

THAKEHAM PRIMARY SCHOOL

'Small School, Big Opportunities, Great Achievements'



Health & Safety Policy

Thakeham Primary School

Date approved by Full Governing Body: 01.09.17

Review Date: July 2018

Signed

Headteacher: *S. Norton*

Chair of Governors: *Refrini*

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.

Adam Phillips

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 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 Headteacher 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

Minor injuries/incidents to pupils, staff, visitors and contractors e.g. minor grazes/cuts/scratches are reported internally via our accident book. Accidents and incidents that are more significant are reported to WSCC using the online accident reporting system. Major injuries and direct visits to hospital are also reported to WSCC using the online system. All staff are responsible for reporting accidents, 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.

Medicines

The school's 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 Jaime Younger (TA) and also Jodi Bowbrick (Secretary/TA). 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. It is our understanding that the school contains no known asbestos. Paddy Gilligan (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.

Paddy Gilligan (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 Paddy Gilligan (Premises Manager) and Sam Mills (Bursar) e.g. adequate public liability insurance. Safeguarding checks in line with school/WSCC/DfE policies will be carried out by Louise

Constable. Contractors are monitored whilst on site where staffing allows for this (generally outside of school hours when the Premises Manager is available). Paddy Gilligan is 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 Sam Norton (Headteacher) or Emma Hopkins (Senior Teacher). These are stored electronically under Risk Assessments on Staff Common (Risk Assessments – Curriculum Risk Assessments) and in the Health & Safety file in the staffroom. 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 Sam Norton (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 Headteacher (Sam Norton) 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

In line with WSCC corporate guidance on the safe use of electrical equipment, Class 1 earthed equipment e.g. kettles and other kitchen equipment should be inspected and tested every 1-2 years. All other portable electrical equipment should have a formal visual check at least once a year and combined visual check and test up to every 5 years.

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 (Paddy Gilligan).

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 (Sam Norton) and the Premises Manager (Paddy Gilligan).

Fire Safety

The Headteacher (Sam Norton) 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

The lead First Aiders are Jaime Younger and Jodi Bowbrick. The following staff are trained First Aiders: , Jaime Younger, Vikki Byatt, Emma Elvery, Jono Beeching, Lizzie Strong, Jodi Bowbrick and Paddy Gilligan. Details of the school's first aid trained staff are displayed in the Medical Room and in the Health and Safety file. We are aware of and comply with the requirements of staff trained in Paediatric First Aid. Jono Beeching, Jaime Younger, Vikki Byatt, Lizzie Strong, Jodi Bowbrick and Paddy Gilligan are all qualified Paediatric First Aiders. Jodi Bowbrick (School Secretary) 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 at all times during the working day and during the morning to cover Early Morning Club. After school club leaders are required to have appropriate First Aid training. Our Premises Manager (Paddy Gilligan) is First Aid trained and is available after school should First Aid be needed. All staff members are aware of the arrangements in place. Jaime Younger/Jodi Bowbrick 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.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Manager (Paddy Gilligan) 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 (Paddy Gilligan) 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. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. Headteacher (Sam Norton) and Senior Teacher (Emma Hopkins) are responsible for the induction of staff.

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 (Paddy Gilligan) 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 (Paddy Gilligan) 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 (Paddy Gilligan), the inspections are recorded and resulting issues reported to the Head teacher. 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

(Paddy Gilligan) using the defects log stored in the staffroom. The Premises Manager (Paddy Gilligan) will sign and date completed actions in the log.

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 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. The Premises Manager (Paddy Gilligan) 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 (Sam Norton) is the schools 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/Senior 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 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 Right Management (formerly Corecare) 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 (Sam Norton) and Senior Teacher (Emma Hopkins).

Water Quality

The Premises Manager (Paddy Gilligan) 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

Teaching staff are not permitted to work at height to put up displays. The Premises Manager (Paddy Gilligan) has been ladder trained and will erect displays on behalf of teaching staff under their 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.