



Health & Safety Policy

**Adopted October 2017
To be reviewed annually**

Chair of Governors, Sue Nelson

Signed

East Preston Infant School is a Rights Respecting School. All pupils, staff and visitors have the right to be healthy, safe, educated, listened to and treated fairly. These principles are at the heart of our school ethos, and our policies and practices support these rights. We are committed to equal rights, mutual respect and shared responsibility.

In this Policy we specifically recognise the following articles from the UN convention on the Rights of the Child:

Article 3 – The best interests of the child must be a top priority in all things that affect children.

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.

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 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.

Department Heads 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 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 **School Business Manager** is responsible for reporting accidents

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 **Allyson Lean**. 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. **School Business Manager** is responsible for asbestos management

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The **School Business 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 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 **School Business 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.

Beth Dalziel – responsible for Design and Technology

Stephanie Ellis – responsible for Physical Education

Helena Lilley/Michael Lake – 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 **School Business Manager** 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 **School Business Manager**, 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 **School Business Manager**

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the **Senior Leadership Team**.

Fire Safety

The **School Business 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 **Allyson Lean** the following staff are trained First Aiders: *Allyson Lean, Deborah Roberts, Paul Andrews, Stephanie Ellis, Sadie Watson, Sue Buchanan, Laura Wheatley, Louisa Houghton, Sue Keiley, Sharon Miller, Annette Wakeling, Becky McNamara and Elita Finn*. Details of the school's first aid trained staff is displayed in the first aid room/area. **Allyson Lean** 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.

Allyson Lean is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Food Safety

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.

A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must cordoned off a spillage, 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 **School Business Manager** is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The **School Business 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 WSSfS. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The **School Business Manager** and **Deputy Head Teacher** 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 **Head Teacher** is responsible for risk assessing and producing lone working procedures.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by **Universal Services** (inside) and **WSCC Premises Support Services** (outside). P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. The **Caretaker** 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 **Premises Governors** and **School Business Manager**, 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 **caretaker** using the defects log. The **caretaker** 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 teachers' 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 **School Business 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 Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. The **Head Teacher** 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 Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the **Head Teacher**.

Water quality

The **caretaker** 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 via SSE.

Working at height

Teaching staff should avoid working at height to put up displays. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

PROTOCOL FOR VISITORS TO THE SCHOOL

The Governors of East Preston Infant School welcome the involvement of parents and the wider community in the school. The relationship between the School and all visitors is vital for the efficiency of the school and the Health and Safety of the school community.

- All visitors should make every effort to make an appointment in advance when they wish to visit the school.
- All visitors should enter by the main door, sign in at the office and wear a visitor badge (remembering to sign out when they leave).
- Visitors should come appropriately dressed.
- The school has a 'No smoking' policy; therefore, please do not smoke either in school or in the school grounds.
- All visitors should as far as possible ensure that they are familiar with the Health and Safety/Child Protection procedures of the school, including what to do in the event of fire.
- We ask that Visitors, Volunteers and Students do not use mobile phones, including texting, in any areas where children are present. Phones should be set to silent or switched off when you arrive at school. If you need to make a call please go to the Office/Reception area. Under no circumstances should visitors take photos or video without permission.

In addition:

Governors

- Governors are there to observe and inform themselves of the working of the school but they are asked to take as little of staff time as is possible.
- It is helpful if in the first instance Governors attached to a subject arrange an appointment with the teacher, to discuss how to proceed with the visit. Governors should also discuss the focus of the visit and their level of involvement in lessons, prior to the visit.
- Members of staff are always free to say that it is not convenient for a Governor to come in. In some instances it may be inappropriate or disruptive for a Governor to visit a class.
- Before visiting the schools, Governors should ensure that they are familiar with the Health and Safety procedures, including what to do in the event of a fire.

Helpers/Students

- Try to arrive 5 minutes before the agreed time. This helps the class teacher to spend a little time with you before the children are in the classroom. If you can give the teachers 5 minutes at the end of the session to explain what you have achieved, that will certainly be beneficial.
- If you have a regular weekly 'slot', please let the teachers know in advance if you have to cancel for any reason.
- We ask that all helpers and staff wear comfortable clothing as spillages can happen, but no jeans thank you.
- Be polite, tactful and sensitive to all those that you come into contact with at school. If you are unsure about the task that you have been asked to complete, please do not hesitate to ask the class teacher.
- Try not to talk with the teachers during direct teaching, wait until the end of the 'input' where possible.
- All work undertaken in school between you and the class teacher is confidential. Do not make judgements about individual children to the child, other children, members of staff or parents. Do not discuss children with anyone other than the class teacher or the Headteacher.
- If the child/children you are working with is/are not co-operating, take them straight back into class or ask the teachers to come and remove them from your group.
- When working with children, it is sometimes tempting to complete work for them to 'adult standard'. The 'trick' is to get the children to complete the work to their own high standard, therefore, ensure that all work you support is undertaken by the children.
- There is some equipment in school that you may not be familiar with. If you are asked to use such equipment, ensure that you are confident in how to use it or ask in the school office if you need any help.

The following guidance is provided for all volunteers/students and casual workers at the school.

Health and Safety Guidance

We take our responsibility for Health and safety very seriously. Health and Safety is also a duty for every responsible adult in school. Should you find any defects please report them to a senior member of staff straight away, or ensure that a message is left in the school office so that the matter can be attended to.

- You must ensure that you have signed in and out of school using the official book at the school office.
- Fire procedures are listed on the white card near the exit in each classroom and in central areas. Should the fire alarm be activated you should vacate the building by the nearest exit and make your way to the Fire Assembly Point (Playground). Please take any children with whom you are working and close all doors behind you.
- Should you discover a fire, please activate the nearest call point and exit as above. Report the location of the fire to the person in charge.
- Floors are sometimes wet due to spillages. A yellow sign must be placed to warn about possible hazards. The signs are found in the cleaners cupboards.
- There are very few chemicals in school. Those that are used for cleaning are stored in the cleaning cupboards. Please do not use any chemicals without consulting a member of staff first.
- Electrical items should not be bought into school for use.

Contractors

It is essential that any contractor or sub-contractor engaged to do work for the school, carries out the contract safely, without significant risk to themselves, staff, children or parents. Wherever possible, the school selects contractors recommended for use by the Local Authority. The school considers Health and Safety compliance when selecting contractors to work at the school.

Any contractor, before commencing work, must be made aware of the schools Asbestos Register and Fire/Accident procedures. The Caretaker is responsible for ensuring this information is conveyed at the 'pre-commencement' briefing meeting.

- Contractors are encouraged to telephone and make appointments prior to visiting the school.
- All contractors must report to the school office. The School Business Manager, Headteacher or Deputy Headteacher will then be informed of their arrival.

- Contractors will work under close supervision, so as not to endanger the Health and Safety of children or adults in school.
- No repairs or maintenance can be carried out in areas that children or adults are occupying, this includes the cloakroom and toilet areas.
- If contractors are working near children's play areas then all equipment and machinery must be cleared away during break times and contractors must leave the area.
- The contractor will be responsible for the Health and Safety of its personnel. The contractor must store all material and equipment safely and away from areas accessible to children.
- No ladders or scaffolding are to be left unattended during normal school hours unless secured. Any outside areas must be securely fenced off.
- Internal works that may disrupt classes are to be kept to a minimum and must be agreed with the Headteacher prior to the start of the contract.
- Checks are to be made with the contractor that they will not be using any materials that will put the staff or pupils at risk (COSHH data sheets should be asked for)
- The contractor must confirm how they intend to dispose of any waste materials.
- All work will be monitored by the School Business Manager, Headteacher or Deputy Headteacher and any concerns will be reported to the contractor and the appropriate department at the Local Authority.

Guidance for Contractors on Site

We ask that you refrain from:

- Smoking in the building or in the grounds
- Talking to the children without a member of staff present
- Moving vehicles when children are at play or at the beginning and close of the school day
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Removing shirt tops
- Playing loud music during schools hours

If you have any problems or concerns, please speak with the School Business Manager, Headteacher or Deputy Headteacher.

SECURITY ON SITE DURING WORKING HOURS

The Headteacher is responsible for the security of the premises during the school day.

Playground Safety

- Children must not leave the playground areas unless instructed by a supervisor on duty.
- Any balls or other play equipment lost on the surrounding areas must only be collected under the supervision of a teacher or playground assistant.
- The number of supervisors required at play/lunchtime is as follows:
 - Morning and afternoon break:
 - Early Years area: 1 teacher and 1 teaching assistant
 - Main Playground/Path: 1 teacher and 1 teaching assistant
 - Lunchtime: 1 supervisor per class plus an additional 'floating' person. Minimum of 2 supervisors in any area e.g. Hall, Playground/path, Early years area
- Any areas of danger or damage are to be securely fenced off by the Caretaker or a member staff instructed by the Senior Leadership Team.

All staff have a duty of care and the children are regularly reminded of adopting safe practices at school. Outdoor activities at playtime and lunchtime are supervised. Staff are asked to check that the playground gate is secure before conducting outdoor activities.

Children are asked to dismount from cycles and scooters when entering the school site and to use the zebra crossing when crossing the car park. Accident sites are recorded and where appropriate an inspection of the area is undertaken and any remedial action organised.

Entry and Exit

All visitors are required to report to the main school office. Access is controlled through a door code system for staff and a door release button for visitors. If admitted into the body of the school building, they should wear a badge to show that they are a visitor. Staff are encouraged to challenge strangers without a badge.

All parents are requested, when bringing late children to school, or collecting them before the end of the school, to sign them in or out in the correct book.

Personal Safety

Behaviour of children in school is good, however there are times when the school population includes children who may have known physical aggression traits. Staff will consult together on how best to manage these issues on a daily basis, for each identified individual. Team teach training has been completed by 6 members of staff who can be called upon if required. These are Lucy Owens, Allyson Lean, Debbie Roberts and Sadie Watson, Dawn Boulton, Carol Chilvers and Gemma O'Keefe.

Staff are reminded of the need to meet with parents/carers during the school day when other people are around, and to physically have a clear pathway to an exit should a parent become aggressive. Staff are asked to inform the Headteacher of any aggressive act or verbal threat that they may encounter. Details are recorded and placed in the child's personal file. Police will be contacted as necessary.

The Governing Body actively enforces a Safer Recruiting policy and all adults in school are subject to the Safer Recruiting and DBS checking processes.

The Child Protection Policy outlines the process by which allegations against staff will be dealt with.

The school operates an Anti-Bullying Policy which includes adults as well as the children. All staff should report concerns to the Headteacher. Should an allegation be against the Head, staff should inform the Chair of Governors. The school operates a Confidential Reporting policy.

The School Business Manager holds less than £200 in cash, in a locked cabinet, in school at any one time. Small amounts are taken to the bank weekly, or as necessary, to ensure that this amount is not exceeded and that he is not carrying quantities of cash with him. The school secretary is informed when he is leaving and his expected return time.