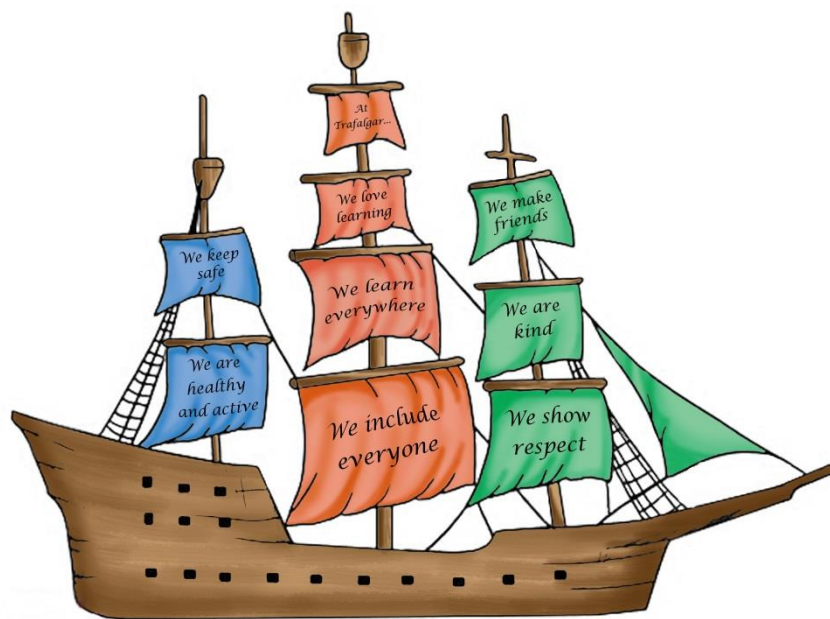


# Trafalgar Community Infant School



## Policy Document

# HEALTH AND SAFETY POLICY

REVIEWED: SPRING 2017

REVIEW: SPRING 2018

**This model policy is designed to describe the arrangements for delivering effective health and safety management within a school. This should include clear allocation of all necessary health and safety responsibilities.**

**This document should be amended to reflect local school policy/ arrangements and must be kept up to date with any staff, organisational and premises changes.**

**Health and Safety Policy issued by the governors of  
Trafalgar Community Infant School**

**Effective from: Autumn 2016**

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**Signed by: Mr Ken Vose**

**Next review date: Autumn 2017**

**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 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.

The Senior Leadership Team and School Business Manager 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. 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 in major injuries and direct visits to hospital are also reported to WSCC using the online system.

The School Secretaries 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 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 Senior Learning Assistant. A copy of the policy is available on the staff server under Policies.

### **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 School Business Manager and Premises Officer is responsible for asbestos management

### **Building Security**

The school building has an alarm system which all staff are trained to use if required. The Premises Officer, Headteacher and School Business Manager are all contacted if the alarm is triggered out of school hours. Other users of our site are trained in using the alarm (if the Premises Officer is not present). The Premises Officer unlocks and secures the site, and in his absence the Headteacher arranges for this to be done by other staff.

Gates are padlocked when not in use by the Premises Officer. Entering via the main gate during the school day is linked via a phone to the School Office and a visual check is made through the office window. All visitors sign in/out and are given an ID badge to wear, with fire safety and safeguarding reminders on the back.

External security lights also help to keep the site safe.

Bins are locked to buildings/fences to ensure they remain secure and are not a tempting fire hazard or 'step up' onto the school roof.

The school works closely with its local community, police and fire service to ensure that the site is as secure as possible at all times, but in particular in school holidays.

### **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 School Business Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

Churchill (our cleaning contractor) have their COSHH information in a white file in the cleaning cupboard. School COSHH information is in the pupil data file.

### **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. A meeting takes place with the contractors, building surveyor, Headteacher and School Business Manager where everything is explained when they first come to Trafalgar. Those who do works in school on returning visits don't have the same induction. Any changes to any policies however, are highlighted. Contractors sign a log book to say they have had induction information. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The School Business 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 policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

Subject co-ordinator – responsible for Design and Technology

Subject co-ordinator – responsible for Computing

Subject co-ordinator – responsible for Physical Education

Subject co-ordinator – responsible for Science

Headteacher – responsible for Forest School experience

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

Every DSE user will complete a risk assessment 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 the below link -

[http://www.westsussexcpd.co.uk/courses/bookings/c\\_detail\\_elearning.asp?cid=32&iscancelled=0&curpage=2&keyword=&ds=1&unconfirmed=&cs=&subid=&sdate=19/October/2012&searchcode=&asearch=&tutid=&estid=&sday=&smmonth=&syyear=&targetid=&cal=&calday=&calmonth=&calyear=&caldate=&submonth=&subyear=&list=&palist=&frompage=&a=&b=&c=&d=&s leaid=&keyarea=&etid=&mtid=&isModule=2&pid](http://www.westsussexcpd.co.uk/courses/bookings/c_detail_elearning.asp?cid=32&iscancelled=0&curpage=2&keyword=&ds=1&unconfirmed=&cs=&subid=&sdate=19/October/2012&searchcode=&asearch=&tutid=&estid=&sday=&smmonth=&syyear=&targetid=&cal=&calday=&calmonth=&calyear=&caldate=&submonth=&subyear=&list=&palist=&frompage=&a=&b=&c=&d=&s leaid=&keyarea=&etid=&mtid=&isModule=2&pid)

DSE user risk assessments will be reviewed periodically by the School Business Manager, at least annually, or earlier 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 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 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.

The Headteacher 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 the Senior Learning Assistant. Learning Assistants and three Teachers are trained First Aiders. Details of the school's first aid trained staff is displayed in the first aid room/area. The Senior Learning Assistant 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 Senior Learning Assistant 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 by the Senior Learning Assistant and these are checked termly by the Headteacher.

### **Glazing**

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The School Business Manager is responsible for glazing management. This was last done in June 2015. No changes since that date.

**Gas Safety**

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The School Business 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 available within the Health and Safety A-Z on the West Sussex Services for Schools website. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The Headteacher is responsible for the induction of staff. Other users of our site must be inducted by the School Business Manager regarding fire safety, school security, asbestos etc.

**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. The Lone Working risk assessment is available in the policies folder and is to be reviewed in Spring 2018 by the Headteacher. All staff are aware of this risk assessment.

**Play Equipment**

External and internal play and physical education (P.E.) equipment is serviced by Universal Services and SLA with West Sussex County Council Caretaking and Premises. 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 until repaired or disposed of.

**Premises Maintenance**

The internal and external premises will be inspected at frequent intervals by the Premises Officer, 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 Officer using the log book. The Premises Officer will sign and date completed actions in the log.



### **Monitoring, Audit and Review**

The Governing Body shall receive at least 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.

### **Manual Handling**

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 Premises Officer who has undertaken the relevant manual handling training will undertake risk assessments.

The Premises Officer is responsible for developing and reviewing moving and manual handling risk assessment in liaison with the Headteacher.

### **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 schools systems are audited by WSCC Outdoor Education Advisor.

### **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.

### **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 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 Secretaries.

### **Transport**

Procedures are in place in the event of an emergency involving a coach/public transport which are regularly reviewed by the Headteacher, updated and communicated to staff.

### **Water Quality**

**The Premises Officer** is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. **An** annual water quality risk assessment is produced and reviewed by **3C Environmental**.

### **Working at Height**

Teaching staff are not permitted to work at height to put up displays. The Premises Manager has 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.