: Arrangements**

Appendix 1		Fire evacuation and other emergency arrangements
Appendix 2		Inspection and maintenance of emergency equipment
Appendix 3		First aid and medication
Appendix 4		Accident reporting procedures
Appendix 5		Lone working
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## **APPENDIX 1: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Headteacher is responsible for ensuring the fire risk assessment, undertaken by external consultants every 3 years, is undertaken and implemented. The fire risk assessment is located in the Front Office and reviewed on an annual basis.

### **Fire Instructions**

These documents are made available to all staff and included in the School's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### **EMERGENCY PROCEDURES**

#### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed in the School Staff Handbook and on the wall in every classroom as well as the plan for exiting the particular room. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Admin Officer.

#### **Fire Drills**

- Fire drills will be undertaken at least termly, and a record kept by the Premises Officer in the Fire log book.

#### **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use. Regular training for Fire Wardens is arranged for all staff every 3 years.
- Details of service isolation points (i.e. gas, water, electricity) should be made known to nominated members of staff. They are located at:

**Gas -Main Boiler Room**

**Electricity -Main Boiler Room**

**Water - Main Boiler Room**

Material Safety Data Sheets for Chemicals and flammable substances. These will be kept by the Premises Officer when applicable for consultation.

## **APPENDIX 2: INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT**

### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Premises Officer and a record kept in the Fire Log section of the regular testing of fire alarms will occur once a week.

Any defects on the system will be reported immediately to the Premises Officer who will then report it to Scooch Electrician.

A fire alarm maintenance contract is in place with the contractor's named above and the system tested annually by them.

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

West Sussex Fire and Rescue Service undertakes an annual maintenance service of all firefighting equipment. This is recorded by the premises Officer.

The Premises Officer carries out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Headteacher.

### **MEANS OF ESCAPE**

All staff carry out daily checks for any obstructions on exit routes and ensure all final exit doors are operational.

## **APPENDIX 3: FIRST AID AND MEDICATION**

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Front Office/KS1 Library/KS2 Library/Food Tech Room

The First Aid Lead (Lynda Busbridge) is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid:

**TRAINED TO FIRST AID AT WORK LEVEL:**

**2 Paediatric First Aid (2 day course)**

3 First Aid at Work (3 day course)  
3 Emergency First Aid at work in nursery  
9 appointed First Aiders (1 day course)

Lynda Busbridge will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

**Transport to hospital:** If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with WSCC guidance. The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body. The deputy Nursery Manager will monitor in the nursery.

**Records:** All first aid treatments are recorded and kept with the first aid equipment.

#### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document 'Managing Medicines in Schools and Early Years Settings' based on WSCC policy and procedures.

## **APPENDIX 4: ACCIDENT REPORTING PROCEDURES**

Accidents: All minor lunchtime accidents are recorded by lunchtime supervisors. All head bumps are reported to parents in a written note and/or by telephone. Any injuries to the face/head result in parents being contacted to inform them, however minor. All contact details are kept on file and on the computer. More serious accidents are investigated by a member of the Senior Leadership Team and written statements made. Accidents resulting in a hospital visit are reported to the LA using the appropriate forms.

In accordance with the WSCC Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard LA Incident and Dangerous Occurrence Report form.
- Violent incidents and verbal abuse on the standard WSCC Violent Incident Report Form.

Copies of these forms are available from the School office.

The Headteacher will countersign the report form before the original copy is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.

- Accident reports will be monitored for trends and a report made to the

- Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in:

- Pupils or other non-employees being taken to hospital;
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays).

These incidents will be reported immediately or as soon as possible to WSCC.

## **APPENDIX 5: LONE WORKING**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify them on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc
- A buddy system should be in place for lone workers
- When working off site, (e.g. when visiting homes), notify the School office of their whereabouts and the estimated time of return. Wherever possible, home visits will be conducted in pairs. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.) When a member of staff expects to return after the estimated return time, they must inform the School office of their revised time of return, usually by mobile. If the member of staff does not return by the estimated time given, the most senior member of staff on site will be notified by a member of the office team.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

## **APPENDIX 6: CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The headteacher will support members of staff who, through their unions and associations, wish to serve as Health and Safety Representatives.

The school will support the H&S representative in carrying out her/his duties, including site inspections, during school time. The school will facilitate the H&S representatives training and deal quickly and appropriately with any concerns the representative may raise.

The Governing Body's Resources Committee meets to discuss health, safety and welfare issues affecting staff, pupils or visitors. This Committee reports to the Full Governing Body. Action points from meetings are brought forward for review by the SLT.

The Trade Unions' appointed safety representative(s) on the staff is Jo Whitehead

### **Communication of Information**

Detailed information on how to comply with the Health and Safety Policy is given in the WSCC Health and Safety Manual.

The Health and Safety Law poster is displayed in the Staffroom, Front Office and Food Technology Room.

The Corporate Health and Safety Consultancy provides competent health and safety advice for schools.

### **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided and documented for all new employees by members of the Senior Leadership Team.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by the Premises Officer who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This is recorded on the

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## **APPENDIX 7: WORK EQUIPMENT**

All staff are required to report to the Premises Officer problems found with plant/equipment, damaged electrical apparatus or wiring -- including portable equipment and permanent wiring. Any faulty ICT equipment should be reported to the IT technician.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Any IT resources which are defective must be given to the IT co-ordinator for secure storage pending disposal/repair.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted annually.

**Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.**

Major fixed wiring circuits will be checked at least once every five years, this is known as "The Electrical Safety Check".

### **External play equipment**

The external play equipment will only be used when supervised. Such equipment will be inspected by the Premises Officer.

### **Curriculum**

Curriculum Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

## **APPENDIX 8: FLAMMABLE AND HAZARDOUS**

## **SUBSTANCES**

### **Control of Substances Hazardous to Health (COSHH)**

Within curriculum areas (in particular Science, DT and Art) the Curriculum Leaders are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2004**" (the "COSHH" Regulations).

In all other areas the establishment's nominated person responsible for substances hazardous to health is the Premises Officer.

He / she will ensure:

- A register of all hazardous substances used on site is compiled and regularly reviewed. This is recorded on the Health and Safety spreadsheet.
- All such items must be securely stored
- Material safety data sheets are obtained from the relevant supplier for all such materials
- Risk assessments are conducted for the use of hazardous substances;
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and available for use. This is recorded on the Health and Safety spreadsheet.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## **APPENDIX 9: MOVING AND HANDLING**

### **MANUAL HANDLING OF LOADS**

All manual handling activities which present a significant risk to the health and safety of staff - whether they involve the manual handling of people or objects - will be reported to / identified by the Premises Officer.

Where it is not reasonably practicable to eliminate these activities, a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

## **APPENDIX 10: HEALTH AND SAFETY MONITORING AND INSPECTION**

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Headteacher and the Premises Officer. If the school has any with trade union safety representative(s), they will also be invited to undertake the inspection. The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor will be involved / undertake inspections on an annual basis and report back to the Local Governing Body's Resources Committee.

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Officer is responsible for glazing management.

External and internal play and physical education (P.E.) equipment is serviced by LA and Playforce. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. The Premises Officer regularly monitors external play equipment for school and the deputy nursery manager for nursery, and defects are reported immediately to the Headteacher for the school or nursery manger. Faulty equipment is immediately decommissioned.

## **APPENDIX 11: ASBESTOS**

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping.

The asbestos register is held in the School office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher.**

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Officer who will contact the WSCCs Asbestos Manager. .

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Officer and the Headteacher.

## **APPENDIX 12: RISK ASSESSMENTS**

### **General Risk Assessments**



The school risk assessments will be co-ordinated by the Headteacher following guidance contained in the WSCC Health and Safety Manual.

Risk assessments received from the WSCC, will be adapted to the School's specific circumstances. Other risk assessments will be developed in line with best practice and most always be site specific.

Risk assessments must be completed following these guiding principles:

- Identify all of the hazards
- Identify the persons at risk for each hazard
- Evaluate the risk taking into consideration the existing control measures
- Identify any additional control measures required to reduce the risk "so far as is reasonably practicable". The name of the person responsible for implementation, target date and completion date should be recorded.
- Document, share and regularly review the risk assessments

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one-off activities have been assessed by members of the Leadership Team or the Premises Officer and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the curriculum server on the staff shared area.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed annually or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

### **New and Expectant Mothers Risk Assessment**

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the West Sussex Services for Schools. 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.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant Curriculum Leaders and subject teachers using relevant Health and Safety Codes of Practice for

Design & Technology, Science, Art, PE etc.

## **APPENDIX 13: OFFSITE VISITS**

Offsite visits will be organised following guidance contained in the school's Offsite Visits Policy. The school's Educational Visits Co-ordinator (EVC) the Deputy headteacher.

All Offsite Visit activities must be risk assessed using relevant forms, these assessments are monitored and reviewed by the EVC and approved by the Headteacher.

The following visits must also be approved by the School Governing Body:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

## **APPENDIX 14: WORK AT HEIGHT**

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height. The Headteacher shall ensure:

- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so
- The risks from working at height are assessed and appropriate equipment selected
- A register of access equipment is maintained and that ladders are checked termly
- All access equipment is inspected and maintained
- The risks from fragile surfaces are properly controlled

**The Premises Officer does not carry out any procedures on any roof.**

## **APPENDIX 15: 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 Lynn Laverty 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 Lynn Laverty 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

## **APPENDIX 16: VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and authorised visitors only in school holidays and not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut during term time.

The children's and parents' access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles.

If the vehicle access gate is normally used for pedestrian access. If an event is being held outside of normal school hours, then all due care must be taken to ensure the safety of those passing through this entrance.

## **APPENDIX 17: LETTINGS / SHARED USE OF PREMISES**

The School Lettings Policy defines the agreed procedures for lettings / shared use of premises.

## **APPENDIX 18: CONTRACTORS**

The school adheres to WSCC self-managed process. Work is monitored by the Premises Officer.

All contractors must report to the School office where they will be asked to sign in electronically and wear an identification lanyard. Contractors will have read the guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions. This is recorded on the Health and Safety spreadsheet.

The Premises Officer is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

## **APPENDIX 19: STRESS**

The School and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the WSCC's management standards.

There are systems in place within the school for responding to individual concerns e.g. Performance Management, mentoring. All staff are encouraged to share concerns with their line manager, a member of the Senior Leadership Team or the Headteacher. The

Whistleblowing Policy is available to staff. The school also utilises the services of Health Assured and Occupational Health.

## **APPENDIX 20: LEGIONELLA**

The School complies with advice on the potential risks from legionella as identified in the WSCC policy and Health and Safety Manual.

The Premises Officer will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis by the Premises Officer, this includes the temperature of the feed pipe as well as the water temperature produced by the mixer taps. The individual taps tested must be recorded. These are recorded.

The Premises Officer will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a monthly basis. The individual items descaled must be recorded.

A contract is held to monitor water hygiene and complete legionella risk assessments by Environmental Technology. This is completed every three years.

A bi-annual water quality risk assessment is produced and reviewed by 3C.

## **APPENDIX 21: SECURITY**

The School operates a strict set of security procedures to ensure that the organization runs smoothly and safely on a daily basis. This is detailed further in the Security Policy.

The Premises Officer completes a daily morning and evening sweep of the grounds to ensure that all gates and fence lines are intact and open and closed at the correct times. All four points of entry are padlocked using a combination lock. The front and rear gates are padlocked using keys and heavy duty security locks.

Each term the Headteacher reports to the Governing Body outlining any developments, issues or actions that have taken place to address and enhance identified issues with security in the School. (H & SS)

Intruder Alarms are maintained and serviced annually by AM Security. Alarm codes for employees are deactivated when they cease to work for the School. The School ensures the number of key holders is kept to a minimum to include:  
The HT, DHT, Premises Officer and the Cleaner in Charge.

No other staff are ever issued with keys. Each member of staff signs into the alarm system under their own code so that a clear log can be traced of who has entered the building.

### **Site Visitors**

All site visitors must report to Reception where they will be checked to ensure their

credentials are appropriate and correct.

Front Office staff will ensure that they are given appropriate details about Health and Safety, Emergency and Child Protection Procedures. All visitors sign in electronically and out. The overwhelming majority of visitors are accompanied at all times. Those that are not, are here for specialist activities such as Fire Risk Assessments or Ofsted.

## **APPENDIX 22: EMPLOYMENT LAW**

The Full Governing Board is committed to ensuring that all aspects of Employment Law are upheld.

The School ensures that managers are appropriately trained in Safer Recruitment and that this is updated every three years.

An up-to-date bulletin is provided by the HR department on a termly basis, this ensures that the School is kept abreast of employment law developments.

School managers seek advice prior to the commencing of any action being taken against an employee. This includes: Sickness Absence, Capability, Disciplinary, Redundancy etc.

All employees are issued with contracts of employment. In addition to this they are given access to electronic copies of key policies and procedures.

This must be completed prior to them starting work at the School. It is vitally important that each new starter is given thorough induction in line with the School Protocols.

Absence will be monitored robustly by the School SBM in conjunction with the Headteacher. Due to the confidential nature of this information it will be held on the Confidential Drive of each School.

## **APPENDIX 23: FLOOD & STORM RISK PROTECTION**

We have an up-to-date and appropriate Flood Risk Assessment in place.

We have a detailed list of Protective Control Measures that are being put into place and maintained.

We have documented evidence of Flood Response Emergency Plans and appropriate arrangements that tie in effectively and 'dovetail' with the Business Continuity Plans.

## **APPENDIX 24: 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 and nursery 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 Jill Hine.