



HEALTH AND SAFETY POLICY

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STATEMENT OF INTENT

The school acknowledge the Local Education Authority, West Sussex County Council, (WSCC) Corporate Health and Safety Policy and provide the following *additional* statement of intent to cover all school buildings, activities and undertakings for which directors and managers responsible.

Under the Health and Safety at Work Act 1974, the directors accept that they have 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 directors believe 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 directors' 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.

**This Policy must be read in conjunction with the Department for Education: Health and safety: advice on legal duties and powers (For local authorities, school leaders, school staff and governing bodies) February 2014*

HEALTH AND SAFETY RESPONSIBILITIES

The Directors have strategic responsibility for health and safety within all areas of the schools undertakings. The directors are 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 Directors / The Business Manager 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 directors and detailed in the organisation section of the policy. The Business Manager 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.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the directors, 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.

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.

ACCIDENT AND INCIDENT REPORTING

All accidents and incidents, to staff, visitors and contractors are reported using the available accident reporting system. Minor incidents to pupils or personnel are recorded locally; major injuries and direct visits to hospital are also reported to WSCC using the LADO system. The Business Manager, or Headteacher in their absence, is responsible for reporting accidents.

The Head teacher will monitor accidents and incidents in order to identify trends and report to the directors.

ADMINISTERING MEDICINES

The school's Administering of 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 Head teacher. 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.

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.

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 only use contractors approved by the directors. Contractors are continuously monitored whilst on site.

The directors or resource managers are responsible for the management of contractors.

CURRICULUM SAFETY

The directors 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.

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 Resource Manager to ensure assessments are completed by relevant staff. DSE user risk assessments will be reviewed periodically by the Resource 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 or prior agreement. Electrical safety is managed by the approved and designated Maintenance staff.

EMERGENCY PROVISION/BUSINESS CONTINUITY

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with 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 Resources manager / designated maintenance staff.

FIRE SAFETY

The designated fire officer is the person responsible for fire safety within the establishment. The head teacher will support that role as part of the role for ensuring health and safety of pupils and staff. 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 completed 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 marshals 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.

Fire marshals must be trained in the operation of using fire extinguishers.

In the event of a fire, only the trained fire marshals may attempt to tackle small fires, if safe to do so or if the escape route is compromised.

FIRST AID

All Seadown School staff are trained in First Aid and those not will be trained on the next available course date. At least two staff have received two full days training on Paediatric First Aid.

The Head teacher 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 school clubs and all staff members are aware of the arrangements in place.

The Resource Manager 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.

GLAZING

The school regularly monitors glazing as part of the premises inspection. The Maintenance 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 Maintenance 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. The Head teacher 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.

PLAY EQUIPMENT

External and internal play and physical education (P.E.) equipment is serviced the maintenance officer/s. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. All staff take part in regular monitoring of play equipment and defects are reported immediately to the Head teacher and/or reported in the maintenance book. Faulty equipment is immediately decommissioned.

PREMISES MAINTENANCE

The internal and external premises will be inspected at regular intervals by the directors, resource manager, the maintenance officer and 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 maintenance officer or resource manager using the defects log. The maintenance officer will sign and date completed actions in the log.

MONITORING, AUDIT AND REVIEW

The Directors 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/ designated safety officer. The directors 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 Directors 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.

There are further guidelines in the school staff handbook.

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 guidance. 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.

OFFSITE ACTIVITIES

All off site activities are risk assessed using the available Risk Assessment system, kept on the school server (more details below). The head teacher is the schools Educational Visit Coordinator (EVC) and will regularly monitor teacher's plans and risk assessments for offsite visits.

RISK ASSESSMENTS

Trips and Activities

It is seen as highly valuable to our pupils to take part in offsite trips or community learning. These visits form an essential part of our pupils personal, social, communication and emotional development as well as offering good cross-curricular learning opportunities.

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 guidance, risk assessments will be recorded in writing and reviewed annually or following a significant event or change.

All trips out of school require a **Risk Assessment** and an **Activity Plan** to be carried out by staff. Records will be kept by each class and monitored by the Head Teacher.

The allocation of the correct number of adult to pupil ratios will always be adopted for all off site activities. Each Offsite Risk Assessment will be personalised to suit the individual or group. Off-site Risk Assessments will be reviewed no less than annually.

Individual Risk Assessments

Each of our pupils has an individual, personalised, risk assessment carried out by the class teacher and those staff which know the pupil best.

These 'Pupil Risk Assessments' clearly identify what behaviours may pose a risk to themselves or others and will be taken in to account in all activities. Each Risk Assessment is reviewed regularly by the class teacher.

Building and Environmental Risk Assessments

These are the responsibility of the directors / maintenance officers / resource manager. Detailed files are kept and are available on request.

STAFF WELFARE/STRESS

The directors consider staff welfare of paramount importance, and seek 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 Occupational Health, as required.

WATER QUALITY

The Maintenance officer and resource manager are responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained.

WORKING AT HEIGHT

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