



# Three Bridges Primary School

## Health & Safety

### Policy

**Approval Date: October 2018**

**Review Date: October 2019**

*TEmberson*

**Headteacher: .....**

## **Health and Safety Policy issued by the governors of**

### ***Three Bridges Primary School***

**Effective from: *February 2018***

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**Signed by: *Chair of Governors***

**Next review date: *June 2019***

### **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.

To achieve the objectives laid down above, the governing body accepts the following duties:

- 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.

- Ensure that advice from competent curriculum and H & S advisers is sought on health and safety matters in order to comply with regulatory controls.
- 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 County Council employees or persons using the premises to health and safety risks.
- To ensure contractors work safely, the governing body shall follow the guidance, issued by the Authority.
- To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect
- 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 head or members of the governing body
- To ensure that an item entitled 'health and safety etc.' is included on the agenda for termly meetings of the governing body
- To co-operate with the Executive Director Adults and Children to achieve his/her legal obligations as 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:
  - Undertake risk assessments in accordance with the Local Authority Policy and record any actions/plans consequent to their assessments
  - Provide training for safety
  - Disseminate information
  - Provide adequate supervision
  - 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 the Executive Director Adults and Children 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 in appendices to this document.

**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.

To achieve the objectives laid down above, the Headteacher accepts the following duties:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure that advice from competent curriculum and H & S advisers is sought on health and safety matters in order to comply with regulatory controls
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

- Along with the Governor responsible for Health & Safety and the Premises Officers undertake an annual H & S Audit including inspection of the building and site, completion of the inspection checklist and compilation of a 'to do' list
- Report finding of the annual H & S Audit to Governors
- Ensure completion of all jobs to be done on the 'to do' list.

**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.

To achieve the objective laid down above, all employees accept the following duties:

- Support the implementation of health and safety arrangements
- 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
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the Premises Officers to the relevant person as set out in the table below:

## **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 Headteacher 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 the Headteacher. A copy of the policy is available from the school office and is also on the school curriculum server and the school website.

## **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 made available to all employees who are required to use these substances in their work.

**The Premises 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 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.

***The following staff are responsible for monitoring and ensuring compliance with the health and safety regulations and related documents:***

<b>Safety &amp; Risk Assessment in Science</b>	Laelia Marris
<b>Safety &amp; Risk Assessment in P.E.</b>	Georgia Samaroo and Jenni Reilly
<b>Safety, Security &amp; Risk Assessment of Premises &amp; Equipment</b>	Mark Lester, Adam Smith and Sue Bushby
<b>Off Site Activities Outdoor Learning</b>	Lucia Burke Allie Jelley
<b>Safety &amp; Risk Assessment in Art &amp; Display</b>	Emmy Gardener and Fiona Nethercleft
<b>Safety &amp; Risk Assessment in Computing &amp; IT</b>	Louise Ballantyne
<b>Important Notices regarding Child Health</b>	Headteacher and Office Staff

<b>Administration (paperwork and files) for Medicines &amp; First Aid</b>	Sam Twine (EYFS), Kim Reilly (KS1), Theresa Davis (KS2), Wendy Lampey (Lower Site) & Lisa King (Upper Site)
<b>General Health &amp; Safety Issues (including Annual Audit) &amp; Emergency Procedures</b>	Headteacher, Mark Lester - Premises Manager and Governor responsible for H&S - Nick Palmer

### **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 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 **The Headteacher and the Governing Body**.

***Refer to the school's policies below:***

Emergency Response Plan with appendices for easy reference including:

- School Emergency Closure Policy
- Emergency Situation Policy for School Employees
- Managing Security policy
- On-Off Site Emergency Planning Policy
- Fire Safety Procedures
- Plans of Upper Site and Lower Site Buildings

**Fire Safety**

**The Headteacher (in conjunction with 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 **Fire Evacuation Procedures**, 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 Aiders are **Kim Reilly (Lower Site) and Theresa Davis (Upper Site)**

The following staff are trained First Aiders: **Kim Reilly, Theresa Davis, Sally Allen (Forest Schools)**. The following staff are training Paediatric First Aiders: **Vikki Agius, Tina Frost, Mia Morse, Sam Twine, Michelle Pizzie (MDMS)**.

Details of the school's first aid trained staff is displayed in the Medical Rooms and throughout the school buildings.

**The School Business Manager** 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.

**Theresa Davis (KS2), Vikki Agius (KS1) and Sam Twine (EYFS)** are 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 **Laura Swain (Chartwells – based on the Lower Site) and Gill Malin (Chartwells – based on the Upper site)**. 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, clear 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** 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 (part of the induction pack). This document is available within the Health and Safety A-Z on the WSSfS. **Matt Andrews, Deputy Headteacher, and Laura Roberts, Deputy Headteacher** are responsible for the induction of staff.

**eLearning** - Staff wishing to complete the Health & Safety course 'Your Own and Others Health & Safety' can complete this online (40 minutes). This e-learning programme will take you through six modules, each covering a main area of health and safety. There is information on how to reduce many kinds of risks at work, and on what to do if something does happen. If you apply what you have learnt on this course you will be able to:

State WSCC's responsibilities when it comes to Health and Safety

Explain your responsibilities in the workplace

Identify various hazards within your workplace

Discuss what to do in the event of an accident

Identify where to find advice and help for your physical and mental health and wellbeing.

More specific online courses can be completed on the WSCC Gateway for Learning. Simply log in using your username and password (please ask if you need this set up for you) and select 'Online Courses' then 'Health & Safety'. There are a total of 33 online H&S courses but suggested ones include:

- Office Safety
- Schools H&S Induction Training
- User Display Screen Equipment Safety
- Workplace Safety (includes manual handling, fire safety, computer safety, slips trips and falls, electrical awareness and workplace safety).

## **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 has a Lone Working Procedures document in place along with a Lone Working Risk Assessment.

**The Headteacher** 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**. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher. **The Premises Team** regularly monitor 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 Team**. The inspections are recorded and resulting issues reported to the 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** by email. **The Business 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 head/local safety officer. 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 Headteacher** 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 WSSfS. **The New & Expectant Mothers Risk Assessment Document is attached.** 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. **Lucia Burke** is the schools 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.

### **School Building Access**

In order to ensure the safety of all our pupils we have installed electronic gates for entry/exit to both the main school sites and the nursery.

The main school gates on both sites will be open to allow parents to bring their children in to school in the mornings and will be open again in the afternoon to allow parents to pick their children up from school. At all other times the gates will be locked and the buzzer/intercom will need to be used to gain access.

The Early Years setting has their own gate located further along the School Lane at the Lower Site. This will only be open to allow entry for the start of the school/nursery sessions and again to allow parents to pick their child up from either the end of the nursery session or school day. The gate will be locked at all other times and entry in to the school/nursery will only be possible via the main school gate.

All visitors to both the Upper Site and Lower Site must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on either site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

### **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 and SLT are 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 Employee Assistance Programme and Occupational Health services.

### **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 School Business Manager**.

## **Vehicles**

Parents are requested not to bring their cars onto the school sites. The staff car park at the Lower Site is managed by a barrier and all visitors to the school must use the intercom to gain access. The staff car park at the Upper Site is accessible but not open to parents. Taxis/parents of SSC children use the school car park.

Parents collecting children who are injured or unwell may use the staff car park. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles using the staff car park should, whenever possible, ensure deliveries are made once the children are safely in the building. Other trade vehicles should park safely and not block access into the car park, disabled parking or delivery areas.

## **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 **3C**.

## **Working at height**

Under no circumstances should staff work at height using anything other than steps or access equipment held by the Premises Team. All steps will be tagged to show when they were tested. The Premises Team have been ladder and tower 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. **The Premises Manager** is responsible for this.

## **Appendices**

- **Health & Safety Induction Checklist**
- **First Aid Risk Assessment**
- **Lunchtime Meals Risk Assessment**
- **New & Expectant Mothers Risk Assessment**
- **Lone Working Procedures and Risk Assessment**