



Twineham CofE School

Nurture Togetheress Resilience Creativity



Health & Safety Policy

Approved by: 

Date: 23/5/23

Chair of Governors

Document control and record of amendments/updates

Version	Reason for amendment/update	Section(s) amended/updated	Amended by/date	Approved by/date
1	Due for review New model policy from WSCC May 2023		LC 10/5/23	Resources Committee 23/5/23

Next review date: Summer 2024

Statement of Intent

The governing body acknowledges West Sussex County Council's (WSSC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the 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 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 regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are reported to WSSC using the online accident reporting system. Minor incidents to pupils are recorded locally. Major injuries and direct visits to hospital are also reported to WSSC using the online system.

The Headteacher is responsible for reporting accidents, with support from the School Administrator.

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

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 our School Administrator, Siobhan Reynolds. 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. The School Business 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 COSHH assessment request form. All documentation should be made available to all employees who are required to use these substances in their work.

The Headteacher and Vicky Holt, Cleaner are the designated persons 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 pack to the school site (including asbestos), its facilities and emergency arrangements (copy available from the school office). Contractors undertaking large scale building work receive the above and any relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site. The School Business Manager, is responsible for the management of contractors.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk. Additional risk assessments will be carried out by class teachers or the Outdoor Learning/PE lead for activities including tool use; climbing, cooking.

Display Screen Equipment (DSE)

All staff using DSE for more than 2 hours daily 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 Headteacher 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 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.

Electricity

All portable electrical equipment within the school is 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 School Business 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.

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

They will also ensure that the establishment has in place an up to date

Emergency Fire Plan,

This 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

The lead First Aider is the Headteacher, Lizzie Cotton. The following staff are paediatric First Aiders: Bea Wilmer, Debra Chessell. In addition Amanda Borrer holds an Emergency First Aid at Work. Details of the school's first aid trained staff is displayed in the staffroom. The School Business Manager monitors first aid training to ensure certification remains in date.

Siobhan Reynolds, Office Administrator 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 as completed.

Food Safety

Food Safety is overseen by the Headteacher, but all meals will be managed by Chartwells Catering Company. They 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.

Mealtimes are overseen by Teaching Assistants, with written procedures in place.

Any health and safety incidents regarding food must be reported to the Headteacher.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The School Business 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 School Bursar is responsible for gas safety monitoring, with oversight by the Headteacher.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSSfS. The Headteacher 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 in the welcome handbook. 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 Headteacher is responsible for risk assessing and producing lone working procedures.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by The Play inspection Company on behalf of WSCC. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. Caroline Stafford, PE Specialist, regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

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 Headteacher using the caretaking log. Tony Holt, Caretaker and/or Vicky Holt, cleaner, will sign and date completed actions in the log.

Premises Monitoring, audit and review

The Headteacher and Chair of Governors will inspect the internal and external premises termly. The Governing Body shall receive termly reports on Health and Safety. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The Headteacher shall constantly monitor the operational practice and procedure.

Moving and Handling of people 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).

All teaching assistants will complete manual handling training every two years. Risk assessments are in place for manual handling of inanimate loads. The Staff Code of Conduct and Use of Force policy must be referred to in the case of manual handling of children. For specific children additional risk assessments may be in place. The Headteacher 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 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. The schools systems are audited by WSCC Outdoor Education Advisor. The Headteacher is the schools Educational Visit Co-ordinator (EVC)

Oil

The school uses oil fired heating. The oil is stored in accordance with regulations and the oil tank is maintained by Slic Mechanical Ltd

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher 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.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance and seeks to promote a 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 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, professional development reviews and one to one supervision. Training records are kept and reviewed by the Headteacher, supported by the School Business Manager.

Violence and Aggression

The Headteacher ensures that there is a suitable and sufficient violence at work risk assessment for staff drawing upon the violence at work corporate guidance. Guidance can be found under the Violence and aggression section, A-Z health and safety pages, WSSfS.

The Headteacher must also ensure that appropriate behaviour management plans and/or individual risk assessments are implemented for specific children. This will be in line with the schools Positive Relationship and Behaviour for Learning Policy. The Headteacher will ensure appropriate training is undertaken to support staff to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedules. Further information can be found under the Health and Safety Management section, A-Z health and safety pages, WSSfS.

Water quality

Vicky Holt, Cleaner, 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 TSS

Working at height

Teaching staff should avoid working at height to put up displays. Teaching Assistants and premises staff will complete Working at Height Training on induction and every 3 years. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained by the caretaker, Tony Holt.