

# **WEST PARK CE PRIMARY SCHOOL**



## **HEALTH & SAFETY POLICY**

Original developed by:	County HR
Date:	September 2014
Reviewed:	Annually
Reviewed by:	School Business Manager
Date:	April 2017
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**Health and Safety Policy issued by  
the Governors of  
West Park CE Primary School**



**Effective from: *September 2014*  
Reviewed: *April 2017***

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**Next review date: *April 2018***

***Reviewed: May 2018***

***Next review date: Summer 2019***

***Reviewed May 2019***

***Next review date: Summer Term 2020***

***Signed Juliette Webb, Chair of Governors .....***

***Next review date: Summer Term 2021***

**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 Head teacher 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 Mrs. Hayley Marchewka. 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 uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

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

The DT co-ordinator – responsible for Design and Technology

*The Art co-ordinator* – responsible for Drama and Theatre Arts

The PE co-ordinator – responsible for Physical Education

The Science co-ordinator – 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 person carrying out the induction 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 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 Officer.

### **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 School Business Manager.

### **Fire Safety**

The School Business Manager in liaison with the Premises Officer 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 Mrs Hayley Marchewka. All trained First Aiders are listed in Appendix 1 to this document. Details of the school's first aid trained staff is displayed in the first aid room/area. Mrs Marchewka, First Aider, monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

The Primary First Aider 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 overseen by Chartwells in our dining hall. 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, server 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, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the Food Safety Lead.

### **Glazing**

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises 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 Premises 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 within the Health and Safety A-Z on the WSSS website. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. Members of the SLT 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 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 and Sovereign. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. The Premises Officer 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 the Premises Officer, 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 Premises Officer using the defects log. The Premises Officer 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 WSSS 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 schools systems are audited by WSCC Outdoor Education Advisor. The Headteacher 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 Right Management (formerly Corecare) 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 School Business Manager and Deputy Headteacher.



## **Violence at Work**

### Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing Board will liaise with their local Crime Prevention Officer.

Managers are responsible for assessing the risks of violence to staff.

Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

The school has a policy and procedures for responding to incidents of violence or aggression towards staff

## **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 3Cs.

## **Working at height**

Teaching staff are not permitted to work at height to put up displays. The Premises Officer and Premises Assistant 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.

<b>Emergency First Aid at work (1 day)</b>	<b>First Aid at Work (3 day)</b>	<b>Paediatric First Aid</b>
Atkins, Sally	Forrest, Paula	Bergun, Lynette
Bergun, Lynette	Garner, Sandy	Blanchard, Deborah
Bishop, Kerry	Hunter, Sonia	Emery, Naomi
Blanchard, Deborah	Marchewka, Hayley	Hart, Helen
Borthwick, Sam	Prinn, Rachel	Marchewka, Hayley
Churcher, Georgina		Phillips, Carly
Cole, Gemma		Prinn, Rachel
Corcoran, Finola		
Coutts, Jane		
Dickins, Alex		
Duarte, Mark		
Edwards, Deidre		
Filfil, Ayisha		
Firth, Jacqui		
Fordham-Hyde, Helen		
Harris, Katie		
Hart, Helen		
Hollin, Amy		
Howard, Helen		
Jacot, Michael		
Jordan, Anita		
Ktorim Samantha		
Milledge, Elizabeth		
Milner, Lisa		
Page, Lorraine		
Parsons, Lorraine		
Pattinson, Sophie		
Perrins, Nichola		
Russell, Trish		
Searle, Naomi		
Stemp, Doreen		
Stevenson, Nicola		
Taeger, Beth		
Treagus, Fleur		
Tunncliffe, Lauren		
Vasileva, Christina		
Vickers, Marie		
Watkins, Claire		
Weller, Nicola		
Whiting, Mandy		
Whittington, Jess		
Wood, Fran		
Yard, Michelle		
Young, Gail		

## **PROCEDURE IN THE EVENT OF A FIRE**

In the event of a fire the child/adult discovering the fire should proceed immediately to the nearest alarm, break the glass, and leave the premises as recommended.

On hearing the alarm all people present in the school are to leave according to the Fire Exit Plan displayed clearly in the classroom in a sensible and calm manner. Class teachers will want to assemble the children in an orderly manner and whilst this is happening they should close **ALL** windows. The notice in the classroom will identify the door to be used and the assembly points, in all cases this is the **HARD PLAY AREA** (Early Years on the left/Year 6 on the right) On leaving the classroom the children should be reminded to **WALK IN SILENCE** and the teacher should be responsible for shutting doors as he/she leaves. No attempt should be made to collect personal belongings.

The front office staff, as they leave, will be responsible for collecting the registers, for taking any children they find with them and opening padlocked gates by *Y3 Orca class*. *A member of the front office team also checks that the mobile unit has been vacated. Any pupils within the unit remain with the front office staff.* The office staff, as they leave, will be responsible for checking the toilets and for taking any children they find there.

Staff working in the Willows will check all accommodation in the Unit prior to leaving for the assembly point. If there are available PD Staff, they should make themselves available to help escort children with physical needs to the assembly point once out of the building. (see SPECIAL NOTES).

No attempt should be made to pass or overtake others on the way to the place of assembly. On arrival at the playground, classes should assemble in lined order according to the Fire Exit Plan and the registers checked. Registers should be returned to Headteacher/Business Manager/Headteacher's PA who will confirm all present to the Headteacher, but kept by any teacher with missing pupils. Any discrepancy between the number present and the number registered should be reported to the Headteacher immediately.

At the discretion of the most senior teacher present and the inability of pupils and staff to return to the building - pupils should be organised to walk using the pavement and Shaftesbury Avenue pedestrian crossing to the Main Hall of **WORTHING LEISURE CENTRE**, telephone number 502237. (Ask Police etc. to inform Leisure Centre of your decision).

### **AT THE EARLIEST SAFE MOMENT**

In all cases contact a senior member of staff, Headteacher or Deputy (if none on site and cannot be contacted) then contact the Area Education Office and inform them of the situation telephone number: 01903 839222.

Heads of Year/Phase at their termly meeting (of each and every term) should clarify with staff the emergency procedures including fire drill (item one of agenda). Heads of Year/Phase should ensure that all staff are aware of the fire alarm points and position of extinguishers.

### **FIRE DRILLS**

These will be practised on days and at times specified by the Headteacher for training purposes as a minimum once per term and other occasions without warning.

### **TESTING ALARMS**

The fire alarm system shall be checked by the school Premises Officer at the beginning of every school week and before the children come into school.

**SPECIAL NOTES**

(PD – Children notes including staff who will arrive to assist)

# **FIRE**

## **PROCEDURE TO FOLLOW AT LUNCH BREAK**

**CLASSROOMS**

**ALL PUPILS, UNDER THE  
DIRECTION OF MIDDAY  
SUPERVISOR, TO WALK TO THEIR  
ASSEMBLY POINT**

**CLASS TEACHERS**

**TO MAKE THEIR WAY TO THE  
ASSEMBLY POINT TO REGISTER  
AND MONITOR PUPILS**

**SLT  
HEADTEACHER'S PA  
NON CLASS BASED TEACHERS**

**GO TO NEAREST EXIT POINT TO  
SUPERVISE PUPILS LEAVING THE  
BUILDING**



**GO TO ASSEMBLY POINT**

COPY TO STAFF FILES  
COPY DISPLAYED IN  
RECEPTION, FRONT OFFICE  
AND BUSINESS MANAGER/HEAD'S PA

## FIRE

ON NOTIFICATION OF A FIRE/ALARM ALL CALLS TO BE TERMINATED TO  
CLEAR ALL OUTSIDE LINES

