

# Balcombe C E (C) School

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## Health & Safety Policy

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Adopted by Governors:	2010
Reviewed:	Jan 2011 Jul 2011 Nov 2014 Jul 2015 Oct 2016
Reviewed & Updated after consultation with all Teaching/Support Staff	Dec 2011 May 2012
Next Review:	Oct 2017

## **Personnel**

Headteacher – Wendy Millbanks  
Bursar – Lara Power  
Office Manager – Margaret Lawrance  
Premises Officer – Doug Sitford  
Administrator – Andrea Hewitt

## **Governing Body Statement of Intent**

### ***Declaration***

Balcombe CE Primary School (BCEP) governing body supports the aims and objectives of the West Sussex County Council Local Authority Health and Safety Policy for Educational Establishments. This document is supplemental to the Local Authority policy and aims to set out the arrangements by which the governing body will assist in achieving a safe workplace.

The BCEP governing body will, under Section 4 of the Health and Safety at Work Act etc 1974, be treated as the person who has control of the school premises.

It is the BCEP governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work including pupils, staff, contract labour and all visitors.

The BCEP governing body recognises and accepts its responsibility for the maintenance of safe access and egress, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

All reasonable assistance will be given to the Headteacher in her legal responsibility to achieve a safe working environment for employees.

### ***Safety duties***

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

a) to participate in and/or arrange for regular, twice yearly inspections of the school premises (e.g. an annual Full Risk Assessment and the Premises Development Plan) 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

b) to take reasonable steps to ensure when employing a contractor at the premises that work is planned in a safe manner, the contractor is properly insured, has a health and safety policy that is communicated to its workforce, is approved by WSCC (must use 'Self Help' form or equivalent), has undertaken a full risk assessment and drawn any issues to the attention of appropriate persons, so that they do not expose children, staff, County Council employees or other persons using the premises to health and safety risks

c) to check that contractors have a safety plan to ensure work on the school site is conducted safely. Also to ensure that there is a procedure to report any defect in the premises etc, and that when defects are reported, the defect is shown to have been rectified as soon as possible by the premises officer or other responsible person and/or other action taken to prevent persons being affected by that defect

d) ensure that staff understand that they must record and report any defect or concern together with the action taken to rectify the situation. Ensure that health and safety is included on the agenda for termly meetings of the full governing body

e) to co-operate with the Headteacher to achieve 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:

- 1 undertake risk assessments in accordance with the Local Authority Policy and record any actions/plans consequent to their assessments

- 2 provide training for safety

- 3 disseminate information

- 4 provide adequate oversight arrangements

- 5 monitor health and safety standards and systems of management (e.g. Accident book, Asbestos register, annual PAT testing etc.).

The BCEP governing body will ensure compliance with H&S notices and policies issued by WSCC and other regulatory authorities; take heed of any information issued by the Headteacher 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 Sections B and C. All those involved with the school recognise they have a role to play in identifying risk and managing safety.

## **Section B: Organisation of the Health and Safety system at Balcombe CE Primary School**

### **Who is responsible?**

These appointments are subject to change from time to time.

The chair of governors is **Desmond Burton**

The governor with nominated responsibilities for health and safety is **Duncan Smith (Chair of the Premises, Safety and Welfare committee)**

The responsibility for day-to-day oversight of the governors' responsibility is vested in the **Headteacher**

The **Headteacher** will be assisted by **Assistant Headteachers; Anthony Evans and Liz Bendall**

Staff interests are represented by **Liz Bendall** as a member of staff on the governing body

Child interests are the responsibility of the **Headteacher** who is the nominated Child Protection Officer and in liaison with the Deputy Child Protection Officer **Liz Bendall** also supported by **all members of staff**

### **Particular responsibilities for the management of safety/welfare matters are listed below (in alphabetical order):**

Asbestos monitoring and control – **Headteacher and the Premises Officer.**

NB Office staff must ensure that the asbestos register is shown and signed by all contractors working or quoting for work on the premises.

Behaviour - management of pupils with challenging behaviour - **Headteacher** – De-escalation training attended Jan 4<sup>th</sup> 2012

Caretaking duties – **Premises Officer**

Cleaning duties – **Jasmine and John Waters**

Contractors on site - **Premises Officer/ Headteacher**

Control of substances hazardous to health – **Headteacher, Premises Officer and all members of staff**

Display screen equipment - please refer to the Health and Safety Information for Educational Establishments CD-ROM (see WSGFL) – all Staff – the designated ICT subject leader is **Hannah Rowland**

Electricity at work regulations – **Headteacher and all staff** to be aware that their portable electrical equipment should be checked annually (PAT testing using an appropriate contractor with indemnity insurance – look on the plug for PAT test date). All staff must briefly visually check equipment at each use.

Food safety – **Headteacher**, meal time supervisors and the catering company

Fire safety – **Headteacher, Premises Officer, all staff and governors**

**(Premises Safety and Welfare Committee) - P.O.** The Premises Officer is responsible for carrying out monthly fire extinguisher checks and a weekly fire alarm systems check. The whole school will be involved in a termly fire drill. The fire drills will be recorded and should incorporate an imaginary fire location.

Please note fire risk management training attended by Headteacher and Bursar in June 2015. A full fire safety report carried out by an independent Fire Safety and Risk Management inspector will take place in October 2016.

First aid – Leading First Aid is **Sarah Cornwell** with **Beverley Hoddell** as the Early Years Foundation Stage Lead First Aid. Trained in Paediatric First Aid are **Rachel Bolland, Trish Gardiner, Audrey Kirby, Jasmine Waters** and **Annette Wilkinson, Sarah Cornwell, Lara Power, Tracy Davidson.**

Glazing – **The Premises officer and the PSW committee** will check and maintain all existing glazing to meet WSCC standards)

Health and safety in the School Improvement Plan – **Headteacher, teaching staff and Premises, Safety and Welfare Committee** (e.g. developing pupil awareness of safety, risk and hygiene within the day to day ethos of the school)

Hiring premises – **the school bursar and the Premises officer** (notification of health and safety responsibilities to hirers)

Induction of staff – **Headteacher**, BCEP Governors and senior staff for Headteacher induction

Legionella (Water systems) – the Premises Officer and annual water systems check organised via WSCC support systems.

Management of medicines – **Headteacher**, nominated and trained staff member is **Sarah Cornwell** also refer to full policy ‘Administering of Medication’

Manual handling – **the Premises Officer**

Off-site activities – The overall responsibility for the health and safety of people involved in educational visits lies with WSCC. However, the BCEP Governing body authorises the Headteacher to oversee all off-site activities in accordance with the Managing Off-site Activities Policy. The Headteacher will seek governor authorisation before a visit that requires an overnight stay. The Headteacher is the Education Visits Co-ordinator.

Physical education – **Headteacher** disseminating new guidance, designated teacher **Lucy Dunsby.**

Premises maintenance – **Headteacher, Premises, Safety and Welfare Committee, Premises Officer and individual staff** responsible for their own classrooms. Vigilance from all staff and governors

Reporting/recording incidents – school office – **Office Manager or Administrator.**

Risk education – **Headteacher, governors and teaching staff**

Science curriculum – **Headteacher and Teaching Staff**, designated teacher is TBC.

Security – **The Headteacher** has the day-to-day operational responsibility for school security and is assisted by the whole school community including the Premises Officer, all staff, all governors, pupils and parents. There is an entry code system operating from reception.

Staff welfare – **Headteacher and BCEP Governors**

Technology curriculum – Headteacher and teaching staff, designated staff member is **Hannah Rowland.**

Training/INSET – **Headteacher**

Visitors to the school – **Headteacher, participating supervisor and School Office** (standard H&S letter to visiting organisations e.g. theatre groups and music teachers). Office staff to ensure all visitors including contractors sign in and out and that such records are kept.

## **Section C: Particular arrangements including monitoring procedure**

### ***Arrangements for the effective implementation of the Local Authority Health and Safety Information System***

The BCEP Governing Body has adopted the WSCC's Health & Safety Information System for Educational Establishments (WSCC Health and Safety training for governors covers what the system includes - also see below 'Arrangements for controlling risk') Wherever practicable WSCC will have addressed many of the major risks that schools face and will have issued policies and codes of practice. The school's safety policy makes it clear that WSCC's advice and guidance is followed and is effectively implemented, considering in particular access to this information by all who need to use it and any training needs.

### ***Arrangements for controlling risks***

The school complies with specific legislation that requires formal risk assessments to be undertaken and these are held in a risk assessment file. The School's Health & Safety Manual on CD-rom contains general advice and guidance on a range of issues and directs managers to other publications and documents forming the School Health & Safety Information System. Relevant issues are managed at a local level. In accordance with the Management of Health & Safety Regulations significant risks will be assessed and in certain cases written notes on safe systems of work, codes of practice or safety rules will be recorded in writing. These are filed in the general risk assessment file and off-site visits file.

### ***Monitoring, audit and review***

The BCEP Governing Body will receive reports (minutes of meetings and other information) from the Premises, Safety and Welfare (PSW) committee each term on health & safety. The PSW committee will institute regular inspection and monitoring of the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the LEA. The operational practice and procedure shall be constantly monitored by the Headteacher and the local Safety Officer.

Accident/incident report forms will be reviewed. This will help identify any increase or trends in particular types of incidents or accidents. The Governing body, as represented by the Premises, Safety and Welfare committee, will prepare an annual action plan as part of the Annual Whole School Risk Assessment which will address any deficiencies in health & safety.

**What are people responsible for? How will governors receive answers to questions and evidence of how Health and Safety matters are addressed within Balcombe CE School?**

The **Headteacher** will:

- be responsible for the day to day implementation of the school's safety organisation
- develop a culture of safety and hygiene throughout the school including communicating H&S matters/policy to all staff and pupils effectively and appropriately

- report to governors on pertinent issues through the Premises, Safety and Welfare committee. The PSW committee will meet once a term
- report accidents and incidents of violence and allegations of bullying of all kinds (including cyber-bullying) and discriminatory behaviour to the governors at a FGB meeting once a term as part of her school report
- liaise with outside agencies able to offer expert advice
- ensure that all staff fulfil their duties to co-operate with the health and safety policy
- formulate and co-ordinate safety procedures
- review first aid, fire/evacuation, school/pupil/staff security and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Safety and Welfare committee
- ensure relevant staff have access to appropriate training. The Headteacher will include any H&S training information when reporting to the Premises, Safety and Welfare committee
- meet with the premises officer, officer manager and bursar to manage site issues and any hazards brought to her notice
- ensure that supply teachers are aware of the H&S policy and inform them of any key issues, including matters relating to individual children that are relevant at the time of them working in the school.

#### **All staff will:**

- ensure that they have read and agree this Health & Safety policy – signing a declaration that they have done so. This will also apply to supply teachers via the school office/office manager
- fully support all health & safety arrangements
- take reasonable care of their own health & safety and that of others who may be affected by their actions
- ensure, as far as reasonably practicable, that their classroom or office is safe
- use equipment safely and not before they have received training to do so if applicable
- ensure, as far as is reasonably practicable, that pupils use equipment safely
- encourage hygiene within the school e.g. hand-washing and the avoidance of coughing and sneezing over others
- report situations as soon as possible to the Headteacher, Premises Officer or Office Manager which may present a serious or imminent danger
- report any defects and hazards to the Premises Officer through recording in the appropriate book (P.O. to record defects in log book)
- report any concerns or abuse to pupils to the Headteacher who is the Child Protection Officer. The deputy CPO is **Liz Bendall**
- complete an 'Accident/Incident/Violence Investigation' form, available from the school office, in the event of a significant accident or incident of violence.

#### **The Premises Officer, will:**

- ensure that he is familiar with the school's Health & Safety policy

The Premises Officer will:

- conduct an annual Health & Safety survey with the Headteacher and a representative from the Premises, Safety and Welfare Committee (PSW committee). All staff will carry out an eyes and ears observation approach at all times to identify any risks
- conduct and record the annual asbestos check using the school's WSCC Asbestos Register. Generally maintain vigilance re any damage or changes to asbestos in the school
- meet with the Headteacher and/or Officer Manager on a weekly basis to manage site issues
- ensure that all cleaning staff are aware of any implication of the Health & Safety policy as it affects their work activities, e.g. storage arrangements for materials, equipment, substances, etc
- report to the Headteacher and/or Officer manager any defects and hazards that are brought to his notice through the record book/log book
- ensure that everything received from suppliers (for direct school use), machinery, equipment, substances, etc is accompanied by adequate information and instruction prior to use
- test weekly the working order of the fire bells (sounders), fire doors and fire extinguishers (making sure they are in place, brackets are not broken and that they are generally un-tampered) and keep a record of these tests. Fire call points will be tested - a different one every two weeks inform the Headteacher in collaboration with the Office manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts, undertake necessary due diligence in line with the school's/LA H&S policy
- Maintain an organised file/s of information regarding building maintenance and WSCC building support e.g. hand-outs from Premises Officer induction by the county Area Surveyor and details of when service contractors have visited and reported on aspects of the site. Share this information with the Headteacher and members of the PSW committee e.g. annual water systems visit report and boiler checks.

**The Officer Manager will:**

- Report to the Premises Officer and Headteacher any defects and hazards that are brought to her notice
- Maintain and keep records of entry into the school building of contractors and service engineers. Make sure all contractors and service staff have seen the Asbestos register and signed to acknowledge they have. (This is done via sections of the visitors book)
- liaise with the Premises Officer when organising Health and Safety and general maintenance works.
- report to the Headteacher and Bursar any financial implications for Health & Safety issues.



**The Bursar will:**

- Ensure persons booking the school for a letting will be sent a copy of the Health & Safety policy or a summary of H&S issues relevant to the hire of rooms at the school.

**Key Stage Leaders will:**

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health & Safety in their particular curriculum areas.

**The Midday Meal Supervisors will:**

- Report any Health & Safety concerns arising at lunchtime to the Headteacher
- organise first aid cover at lunchtime
- ensure 'Accident/Incident/Violence Investigation' forms are completed for any serious incidents.

**Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and classmates
- observe standards of dress consistent with safety and/or hygiene
- follow the safety rules of the school (e.g. not use the Large Play Apparatus until an adult is present) and in particular the instructions of teaching staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their safety.

**Parents are expected to:**

- support the school in any Health & Safety matters reported to them in newsletters
- by completing the annual pupil health information form and otherwise as appropriate inform the school about health related matters that affect, or may affect, their children including contagious diseases, allergies or disabilities
- parents must give written consent to authorise qualified first aiders to administer medication to their child/children.

**ARRANGEMENTS FOR HEALTH AND SAFETY (in alphabetical order)**

**Accidents and Incident Reporting**

- Any pupil complaining of illness or who has been injured is sent to the school office for an assessment and, where appropriate, treatment.
- Accidents and ailments including; significant blood flow, immobilisation, a blow to the head, falling down stairs and any puncture wounds are to be logged alongside treatment given. Care must be taken to monitor pupils with head injuries for any signs of concussion.
- More serious accidents (e.g. broken bones) or incidents of violence are recorded online by the school office *previously 'Accident/ Incident/ Violence Investigation' forms (HSW3)*

- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident first an ambulance will be called by dialling 999. The ambulance service will triage (determine the priority of a patient's treatments based on the severity of their condition) on the phone and upon arrival at the scene. If the injured person is taken to hospital by the ambulance a member of staff will accompany the pupil/injured to hospital. Parents will be contacted secondly and asked to go immediately to the hospital unless they are able to arrive at the school before or during the attendance of the ambulance. Staff will not transport a child to hospital unless told to by the ambulance control room.
- If staff are concerned about the welfare of a pupil they should contact the school office immediately. If a serious injury has been sustained, the pupil should not normally be moved unless other factors dictate that keeping the pupil in that position would further endanger him/her.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

- Medicines are stored securely in the school office and must be clearly labelled with the patient's/child's name. Staff must record the time medication is given and sign the record sheet.
- Parents must give written consent to authorise qualified first aiders to administer medication.
- Medication for asthma and other allergies are stored in an **unlocked** cupboard in the school office.
- Pupils are supervised by an adult when taking their asthma medication and parents notified that their child has needed their inhaler that day.

### **Asbestos**

- An asbestos register is held by the School Office and the Premises Officer. All contractors or service engineers must be shown the asbestos register and sign to say they have seen it (copy is held in the visitors book). The Headteacher is responsible for contacting WSCC school services with regard to any queries, concerns or removal of asbestos from the school premises.

### **Communication of Information to Users of the Premises**

- Any persons hiring the school hall or classrooms at the school on a regular basis will receive a copy of this Health and Safety Policy from the Office Manager or Bursar. Less regular users will receive a summary of Health and Safety issues related to their hiring agreement with the school.

### **Control of Hazardous Substances**

- The Premises Officer completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

## **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 packs 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.

## **Cooking**

- Staff must ensure pupils receive instructions and training to enable them to be safe during a cooking activity.

## **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 Headteacher is responsible for Curriculum safety.

## **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 Headteacher 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 WSGfL.
- DSE user risk assessments will be reviewed periodically by The Headteacher, 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

**Drugs, smoking and alcohol abuse** - see school's substance misuse policy.

## **Educational Visits**

- The Headteacher is to appoint an Education Visits Co-ordinator (EVC) for each off-site activity and has responsibility for ensuring staff have adhered to WSCC procedures when organising a visit.

## **Electrical Testing**

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually by an appropriately qualified individual. It is the responsibility of all staff to check visually for loose wires etc. before deciding to use electrical equipment.

## **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.

## **Equipment**

- Gymnastic equipment must be checked annually by an accredited contractor and repaired or removed as appropriate (see also Large Play Apparatus).
- Staff will observe equipment e.g. Early Years trikes and bikes to determine any faults. The premises officer will be informed and then make an assessment of necessary repairs or the next course of action.

## **Evacuation of the Building**

- Fire exits are clearly labelled
- Plans showing exit routes are displayed by the door of each classroom
- Fire bells (sounders) and fire doors are tested weekly by the Premises Officer
- A fire drill is practised once a term
- Fire appliances (e.g. Fire extinguishers and fire blankets) are checked/serviced annually by the West Sussex Fire Service or an appropriate Fire service engineer and a record kept by the Premises Officer in the Fire Safety Log file.

## **Fire Safety**

The Headteacher 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 Provision**

- The Headteacher is responsible for ensuring that there are an adequate number of qualified first aiders. Currently eight staff have up-to-date Paediatric First aid Training.
- First aid is administered in the school office
- Portable first aid kits are taken on educational visits by trained first aiders and are available from the school office. These can also be used by supervising staff during playtime and when activities are carried out on the school field
- The lead first aider (Nicola Leatham) will ensure the maintenance of the contents of the portable first aid boxes and other supplies kept in the well labelled First Aid cupboard in the school office (right of office door). All first aid materials must be maintained, checked termly and a record kept.
- All staff will be trained in any other aspects of first aid e.g. asthma, epilepsy, the use of an epipen as necessary. The Headteacher will keep a record of H&S training and include it in her termly reports to the PSW committee

### **Head Injuries**

- Parents must be informed of a head injury no matter how slight by phone or in person
- First aiders must contact parents by phone if they have any concerns about an injury

### **Head Lice**

- If eggs are noticed in a pupil's hair parents are informed and an email is sent to parents informing them of the existence of lice in school.
- If live lice are noticed in a pupil's hair the parents will be contacted by telephone and asked to collect their child from class.

### **HIV**

- No person must treat a pupil who is bleeding, without using protective gloves
- Protective gloves are stored in the school office – all class teachers are encouraged to have a supply of these gloves easily available e.g. in their classrooms and to share where they are with TAs and other support staff.

### ***Hot Drinks***

- Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom they should ensure that a pupil cannot reach it and that it is in a safe position.

### ***Hot Works***

- When contractors come onto the school premises, they may temporarily increase the fire risk in the building if they are carrying out 'hot work' such as soldering pipes and repairing flat roofs.
- Prior to commencing any works they should sign in as a contractor using the contractors' visitor book, declare the nature of their work, and be monitored by a member of staff (where possible DS).
- Where hot works are to be carried out, a hot work permit form should be used for contractors and in-house work which can be obtained from the school office.
- Where it is necessary for contractors to stand by hot works with a fire extinguisher, they should provide their own, not use those provided for emergency use within the school.

### ***Jewellery***

- The wearing of jewellery and nail varnish by children is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for PE. Children can wear a watch if it is not of any great value.

### ***Large Play Apparatus***

- One member of staff or Midday Meal Supervisor must closely supervise the use of the play apparatus at playtimes.
- Pupils must not use the apparatus until a member of staff is in attendance.
- A notice is placed on the apparatus to ensure pupils know the rules.
- If the apparatus is used for extra playtime or golden time then a member of staff will closely supervise it.
- Staff must regularly remind pupils of safe use of the apparatus and the school grounds and facilities.
- The play apparatus and the surface below must be checked annually by an accredited contractor and repaired or removed as appropriate.
- Staff supervising children on the play apparatus must briefly check visually for obvious signs of deterioration each time it is used. If any are noted the Premises Officer and Headteacher must be informed

### ***Lone Working***

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.
- Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.
- Anyone lone working on a regular basis should be equipped with a personal mobile phone.

- There are security lights present on Westup (the road to the side of the school premises).
- When two or more people work late they should try to leave the building together.
- Cars should be parked as close to the access doors as possible.
- Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

### ***Manual Handling***

- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability. The Premises Officer must be trained in manual handling.

### ***PE Clothing***

- All children will change into suitable clothing for the activity in which they will participate – details of clothing are listed in the school prospectus.
- Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur. Pupils and teachers will never get changed together in the same place or same time

### ***Playground***

- Staff will actively encourage pupils to play safely and discourage fighting or other rough games.
- At least two members of staff will supervise the playground during playtime.
- Midday Meal Supervisors are on duty at lunchtime.
- One member of staff or a Midday Meal Supervisor must closely supervise the large play apparatus when it is in use.

### ***Pregnant Workers and Nursing Mothers***

- The Headteacher will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

### ***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.

### ***Safe Stacking and Storage***

- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk (see also Manual handling and Working at height)

### ***Site Inspections***

- The Premises Officer inspects the site as part of his daily routine.
- Urgent matters are referred to the Headteacher or Office Manager and actioned as soon as possible. The Headteacher, Premises Officer and governor members of the Premises, Safety and Welfare committee will conduct an annual health and safety tour of the premises to carry out a full risk assessment. A risk assessment grid/table will be produced noting: what and where the hazard is,



scale of risk, how the risk is controlled and who is responsible and date of next assessment. A summary will be reported to the FGB. Circumstances may require risk assessments to take place more than annually e.g. if significant building work or damage to the building has occurred.

- All significant matters must be reported to the Premises, Safety and Welfare committee.

### ***Slips, Trips and Falls***

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous, e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Premises Officer, Headteacher or Office Manager .

### ***Stress***

- Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher or Key Stage Leaders. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where possible. If the Headteacher is suffering from stress they must discuss their concerns with the chair of governors.
- A free and confidential Employee Assistance Programme is available to all employees, providing counselling, advice and information via the CoreCare Helpline on 0800 1116387.
- All employees have been given a copy of the West Sussex County Council publication 'Your Guide to Managing Stress'
- A list of emergency contact names and phone numbers for all staff is held in the school office.

### ***Swimming***

- Swimming instruction is provided by qualified swimming instructors at the swimming centre of the school's choice.

### ***Supervision of Pupils***

- Staff and other supervising adults will maintain the children's good order and discipline whilst safeguarding their health and safety at all times.
- No pupil will be left unsupervised unless they are going to the toilet, collecting the register or other such circumstances.
- Staff will be in their classroom when pupils come into class in the morning.
- Staff will be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that they are unable to undertake a duty they must organise cover.
- Other staff on duty will inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school, staff will ensure the pupil is safe until contact has been made with a parent or other contact nominated by the parent and safe collection carried out.

### ***Transporting Pupils***

- Staff must ensure that pupils travelling on hired coaches on educational and sporting visits must wear their seat belts and be seated at all times when the coach is moving.

- All parents are required to give permission for their child to be transported by another parent to off-site activities. Staff transporting children in their own cars will have checked with their insurers that they are covered to do so. Those who are not covered will not transport children. Staff will not transport a child to hospital unless told to by the ambulance control room.

#### ***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 3C environmental contracting.

#### ***Working at Height***

- Staff and other supervising adults should use stepladders when working at height, e.g. displaying work. Chairs and tables must never be used for this purpose.

***Violence and unwelcome visitors*** - see school's safeguarding policy

### **Review of this Health and Safety Policy**

A review of this policy will be undertaken annually by the Premises, Safety and Welfare committee. Any amendments or updates will be reported to the full Governing Body. The Headteacher is responsible for informing staff, pupils and parents of any amendments or changes.

New legislation or directives will be incorporated into the policy as necessary.