

ST MARGARET'S PRIMARY SCHOOL



Health and Safety Policy

Reviewer: Rosie Davut (School Business Manager)

Renewal Date: 15/03/27

Key Changes:

- Addition of reporting process for incidents of violence in the workplace.
- Change of staff role allocated to various responsibilities.
- Responsibilities linked to roles rather than specific named staff.

Living Our Values:

Our Health and Safety Policy evidences our commitment to continuous improvement. An aspiration for excellence in health and safety means not only meeting the minimum standards but continually striving for better practices and policies. We regularly review and update safety measures to align with evolving standards and innovations. We believe in empowerment through safety. Aspiring to create a school where safety isn't just a requirement, but a foundation for students and staff to explore and grow, encouraging everyone to reach their potential. When students and staff feel safe, they are free to focus on learning, taking risks, and developing skills.

Section A: Governing body's statement of intent

1 Declaration

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

2 Health and Safety duties

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 headteacher 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:

1. Undertake risk assessments and record any significant findings that lead to actions/plans consequent to their assessments.
2. Provide training for health and safety.
3. Disseminate information to staff and others.
4. Provide adequate supervision.
5. 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 local rules and procedures to take account of its own responsibilities.

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 below.

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. 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 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 Health and Safety Legislation.

The School Business Manager and Premises Manager are 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 Headteacher or governing body and detailed in the organisation section of the policy. The School Business Manager and Premises Manager 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 Health and Safety Legislation.

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

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 Senior Admin Assistant is responsible for reporting accidents, with oversight from the School Business Manager.

The Headteacher 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 the Admin Assistant (Pupil Welfare). 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 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 Premises Manager and School Business Manager 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 to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work 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 only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The Premises Manager 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 arrangements, which are regularly reviewed and communicated to the relevant staff.

TBC – responsible for Design and Technology

Miss Norcross – responsible for Physical Education

Mr Hallam – 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 Senior Admin Assistant 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 the Senior Admin Assistant 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 School Business 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 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 Headteacher.

Fire Safety

The Premises Manager 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 Aider is the Admin Assistant (Pupil Welfare) and the following staff are trained First Aiders:

Mrs Smith First Aid at Work
 Mrs Capoa First Aid at Work
 Mrs Glossop Paediatric First Aid
 Mrs Boumenjel Paediatric First Aid
 Miss Marshall Paediatric First Aid
 Mrs Socratous Paediatric First Aid
 Miss Reilly Emergency First Aid
 Mr Hubert Emergency First Aid
 Mrs Wightman Emergency First Aid
 Mrs Partridge Emergency First Aid
 Mrs Page Emergency First Aid
 Mrs Strukelj Emergency First Aid
 Mrs Bond Emergency First Aid
 Mrs Voss Emergency First Aid
 Miss McLelland Emergency First Aid
 Mrs Ford Emergency First Aid

Mrs Coomber Emergency First Aid
Mrs Carse Emergency First Aid
Mrs Dunn Emergency First Aid
Mrs Darby Emergency First Aid
Mrs Hartigan Forest School First Aid
Mr Wesley Forest School First Aid

Details of the school's first aid trained staff is displayed on the back of the first aid cupboard door and in the staffroom. The Senior Admin Assistant 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.

The Admin Assistant (Pupil Welfare) is the designated person for ensuring the first aid supplies are kept fully stocked and items are within date.

Food Safety

The lead for Food Safety is Chartwells. The Food Safety lead 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.

Meal time supervisors ensure that any spillages are cordoned off, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the food safety lead.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises 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 Premises Manager 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 West Sussex Services for Schools. Staff will also complete the eLearning 'Schools Health and Safety Induction' and records will be kept. The Senior Admin Assistant 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 UK Health Security Agency (UKHSA) and these are communicated to parents. 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 the 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 Infectious 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 School Business Manager is responsible for risk assessing and producing lone working procedures.

Play equipment

External play equipment is serviced by The Play Inspection Company and internal play 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 Headteacher. The Premises Manager 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, the inspections are recorded and resulting issues reported to the School Business Manager and Headteacher. 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. The Premises Manager 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 School Business Manager and Headteacher. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Headteachers' 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 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 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.

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 Senior Admin Assistant is the schools 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 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 school has two Mental Health Leads the DSL and SENCo. In addition, the School Business Manager through the school's HR function oversees staff welfare. 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 eg: reduced timetables, phased returns or adjustment of duties/responsibilities. The Senior Leadership Team support this by discussing staff welfare in each weekly meeting highlighting any vulnerable staff. The school also utilises the services of Health Assured Employee Assistance Program and Occupational Health. The school has a Team Stress Risk Assessment in place. Where applicable individual staff stress risk assessments are undertaken.

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 Senior Admin Assistant.

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 are implemented for children with known behaviour issues. Appropriate training must be undertaken 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.

Incidents of violence at work are reported to West Sussex in line with guidance by the School Business Manager.

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 by TSS Facilities.

Working at height

Working at height will be avoided if possible by changing the way the work is carried out (for example having displays at a height that can be reached from the floor, or by using gutter suctioning to clear leaves). If the work at height cannot be avoided steps will be taken to prevent a fall from occurring and to mitigate the severity of the outcome.

- School staff are instructed never to climb on chairs, tables, or any other equipment not specifically designed for working at height. They are reminded of this during initial induction, INSET days and staff meetings.
- All of the school's access equipment is listed on a register, stored securely, and is subject to regular inspection and maintenance. This register is managed by the Premises Manager.

- Risk assessments for work at height will include emergency arrangements such as how those working at height can get help if needed, how they will be aware of emergencies on site, and a 'rescue plan' when needed (for example if specialist access equipment is in use).