



THE ARUN VILLAGES FEDERATION

Enabling every child to thrive and succeed

HEALTH & SAFETY POLICY

St James' C.E. Primary School

Committee Responsible:	Business & Finance
Person Responsible:	Operations Director
Date Approved by FGB:	November 2022
Date for Review:	November 2023

Signed.....

Date.....

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.

1.0 THE ORGANISATION FOR HEALTH AND SAFETY

1. 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 FGB will nominate a Governor (H&S) as an H&S link between the Local Committee and the wider school community, who will stay up to date with school H&S initiatives and inform the Local Committee accordingly. This governor is Richard Charman, supported by Ray Jackson.

The FGB will ensure that H&S is an agenda item on full Local Committee termly meetings, and receive a termly H&S report from the H&S Committee at this time. This report should include information on,

- Progress of the H&S targets in the SDP, where relevant.
- Accident/incident analysis
- Relevant H&S information received from WSCC or its Advisers.
- Suggestion on future H&S initiatives.

The Operations Director, supported by the Executive Head, 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 Operations Director 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 Operations Director is also 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, and detailed in the organisation section of the policy. The Operations

Director is 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.

Teaching staff (including part time and supply) are responsible for the H&S of all pupils under their control and in particular must ensure:

- Effective and appropriate supervision of the pupils that they are supervising;
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions;
- That they are conversant with the school's H&S policy and any arrangements specific to their own department;
- They know the emergency procedures;
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue;
- That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice;
- That they report any defective equipment to the relevant person;
- All accidents and incidents are reported and reviewed or investigated.

The Site Supervisor/Premises Manager is responsible to the Operations Director, and in particular will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger;
- That periodic H&S inspections are carried out at a timescale agreed by the Operations Director, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc.);
- That persons they supervise only undertake work for which they are competent;
- That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- That all staff work in accordance with safe working practices issued by the school, the County Council etc.

Health and Safety Co-ordinator: The Operations Director will carry out H&S functions and maintain an overview of the H&S organisation & management of the school. Specific functions of the H&S Coordinator will include:

- Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered;

- Having an overview of the school's H&S Policy and Arrangements, dealing with amendments where necessary;
- Overseeing & supporting the school's Risk Assessment/Risk Management process and dealing with any deficiencies;
- Carrying out, with others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements;
- Arrange for termly evacuation drills and weekly fire alarm tests etc.;
- Advising the County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- Reporting to the Executive Head any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources;
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

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. Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular, all employees must:

- Participate in the school's risk assessment process and comply with findings;
- Report any defects in the condition of the premises or equipment of which they become aware;
- Report all accidents/Incidents in accordance with the school's procedure;
- Be familiar with the procedure to be followed in the event of a fire/emergency;
- Make use, where relevant, of personal protective equipment provided for safety or health reasons;
- To follow all relevant codes of safe working practice and local rules;
- To report any unsafe working practices to the Operations Director, their Line Manager or a member of staff.

Visitors including volunteers are expected to familiarise themselves with emergency and Child Protection procedure, and to take a responsible and proactive approach to health and safety matters.

Staff Safety Representatives: Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. The Safety Representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace;
- To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- To make representations to the Operations Director on matters affecting the health, safety and welfare of employees;
- To carry out workplace H&S inspections, subject to reasonable notice, and report outcomes to the Operations Director;
- To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Pupils: All pupils are taught and expected to follow all safe working practices and safety rules. They will:

- Immediately follow instructions issued by any member of staff in the case of an emergency;
- Not touch or interfere with equipment provided for safety purposes (e.g. fire extinguishers) unless requested to do so by an adult;
- Inform a member of staff of any situation which may affect their own safety or that of others.

Health and Safety Committee

The AVF has established an H&S Committee which meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to Governors for termly Local Committee meetings. Membership of the H&S Committee may include:

Executive Headteacher: Mrs Lizzie Martin

The Operations Director: Mrs Nicky Kirby

Governor Representative: Mr Richard Charman

School Business Manager: Mrs Holly Burt (Amberley)

Staff Safety Representative: Mr Paul Armitage (Amberley) and Mrs Jacqui Rigby (St James)

Site Supervisors: Mr Roy Patel (Amberley) and Mr Fred Cresswell (St James)

2.0 ARRANGEMENTS FOR HEALTH AND SAFETY

Covid 19 - The school follows the latest Government guidance and updates from WSCC. All reasonable steps are taken to protect the school community from Coronavirus.

2.1 Access Control/Security

The whole site is secured at night, and during the day, playground gates are kept locked so that entry to the building is only possible through the main entrance. Visitors to the school must sign in at the main office, where they are given a dated lanyard. Staff are expected to challenge any unfamiliar adult in school who is not wearing a lanyard, and to take appropriate action if an unfamiliar adult's behaviour is causing concern. This is covered during the annual Health and Safety training in September. There are emergency procedures in place for security alerts which are practised regularly. There is an emergency plan which is updated annually and practised as appropriate.

2.2 Risk Assessments

Risk assessments are a legal requirement under health and safety law and The Operations Director 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.

2.3 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 and major injuries and direct visits to hospital are also reported to WSCC using the online system.

The Operations Director is responsible for overseeing the reporting of accidents.

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

2.4 Administering Medicines

The school's Supporting Pupils with Medical Conditions Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is the Executive Head, Lizzie Martin. The Executive Head has the authority to delegate administering medicines to trained staff. A copy of the policy is available from the school office and is on the web site.

2.5 Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. WSCC arranged the removal of low-risk asbestos in the flooring tiles in the corridor cupboards during August 2020. All contractors working on the building are made aware of the asbestos sealed in the wall paint in the external boiler room and asked to

sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos.

2.6 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 Operations Director is the designated person for overseeing that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

2.7 Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of the above and an induction pack 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 Operations Director is responsible for the management of contractors.

2.8 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.

2.9 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 Operations Director 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 the Operations Director, 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.

2.10 Drugs & Medications

Parents are required to complete a proforma or care plan so that medicines can be administered safely. Only trained staff supervise the administration of medicines as directed on the

appropriate form. Medicines are kept under lock and key in the school office, with the exception of the following:

Asthma inhalers are kept in the child's classroom, clearly labelled, and in a safe but accessible place.

Epipens: Parents/carers are asked to provide 2 pens, one of which is kept in a safe but accessible place in the office and the other in a grab bag for use outside. (See Anaphylaxis policy and procedure for further details.) Any other medication which is used on demand and can safely be administered by classroom staff, is kept as above.

The recording of any administration is carried out by the supervising member of staff.

2.11 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 five-yearly check of the fixed electrical installation is completed and records are kept.

Electrical safety is managed by the Operations Director.

2.12 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 Operations Director.

2.13 Fire Safety

The Operations Director 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.

An up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire is in place. The plan ensures that people within the school know the action to take if there is a fire and ensures the school 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 school)
- 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.

2.14 First Aid

The lead First Aiders are Mrs J Rigby and Mrs S Skirrow - (Paediatric 1st Aiders). The following staff are trained First Aiders:

Name	Qualification	Expiry Date
Mrs. J Rigby	Paediatric First Aid	Jan 24
Mrs. S Skirrow	Paediatric First Aid Wilderness First Aid	Dec 22 Sep 24
Mrs. A Hughes	Paediatric First Aid	Nov 24
Mrs. T Casebow	HSE Emergency First Aid at Work	Nov 25
Mrs. N Douse	HSE Emergency First Aid at Work	Nov 25
Mrs. A Lewis	HSE Emergency First Aid at Work	Nov 25
Mrs. S North	HSE Emergency First Aid at Work	Apr 23
Mrs. S Turner	HSE Emergency First Aid at Work	Nov 25

Details of the school's first aid trained staff is displayed in the first aid room/area. The Operations Director, 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 after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

Mrs S Skirrow 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.

2.15 Glazing

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

2.16 Gas Safety

There is no supply of Gas to the school.

2.17 Housekeeping, cleaning & waste disposal

The school is cleaned on a daily basis following a set schedule. Rubbish from the school building is disposed of daily and is collected weekly. External waste bins are kept away from the school building.

Any floor surfaces that are wet are reported to the administration staff immediately and a caution sign placed over it. It is then cleaned up and the sign left until area is dry.

Glass and other sharp objects are sealed within a box and placed in the external bin with a sign attached.

In the event of snow or ice, the Premises Manager shifts the snow and salts hazardous areas.

2.18 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. Staff will also complete the eLearning 'Health and Safety Refresher' and records will be kept. The Assistant Executive Head (Teaching and Learning) is responsible for the induction of classroom staff. The Operations Director is responsible for the induction of other support staff.

2.19 Lone Working

Lone working is discouraged; however, where employees wish to work alone, the risks are assessed, and adequate controls put in place.

The Operations Director is responsible for risk assessing and producing lone working procedures.

2.20 Monitoring the Policy

All staff will at all times be mindful of this Policy and adhere to its principles and practice.

Continuous workplace inspections are carried out by the Premises Manager as part of his normal daily routines.

The H&S checklist is carried out by the Premises Manager and at least one other member of the H&S Committee.

Risk assessments are reviewed at least annually by the H&S Committee.

The H&S policy is reviewed annually by the H&S Committee and recommended to the Full Governing Body.

2.21 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 teaching staff any defects are reported immediately to the Operations Director. All duty staff are to regularly monitor external play equipment and defects are reported immediately to the Operations Director. Faulty equipment is immediately decommissioned.

2.22 Personal Protective Equipment (PPE)

This would be provided free of charge as and when appropriate/necessary. Necessity would be discussed between a member of staff and his/her line manager and referred to the Operations Director.

2.23 Playground Safety

Arrangements for use of the playground are in line with advice given by the LA. Pupil/staff ratios are monitored and agreed with governors. All staff supervising the playground receive regular training, including Child Protection and emergency procedures. Lunchtime supervisors are expected to monitor the condition of the playground and its equipment and to report any defects.

2.24 Premises Maintenance

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

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedures 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 Operations Director annual report.

2.25 Reporting Defects

All staff are required to report any potential defects/hazards directly to the Premises Manager, or to their line manager or school safety rep who in turn will inform the Operations Director. Remedial action will be taken as soon as possible, by the appropriate person.

2.26 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).

The Operations Director, is responsible for developing and reviewing moving and manual handling risk assessment.

2.27 New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Executive Head 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.

2.28 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 Operations Director is the school's Educational Visit Co-ordinator (EVC).

2.29 Oil

The school uses oil fired heating. The oil is stored in accordance with regulations and the oil tank and boilers are regularly inspected by the Premises Manager and are serviced and maintained by Enerveo Ltd.

2.30 Smoking/Vaping

The school has a no smoking/vaping policy throughout the building and grounds, in line with West Sussex County Council.

2.31 Staff Welfare/Stress

The governing body considers staff welfare of paramount importance and seeks to promote a work/life balance amongst their staff. The Senior Leadership Team constantly monitor staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilises the services of Occupational Health.

2.32 Sun-safety

Pupils are taught about sun safety as part of PSHE. Parents/carers sign an agreement regarding sun cream etc. See Sun Safety policy for further details.

2.33 Swimming Pool Operating Procedures

The school does not have its own swimming pool on site, so use is made of a community swimming pool. A qualified swimming teacher is used by the school to take swimming lessons. Another member of staff accompanies the children whilst at the swimming pool. Staff are familiar with emergency procedures as established by the pool. See Risk assessment - Swimming Pools on or off site.

2.34 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 Operations Director.

2.35 Water Quality

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

2.36 Working at Height

Classroom staff are not permitted to work at height to put up displays unless they have undertaken the correct training. The Premises Manager has been ladder trained and guides teaching assistants to safely erect displays. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

2.37 Work Experience

Arrangements for work placements are made in consultation with the trainee's establishment and the schools student/work experience co-ordinator. The Operations Director is responsible for the induction and supervision of students on work placement.

2.38 Vehicles on Site

Parents are not allowed to use the car park or drives to set down or pick up children. Parents are expected to use the pedestrian paths provided. The Senior Leadership Team monitor the access to the school ground by vehicles from 8.30 - 8.50 a.m. and from 3.05-3.20 p.m. All routine deliveries are made at non-essential times of the school day e.g. the start and end of the school day. Contractors bringing vehicles on-site secure the paths they are using and take any appropriate additional precautions to safeguard pedestrians.

2.39 Violence to Staff / School Security

Safer Schools posters explaining what action will be taken against individuals who are violent to staff are displayed on all entrances into the school. All staff must report all incidents of verbal & physical abuse, so that appropriate action can be taken.

All external doors are locked during the school day. The playground gates are padlocked as necessary. External gates are locked at the end of the school day. The perimeter fencing has been designed to ensure that pupils cannot leave the premises and other people cannot access the school grounds other than via the building. Visitor access to the school is limited to the front entrance during the school day. Access into the school is via a security system. All staff and visitors are required to sign in and out and to wear a Visitor's lanyard, with the lanyard colour dependent on level of DBS check undertaken.

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