



## Thomas A' Becket Infant School

### Health & Safety Policy

Health and Safety Policy issued by the Governors of Thomas A'Becket Infant School

#### 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 School will follow the WSCC Health and Safety Arrangements Guidance, as well as the School specific details set out in the Policy below.

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.

Andrew Markwell

**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 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 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 regulatory controls.

Senior Leadership Team, Teachers and Premises Officers 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. They are also 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**

### **Access Control/Security**

All staff onsite must wear a School lanyard with photo ID. Visitors are to sign in at Reception and be issued with a photo ID visitor's badge. The Front door and gates to the School site have School access codes or are padlocked for authorised entry. All staff are to be vigilant and query with the Reception team if a person on the School site has not been issued with a visitor's badge. Children are also to be vigilant and query if someone is not wearing an ID badge.

### **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.

Administration/Pupil Wellbeing Officers are 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 "Medicines in School" Policy details the procedures followed by the School and is based on WSCC policy and procedures. The lead for the administration of medicines is detailed within this policy. A copy 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 asbestos register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. Premises Officers and School Business Manager are responsible for asbestos management. They will complete the WSCC training on asbestos management elearning every year, and face to face course every third year.

### **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 before they start work. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant School policies, procedures and risk assessments, and are required to provide risk assessments and method statements. The School adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

Premises Officers/School Business Manager are responsible for the management of contractors.

### **Curriculum Safety**

The Governing Body recognises 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:

PE Subject Leader – responsible for Physical Education;

Forest School Instructor – responsible for Forest School; and

Eco and Science Subject Leader – responsible for Eco activities.

Separate risk assessments are also held for activities using the Playground, Field and Halls.

### **Display Screen Equipment (DSE)**

Every DSE user are required to complete the WSCC e-learning courses, and 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 line managers 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 to Schools website.

DSE user risk assessments will be reviewed periodically by line managers, 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 Premises Officers/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 Headteacher.

### **Fire Safety**

The School Business Manager and the Premises Officer are the designated people for fire safety within the establishment. The designated people will ensure that day to day fire safety is properly managed, including by ensuring 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; the Headteacher will ensure that this risk assessment is completed by a competent assessor following a recognised national standard at least every 3-5 years;
- 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, including the weekly sounding of the fire alarm through activation of a different manual call point each week, and this being recorded;
- 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, by carrying out weekly inspections of the School to check for fire safety issues including checking that there are no obvious issues with any preventative or protective fire safety measures;
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness, and keeping records;
- There are sufficient staff present to assist with evacuations; and

- Personal emergency evacuation plans (PEEP) are developed for those staff who require additional assistance to evacuate the premises. PEEPs for pupils who require additional assistance to evacuate the premises will be developed by the SENDCo/Inclusion Lead in conjunction with respective Class Teachers and Learning Support Assistants.

They will also ensure that the School 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 School know the action to take if there is a fire, and to ensure 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 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); and
- 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 detailed in the "First Aid/Pupils with Medical Conditions/Administering Medicines" Policy. All Teaching Assistants have already, or will be required to hold, either a School's First Aid or Paediatric First Aid qualification.

Details of the School's first aid trained staff is displayed in the first aid room/area. The School Business Manager monitors first aid training to ensure certification remains in date.

The Headteacher has overall responsibility for ensuring that a first aid needs assessment has been completed for the site, including consideration of the first aid requirements of the Early Years Foundation Stage Statutory Framework.

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.

Administration/Pupil Wellbeing Officers are responsible for ensuring that the first aid kits, kept within the front office, are fully stocked and items are within date, and that checks of first aid kits are recorded as completed. TA's are responsible for their class first aid kit.

## **Food Safety**

The lead for Food Safety is the Kitchen Supervisor (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 cordon off a spillage, and ensure that it is 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 who will liaise with the Deputy Head.

## **Glazing**

The School holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. Premises Officers / School Business Manager are responsible for glazing management.

## **Gas Safety**

The School ensures that the gas boilers and other gas appliances are serviced and maintained by a competent contractor registered with Gas Safe regularly, and that gas shut-off valves are accessible at all times, and tested quarterly. Premises Officers / School Business Manager are 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 website. Staff will also complete the eLearning 'Schools Health and Safety Induction' and records will be kept.

Visitors, volunteers, contractors and those doing work experience will also be given a health and safety induction tailored to their specific needs and records will be kept.

The Deputy Headteacher is responsible for curriculum staff, Midday Meals Supervisors (MMS) and those on work experience. The Assistant Head Teacher is responsible for volunteers. The School Business Manager is responsible for Administrators/Pupil Wellbeing Officers, Premises staff and Technicians.

Premises Officers/School Business Manager are responsible for contractors.

Members of staff are responsible for their visitors

## **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 Public Health England 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 a 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 Incidences Diseases Dangerous Occurrences Regulations 2013 (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 Headteacher is responsible for risk assessing and producing lone working procedures (contained within the School's Security Policy).

### **Play and PE equipment**

External and internal play and physical education (P.E.) equipment is serviced by Universal Services (Sports Equipment) Limited. P.E. equipment is checked prior to every use by the teaching staff. Any defects are reported immediately to the Headteacher. The Premises Officer 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 Premises Officers. The inspections are recorded and resulting issues reported to the School Business Manager. The School is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to Premises Officers using the defects log. Premises Officers will then sign and date completed actions in the log and report any issues to the School Business Manager. The School Business Manager will undertake monthly checks of the log book to ensure work is completed in a timely manner.

### **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 Headteacher's 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).

Staff that carry out manual handling as a regular part of their role will complete the face to face training from WSCC, and risk assessments of the tasks will be completed.

The School Business Manager is responsible for developing and reviewing the manual handling of inanimate objects 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 website. The School recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the School will not pose any risk to their health and safety, and that of their unborn child.

### **Off-site activities**

All off site activities are risk assessed using the WSCC system. The School's systems are audited by WSCC Outdoor Education Advisor. The Headteacher is the School's Educational Visit Co-ordinator (EVC).

### **Risk Assessments**

Risk assessments are a legal requirement under health and safety law and the Headteacher 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.

All staff that write and authorise risk assessments will complete training. Curriculum risk assessments are completed following the advice and guidance from CLEAPSS and afPE.

### **Staff Welfare/Stress**

The Governing Body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. 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. The School also utilises the services from Health Assured, Employee Assistance Programme which covers welfare and stress management, Occupational Health – HML Healthcare Ltd. Support with stress related issues is also available via the School's Wellbeing insurance policy with Schools Advisory Service.

A School stress risk assessment is completed to proactively identify potential stressors and how they can be managed.

Individual stress risk assessments are written in response to concerns by a staff member or their manager.

### **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 (as advised by line managers) are kept and reviewed by School Business Manager / Finance Officer.

### **Transport**

Only staff that have completed MIDAS training are permitted to drive a mini bus (borrowed or hired from other organisations) and are made aware of WSCC driving policy. Procedures are in place in the event of an emergency involving use of a minibus and should be included within the risk assessment for the activity.

### **Vehicles on Site**



There is restricted access for vehicles on site. Visitors are encouraged to park either in the visitors' parking bays or on the road. Fencing and gates are used to keep pupils away from the car park.

**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 SENDCO/Inclusion Lead must also ensure that appropriate behaviour management plans and risk assessments are implemented for and in relation to 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 that result in staff being physically hurt or verbally abused can all be reported on the online incident management system, separate to reports made on CPOMS. Violence and aggression reports should be included in the Headteacher health and safety report to the Governing Body.

**Water quality**

The Premises Officer 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 SSE Contracting Limited.

**Working at height**

Teaching staff are not permitted to work at height to put up displays. Premises Officers have been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained. Working at height risk assessments have been circulated to all staff and are now included in the staff handbook.

A separate Risk Assessment/Safe scheme of Works for roof access/working on roofs is in place and updated annually.

<b>Committee</b>	<b>Approved by</b>	<b>Date</b>
<b>Full Governing Body</b>	<b>Co-Chair – Andrew Markwell Co-Chair – Mike Granville</b>	<b>26th November 2024</b>

<b>Review Date</b>	<b>End of November 2025</b>
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