



Holy Trinity C. E. (A) Primary School, Cuckfield Health & Safety Policy

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.

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 school's 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.

The Senior Leadership Team is responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with 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 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.

The Headteacher is responsible for reporting accidents

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 are the nominated First Aiders. 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 Premises Officer is responsible for asbestos management. However, there is no asbestos on site.

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 Officer is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff. Hazardous substances are stored in the Premises Officer's office. Cleaning materials are stored in a locked cupboard.

Contractors

Maintenance and servicing contractors receive an introduction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an introduction to the site which includes 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 Premises Officer or nominated Keyholder is responsible for the management of contractors.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

DT Subject Leader – responsible for Design and Technology

PE Subject Leader – responsible for Physical Education

Science Subject Leader – responsible for Science

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 or Bursar 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 WSGfL.

DSE user risk assessments will be reviewed periodically by Headteacher or Bursar, 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 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 Officer.

Staff and pupils must not bring electrical equipment on to the premises. Local Authority staff will ensure that contractors are notified of electrical circuitry when carrying out building maintenance work and repairs.

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 Headteacher/Finance Committee.

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, 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 the three First Aiders at Work qualified staff. Details of the school's first aid trained staff is displayed in the Office. First Aiders at Work qualified staff 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 after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

First Aiders at Work qualified staff are the designated people 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 Officer 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 Officer is responsible for gas safety.

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 WSGfL an through the Staff Handbook. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The Senior Leadership Team is 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. Governors are responsible for risk assessing and producing lone working procedures.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by a WSCC-approved provider. 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 and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Officer and governors, 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 Officer using the defects log, and through the weekly Agenda item at teachers' staff meetings and fortnightly support staff meetings. The Premises Officer and Bursar will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teacher's 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.

Governors are 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 West Sussex Services for Schools website. 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 school's systems are audited by WSCC Outdoor Education Advisor. The Headteacher is the school's Educational Visit Co-ordinator (EVC).

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 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 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, professional development reviews and one to one supervision. Training records are kept and reviewed by Appraiser and Headteacher.

Water quality

The WSCC-approved contractor is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by the WSCC-approved contractor.

Working at height

Teaching staff are not permitted to work at height to put up displays. The Premises Officer has been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

For further information on the school's H&S Policy and Procedures, please see Appendix.

Established and approved by the Premises Committee: June 2014

Reviewed: April 2015, April 2016, March 2017, December 2017;

Reviewed by Resources Committee: January 2019

Next review: Spring 2020 (or as required)

APPENDIX TO HEALTH & SAFETY POLICY

Swimming

All swimming lessons must be given in accordance with the L.A.'s Safety in Swimming Pools Policy. All children in the juniors have swimming lessons at the Dolphin Leisure Centre Pool.

There must always be an adult present who holds a valid life-saving qualification as listed in the Education Department Safety in Physical Education document. In our case that person will be the PE Subject Leader, who must be at the side of the pool when the children are in the water. If for any reason she is not present, and no one else is covering for her, the children must not be allowed in the water.

The depth of water in different parts of the pool is clearly marked and these areas must be explained to the children.

The teacher is responsible for maintaining good discipline in the pool building. Pool safety rules must be followed at all times, eg. running along the pool side and any form of rough play in the water is not allowed. No child should be allowed into the pool area or water unless under the direct supervision of the teacher or instructor.

Children who suffer from epilepsy or diabetes are only allowed in the pool if the following requirements have been met -

- written permission from the parents has been obtained -
- the child's GP has given his written consent
- in the case of a child with epilepsy another competent helper (i.e. one who is able to swim and is knowledgeable in resuscitation procedures) must be present on the poolside
- in the case of diabetic children a supply of sugar should be readily available for administration by a responsible helper in an emergency

Non-swimmers shall not be required to practise in water that is deeper than armpit level unless wearing approved artificial aids. Armbands are kept at the pool for this purpose.

With younger children where the proportion of non-swimmers will usually be higher the pupil:teacher ratio should be of not more than 5:1 when non-swimmers are out of their depth.

Long distance swimming (more than 400 metres) shall not be undertaken except by pupils who have been adequately trained for it.

Goggles or masks should not be made of glass or breakable plastic, and pupils should be taught the correct method of putting on and taking off.

Children should not be allowed to swim within an hour of taking a meal.

The teachers and parent helpers should ensure that the children are supervised at all times. When the children are changing in the changing rooms it is advisable that male staff supervise the boys and female staff supervise the girls.

At the first swimming lesson of every term the teacher and instructor should liaise to arrange for an evacuation of the pool. This will then be the evacuation procedure which all children should be familiar with, ie. three long blasts on the whistle and the loud command to get out of the water.

Before each Swimming Session

- the teacher should check where the long poles, short poles and life-saving apparatus are kept
- the children must not have sweets or gum in their mouths during the swimming session
- the water temperature should be checked and the swimming lesson adapted accordingly
- swimming should only take place when the water is crystal clear

Control of the Session

The maximum number of children allowed in the pool at any one time is 20 per instructor in line with WSCC regulations and 12 per instructor in accordance with the Dolphin Leisure Centre recommendations.

The teacher must be in a position to see the whole of the group clearly and must, therefore, teach from the side of the pool.

The teacher must count the children before they enter the water, during the session and as they leave the water. (Working in pairs, the buddy system, is a useful additional precaution - each child is responsible for the other's well-being.)

What to do in an emergency?

If a child gets into difficulty the teacher should -

- blow a whistle three times and loudly tell the children to get out of the pool
- try to get the child concerned out of the water quickly, moving around the poolside to the nearest point for contact, establish eye contact with the child, speak firmly and clearly to the child, use a pole to assist the child or throw a floating ring to the child, and coax them to the side

If this is not possible the teacher should slide into the pool and bring the child to the side. The life saver is likely by this stage to be there to assist.

In emergencies the telephone must be used to summon help. All teachers should know where the phone is kept.

Diving

Diving is an attractive and challenging branch of swimming. It is also very hazardous, therefore strict care and control must be observed.

HOUSEKEEPING AND PREMISES

Cleaning

The school premises should be kept clean, free from dust and obstructions at all times. There are currently contract cleaners working in school in the mornings and from 3.30pm until 6pm each day. The Cleaning Officer at County Hall, Chichester, visits each term to monitor the standard of cleaning. Any concerns regarding the standard of cleaning in school should be reported to the Premises Officer.

Waste Disposal

General waste is disposed of in rubbish bins, which are found in every room in the school. These are emptied each day by cleaning staff into the large rubbish containers stored in the bin store at the side of the school.

No Smoking Policy

The school has a no smoking policy. Staff who apply to work in the school are informed of the no smoking policy before they apply.

Flooring Hazards

We try to keep all parts of the building in good repair. If any floor surfaces become slippery, uneven or worn the Headteacher should be informed. Remedial action will be taken. Children and staff should always walk and never run as it could be dangerous to do so.

Ventilation

In each room there are windows which open for ventilation. The photocopier and printer are kept outside infant classrooms.

Maintenance Repairs

Any maintenance work, which is paid for by the school, is arranged and monitored by the Bursar. Maintenance work, which is arranged by the Authority, is monitored by the Premises Officer.

Lighting and Temperature

If any lights are not working in classrooms the Premises Officer should be notified. We aim to keep the inside of the building at an appropriate temperature. If the temperature is too high or too low the Premises Officer will adjust as necessary.

Toilet Accommodation

There are three toilet areas in the infants and one in the juniors. In each toilet area there is hot water and cold water, soap and hot-air hand dryers. There are toilets for staff members and three disabled toilets.

Modifications to the Building

Any planned modifications to the building are discussed with the Authority before proceeding with the work. The advice of the fire officer is also sought as appropriate. This ensures that any plans comply with the Workplace (Health Safety and Welfare) Regulations.

Lift

There is a lift to access the Years 5 and 6 classrooms on the upper floor in the new part of the building.

Vehicles on Site

There is parking on site for staff cars, but not for other users.

External Lighting

External lighting is situated by the main entrance. This should be switched on when it is dark and the school is in use. The Premises Officer is responsible for this and will arrange for the lights to be repaired when necessary.

Pathways, Gates & Fencing (Boundaries Security)

The condition of paths, walls, gates, fencing and boundaries will be checked as part of the termly building inspection and any hazards notified to the Authority.

Security Alarm

The security alarm system will be maintained by the installation company, once each year.

Security

There are security buttons on main doors for access to and from the building.

Signs and Notices

Signs are placed to direct visitors to the reception area. Fire exit signs are positioned in both the hall and in corridors.

TRADE UNION Appointed Safety Representatives and Safety Committees

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training. Full details of their rights are contained in the L.A. Health and Safety Policy. Safety representatives can also request the formation of a safety committee to discuss health and safety issues.