

# Pashley Down Infant School

## Health and Safety Policy



**Date:** March 2023

**REVIEWED BY THE GOVERNING BODY:**

**DATE FOR NEXT REVIEW: [March 2024](#)**

*Following the Lockdown that began in March 2020 this policy should be read with the understanding that should the school need to initiate safety procedures to reduce the risk of spreading the virus it will do so as the first priority. Therefore, there may be adjustments that need to be made within this policy and every other policy that is held by the school. Please read the school's risk assessment for further details and liaise with the Senior Leadership team if the crisis has affected part or parts of this policy implementation and you have concerns or queries about its impact.*

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### About this document:

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## **1. General Policy Statement**

The Headteacher and Governors of Pashley Down Infant School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher (Heather Godding) and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Headteacher and Governors will undertake to ensure compliance with policy and guidance produced by East Sussex County Council. The Headteacher and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

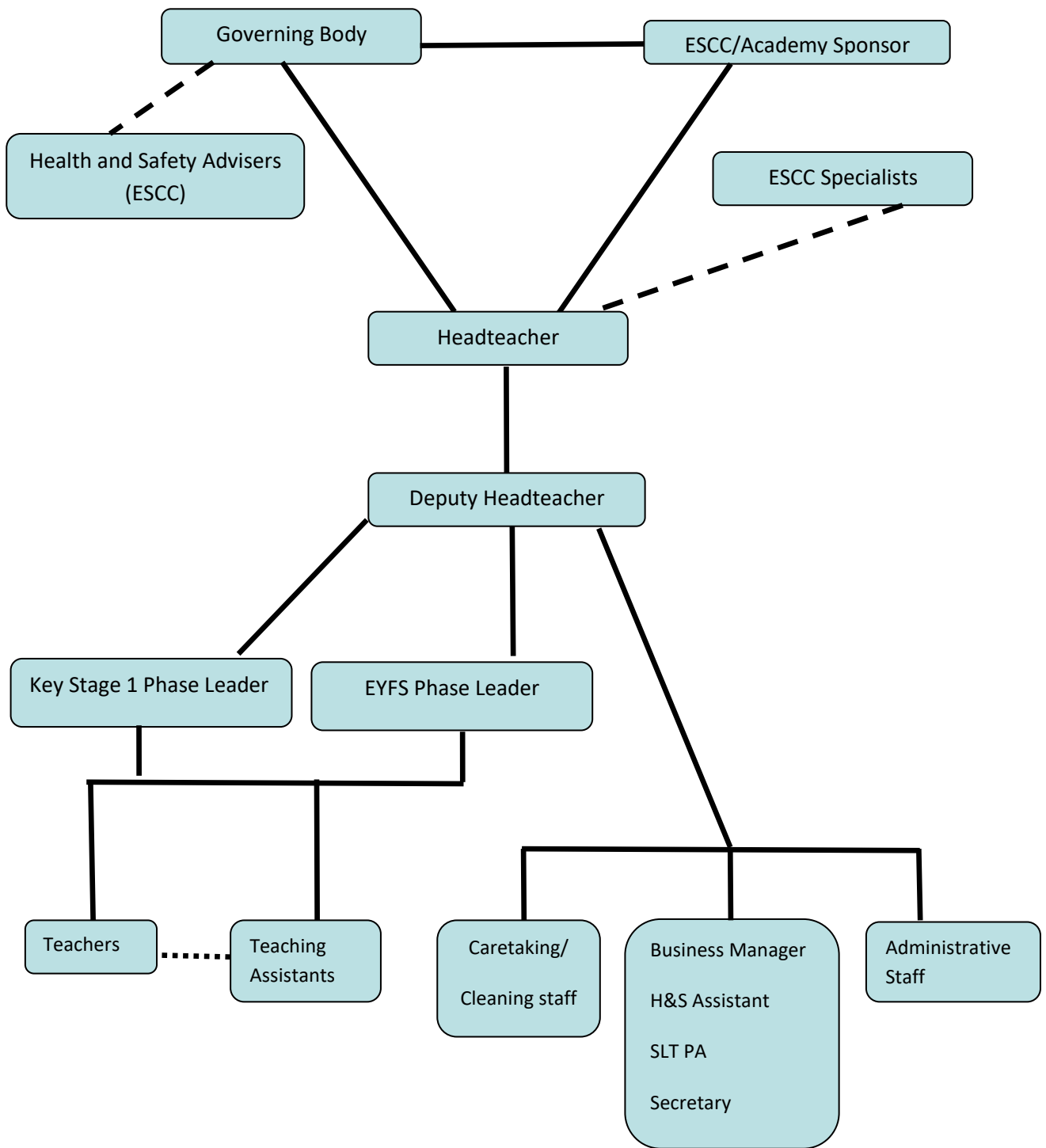
It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

## **2. Organisation within the school to meet the requirements itemised under the General Policy Statement**

Ultimately the responsibility for all school organisation and activity rests by definition, with the Headteacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



### **3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

Overall accountability for health and safety lies with the employer of the members of staff in the school. However day-to-day running of the school including responsibility for the health and safety of staff and pupils is delegated to the head teacher and school management team. They have a key role in making sure risks are managed effectively on site.

Sensible and effective management of health and safety relies on every member of the management team making sure risk is managed responsibly and proportionately. Good communication by all parties is critical to getting this right.

#### **3.1 East Sussex County Council (employer)**

East Sussex County Council's health and safety functions are delegated to the headteacher in the school to fulfil on behalf of the employer. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the employer.

In order to discharge this responsibility, East Sussex County Council should:

- Put in place sensible approaches to health and safety, with clear policies that focus on the real risks, and do not encourage unnecessary paperwork.
- Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities.
- Tell your employees about the real and significant risks in the school and the precautions they need to take to manage them.
- Make sure your employees have the relevant information and training to manage risks on a day-to-day basis, including access to competent health and safety advice where needed.
- Check that the control measures have been implemented and remain appropriate and effective.

#### **3.1 The Governing Body**

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health, safety and wellbeing. This applies to activities on or off the school premises.

In order to discharge this responsibility, the Governing Body will:

- Take reasonable steps to make sure that the school is following the health and safety policy and procedures e.g. through regular discussion at governance meetings.
- Ensure the lead Health and Safety Governor attends regular health and safety training.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.

- Budget for health and safety matters.

### **3.2 Headteacher**

The Headteacher has overall responsibility for policy, organisation, and arrangements throughout the school and in particular the Headteacher will:

- Ensure that the school is following the health and safety policy and has effective arrangements for managing the real health and safety risks at the school and that the policy is reviewed annually.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Consult and work with recognised safety representatives/employee representatives and safety committees.
- Ensure safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control;
- Monitor the general safety programme;
- Publicise safety matters;
- Investigate and advise on hazards and precautions;
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;

#### **Pashley Staff**

The Headteacher will:

- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Ensuring there is enough staff to safely supervise pupils
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Ensure that health and safety is considered as an integral part of teaching;
- Nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Premises Co-ordinator, throughout the school and ensure they are fulfilling their roles and responsibilities
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident & near miss reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- Ensure adequate numbers of staff can support the following management arrangements:
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

## **Premises**

The Headteacher will:

- Ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc.;
- Ensure health and safety issues associated with major building projects are complied with;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensure that emergency procedures and fire evacuation practices are in place within the school;

## **Governors**

The Headteacher will:

- Report to the governing board on health and safety matters
- Make an annual report on health and safety matters including buildings and safety management to the Governing Body;

## **First aid and Accidents**

The Headteacher will:

- Monitor incident trends to identify methods of reducing accidents;
- Have a general oversight of health and first aid matters;
- To monitor student health records prior to entry and to report/advise to relevant staff (first aiders, and the Headteacher) of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- To ensure the necessary records are maintained relating to accidents associated with the work of the school;

## **Deputy Headteacher**

The Deputy Headteacher will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **1. 3.3 The Health & Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Headteacher throughout the school. At Pashley the role of Health and Safety Co-ordinator is held by the site supervisor, who is assisted by a member of the office team for 0.5 to 1 day a week.

The Health and Safety Co-ordinator will:

- Ensure they have completed their IOSH Managing Safely training
- Make an annual report assisted by the Site Manager, on safety matters to the Governing Body;

- Assist with inspections and safety audits;
- Investigate and advise on hazards and precautions;
- Have a general oversight of health, safety and first aid matters;
- Monitor the general safety programme on behalf of the Headteacher;
- Make recommendations to the senior leadership team on matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- Publicise safety matters;
- Liaise with outside bodies concerned with safety and health e.g. East Sussex County Council's Health and Safety Team;
- Monitor accidents to identify trends and introduce methods of reducing accidents;
- Ensure all risk assessments are completed and reviewed;
- Ensure the site manager arranges routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure that incidents, near misses and dangerous occurrences are reported via East Sussex County Council's online incident reporting system, minor injuries form or hazard reporting system, as appropriate;
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Ensure staff are aware of the on-site procedures and the precautions to follow
- Report on health and safety matters with respect to the school buildings and grounds
- Ensure safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control;
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Liaise with contractors, assume the duties as outlined in 3.14 below;
- Ensure all accidents within the area of responsibility are recorded in line with the school policy.
- Monitor cleaning contracts, and ensure cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Manage and monitor purchasing and contracting procedures to ensure risks are effectively managed

### **3.5 Educational Visits Co-ordinator (EVC) will**

- Be involved in educational visit management in order to ensure that the Children's Services' Offsite Activities and Educational Visits Policy is followed;
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- After discussion with the Headteacher and Governing Body, either approve proposal or submit to the Children's Services Outdoor Education Adviser;
- Ensure that all educational visits meet the Children's Services Departmental requirements;
- Confirm that adequate risk assessments have been carried out;
- Support the Headteacher in the management and evaluation of educational visits;
- Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **3.6 Curriculum Leaders**

Each subject leader is responsible for:



- Developing policies based on Children’s Services guidance documents for their specialist area;
- Updating colleagues within the school in any change in practice;
- Issuing safety guidance for their curriculum area;
- Carrying out risk assessments for their specialist areas.

### **3.7 Teachers**

Teachers are responsible to their Phase Leaders for the immediate safety of the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Follow safe working procedures personally;
- Follow all risk assessments;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects and make recommendations to their line manager where necessary;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.7 Teaching Assistants**

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise their line manager is their Phase Leader, the Headteacher or Deputy Headteacher.

Additionally, the teaching assistants will:

- Follow safe working procedures personally;
- Follow all risk assessments;
- Be familiar with the general and particular safety rules that apply to their area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects to their line manager;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.8 First Aid Co-ordinator is the responsibility of the School Secretary**

The First Aid Co-ordinator, when on duty, is responsible for supporting health and welfare issues within the school and in particular:

- Will be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
- Will monitor student health records prior to entry and to report/advise the Headteacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- Will assist in the development and health promotion activities at the school;
- Will ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;

### **3.9 First Aid Lead**

The First Aid Lead, when on duty, is responsible for supporting health and welfare issues within the school and in particular:

- Will maintain the school medical room and equipment;
- Will assist in the monitoring of first aid equipment and bags on school site;
- Will attend appropriate training and administer medicines (see Administering Medicine policy)

### **3.10 The Site Manager will:**

- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-ordinator;
- Ensure that all portable electrical equipment is tested on an annual basis and new items are tested when they arrive;
- Ensure all accidents within the area of responsibility are recorded in line with the school policy;
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Support the health and safety co-ordinator to make an annual report, on safety matters to the Governing Body;
- Ensure that a contractor arriving at site, reports to reception and are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work.
- Advising contractors of site-specific risks and overseeing their activities on site
- Management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed

### **3.11 The School Secretary will:**

- Ensure visitors are aware of the on-site procedures and the precautions to follow;
- Ensure all visitors are given the Pashley School Health and Safety leaflet
- Liaises with class teams about children with complex medical needs including when classes transition at the end of the year
- Ensure that contractors arriving on site, report to reception and are informed of any hazards on the school site e.g. asbestos and that they sign to say they have seen/ been informed of such hazards.

- Ensures that regular contractors resign once a year to say they are aware of where asbestos might be on the Pashley site.
- Will monitor Arbor and the recording of First Aid incidents and send a weekly overview of all incidents recorded to the DSL team
- Will attend appropriate training and administer medicines (see administering medicine policy)
- Will ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **3.12 The PA to SLT will:**

- Implement, monitor and review health and safety training procedures for all members of staff.
- Will communicate with the Health and Safety Co-ordinator to ensure they are aware of CPD needs and requirements.
- Support the business manager in ensuring all risk assessments are completed and reviewed
- Put agreed dates in the school calendar for fire drills (four times a year Term 1, Term 2, Term 4 and Term 6)
- Put agreed dates in the school calendar for school Lockdown informally carried out in classrooms (Term 1, 3 and 5)
- Put agreed dates in the school calendar for Health and Safety site inspections in the second week of the following terms (Term 1, Term 3 and Term 5)
- Review the school Health and Safety leaflet at least annually to ensure information is relevant and up to date
- Put in ladder training for all staff in either the first INSET or first Twilight of the year
- Ensure that the weekly notes include a Health and Safety item heading

### **3.13 Union Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- Investigate complaints by any employee they represent relating to health and safety and welfare at work;
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Attend meetings of safety committees to which they are elected;

### **3.14 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises

Coordinator for them to rectify or the Headteacher.

Staff must ensure that a contractor arriving at site, reports to reception and a nominated person (the School Secretary or Site Manager) ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement East Sussex County Council's Asbestos Management in the Workplace Policy and the Safety Management of Contractors Policy.

### **3.15 Members of Staff Generally**

All of the school workforce play an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

All members of staff are responsible for:

- Taking reasonable care for their own health and safety and that of others who may be affected by what you do, or fail to do.
- Supporting others in school to follow school rules and procedures (e.g. by ensuring visitors report to the reception area on arrival at the school).
- Cooperating with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raising health and safety concerns in line with local arrangements.

Staff are reminded of the general duty imposed by the Health and Safety at Work Act 1974 at Sections 7 and 8:

*7. 'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*8. 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

## **4. Staff Consultation**

Consultation with staff on health and safety matters will be via the staff meeting. Health and safety will be a standard agenda item every month and staff are encouraged to raise any concerns either via this process or individually. The aim of consultation is to improve and maintain health and safety policies and procedures within the school and to encourage effective communication regarding health, safety and welfare matters.

## 5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

### 5.1 Crisis Management Team:

- The Headteacher;
- Health and Safety Co-ordinator;
- Site Manager;
- Chair of Governors/Health and Safety Governor.

### 5.2 Function of the Crisis Management Team:

- To act as the decision-making authority for the management of an incident;
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation;
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans;
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets;
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 6. General Emergency Procedures

The summoning of emergency services is via the office administrator and the Headteacher. In the event of a major disaster the Crisis Management Team must be alerted.

## 7. Fire Procedures

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as you do so.

Everyone must walk swiftly – not run – and take no belongings with them. SLT will bring their mobile phones with them if their phones are near them as they leave.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc. are accounted for.

The school secretary (or in their absence one of the office staff) must take the fire registers, staff sign-in boards and visitors book.

Staff must report to the senior member of staff to confirm whether or not all of their pupils/visitors/ volunteers are safely out of the building.

**All staff** must know the correct route for evacuating the class from wherever they are working. It is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape route at all times, and for helping to maintain access to the other escape routes. The fire evacuation routes will be displayed in every room in the school. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

**MDSA's** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher who will ensure that there is a lunchtime practice at least annually.

The Headteacher and Deputy will check the toilets. The Premises Co-ordinator will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**The Headteacher** will organise practice fire evacuations as appropriate, but at least three times per year, monitor for effectiveness and records kept within the fire log book. The fire alarm will be tested weekly.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a specific issue.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **8. Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.

## 9. First Aid Procedure

At present there are 15 people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix 1 at the end of this document and also published in school on the Medical room window.

First aid bags are kept in every classroom room. Nominated First Aiders provide first aid support and maintain a central supply of first aid materials to supplement first aid bags. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

Injuries which come to staff attention should be recorded on Arbor and/or East Sussex County Council's online incident reporting system if this is appropriate to level of injury. (very minor injuries should not be recorded and will be managed within the school e.g. a child bumps knee very slightly on table and requires no treatment)

The school secretary sends a text if a child has a head bump. In case of doubt as to whether or not a child's parent should be immediately alerted, contact the Headteacher or in their absence the Deputy Headteacher. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

A summary of the arrangements for first aid and accident reporting is included in the school prospectus.

## 10. Accident Recording and Reporting

**In the event of an accident the following procedure must be followed:**

- Render any equipment inoperative
- Summon assistance
- If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider
- If the injury is of a major nature then an ambulance should be summoned immediately and without undue delay attempting to contact parents or guardians
- If the injured person is mobile then they should be taken to the hospital for emergency treatment. The Headteacher, with the support of the Deputy Headteacher and/or Business Manager is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person should:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and then return to school.

All staff must report any accidents (or near misses) involving themselves or visitors/volunteers by recording the details on the East Sussex County Council's online incident reporting system. Pupil

accidents, depending on the severity will be reported either on the minor injuries form and/or East Sussex County Council's online incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by the East Sussex County Council's Health and Safety Team.

All accidents will be investigated, including the review of relevant risk assessments, to prevent re-occurrence. The Headteacher, with the support of the Business Manager will monitor the accidents to identify trends. The Governors subcommittee will also receive information on accidents at each meeting.

## **11. Health Issues**

### **11.1 Smoking**

In an effort to reduce the risk to health from passive smoking, this school is a no smoking site.

### **11.2 Alcohol and Drug Abuse**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. **The Staff Counselling Service**, leaflets are available in the staff room, will provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### **11.3 Staff Wellbeing**

Stress is defined by the HSE as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill health and contributes to employee ill health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.



Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

## **11.4 Expectant Persons**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many people work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant people and of their children. The policy sets out the known risks to new and expectant people and gives advice on what needs to be done to comply with the law.

### **Procedure**

- Staff (full and part-time) are required to inform their Line Manager and Personnel as soon as possible and in writing when pregnancy has been confirmed
- The Line Manager will undertake a risk assessment of the employee's work activity to ensure there is no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **11.5 Communicable Diseases (also see COVID risk assessment)**

From time to time infectious diseases will occur amongst pupils and staff. Infectious diseases are more common amongst school-aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection.

Refer to the 'Communicable Diseases Guidance for Schools' document for:

- Guidance on who to contact for help and advice in relation to problems with communicable diseases at school
- Basic information on common communicable diseases, and guidance on where to get further up to date information
- Information on the role of local Public Health England Centres.

## **12. Risk Assessments and Guidance Notes (also see the Risk Assessment Policy)**

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment. More general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been completed on your behalf, the content of these assessments will form part of the induction process. Any

changes to the risk assessments will be discussed at staff meetings and all staff must ensure that the risk assessments are implemented when undertaking any activities. Copies of these assessments are stored centrally online and monitored by the Health and Safety Co-ordinator.

The following staff will complete risk assessments for the areas highlighted below:

Premises	Site Manager and Business Manager
Curriculum	Curriculum Leaders
Offsite Visits	Group Leader
Individual/specific	Headteacher
Work Experience students	Deputy Headteacher

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

## 13. Specific Hazards

Schools are not generally considered dangerous places to work in, but they can still present risks which could lead to injury or ill health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the associated risks.

### 13.1 Asbestos

The school will keep an up-to-date asbestos survey for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibers become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified. The Site Manager, Secretary and Business Manager have been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

### 13.2 Legionella

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore, a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Site Manager.

### 13.3 Display Screen Equipment (DSE)

All staff that use PCs must complete the 'DSE Assessment Checklist' and return to the Business Manager. The nominated DSE Assessor is Business Manager and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. A list of these staff is contained in Appendix 1. The Health and Safety Officer will ensure that all workstations (excluding pupil workstations) comply with the minimum standards as detailed within the County Council Policy. Employee workstations are assessed to identify the risks to health and safety and to remove and reduce any risks to the lowest practicable level.

DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to the Headteacher after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

### **13.4 Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Site Manager and Business Manager are responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site Manager immediately (this should also be recorded in the Site Manager's 'Health & Safety Issues' book).

The Headteacher must be aware of, and approve the use of, any item being brought into schools by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

### **13.5 Machinery and Equipment**

An inventory of all equipment is kept by the Business Manager. The hand tools available are to be used under **strict guidance and close supervision of a teacher or teaching assistant**, when used by pupils. Such equipment, even simple items such as scissors, must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

### **13.6 Moving and Handling**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times.

The Site Manager will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity. Where lifting

equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for pupils to be moved, the Headteacher will arrange training for staff.

### **13.7 Work at Height**

All work at height must be properly planned and organised to ensure that it is carried out safely. This includes the selection and quarterly inspection of equipment, with records kept. Chairs, furniture or other fixtures must not be used to work at height or to access it.

The Site Manager and Health and Safety Co-ordinator will be responsible for undertaking risk assessments for work at height tasks.

Work at height is only carried out by staff who are competent for the work involved. Staff that are expected to use ladders or stepladders more than four rungs high will attend a half day training session. Staff will receive annual training for using stepladders four rungs or below.

Staff without the half day training will not undertake any work at height above the use of a four rung stepladder and will contact the Site Manager for any access requirements.

### **13.8 Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the Teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Caretaker will report all hazards, obstructions, defects or maintenance requirements to the Headteacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines.

### **13.9 Violence at Work**

All staff must report to their Line Manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the County Council's online incident reporting system.

### **13.10 Lone Working (also see the Lone Working Policy)**

Lone working refers to situations where staff, in the course of their duties, work alone e.g. in the community or countryside, in other people's homes, buildings etc., or in a County Council establishment.

Lone working in the County Council is not prohibited and nor will lone working automatically be unsafe. It is however, essential that best practice is adopted and maintained for dealing with lone working generally and any particular circumstances and situations that arise.

A generic risk assessment will be completed for the appropriate group of staff or activity. In certain circumstances or situations, it will also be necessary to carry out a specific risk assessment to formalise the appropriate safeguards.

### **13.11 Offsite Visits**

Staff must ensure that prior to planning or accompanying an offsite visit, that they are aware of the school and Children's Services Offsite Activities and Educational Visits Policy.

### **13.12 Work Experience Placements**

This school works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the Headteacher.

As the placement provider, risk assessments should be undertaken by the Headteacher/ teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and **before** the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

### **13.13 Hazardous Substances**

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Site Manager. Inspections will take place to:

- identify all substances used
- assess the level of risk to health
- eliminate the use of substances or substitute a safer alternative
- introduce and monitor control measures to prevent risk.

### **13.14 Noise at Work**

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to the Headteacher (or in their absence, the Deputy Headteacher).

### **13.15 Lettings**

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

## **14. Supporting Pupils with Medical Conditions (also guidance on supporting children with medical conditions)**

The school has a separate policy on the local arrangements for supporting children with medical conditions including the administration of medicines. Staff should make themselves familiar with the content of that document.

As a summary, the trained senior school secretary, or a trained First Aider will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to the office administrator by the parent on arrival at school.

The Inclusion team will liaise with parents/carers on the development of health care plans, etc. when required and staff should ensure that they familiarise themselves with these documents.

## **15. Training and Information**

A training needs analysis will be undertaken by the SLT to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the County Council's Health and Safety Training Policy and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher will:

- inform staff of any changes in the policy
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors
- assess the training needs of new members of staff.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## **16. Monitoring Health and Safety**

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Headteacher will conduct a bi-termly premises inspection with a health and safety co-ordinator and trade union safety representative (where appointed);
- the Governors' agenda and Headteacher's report to the Governors will both have health and safety as a standing agenda item.

## **16.1 Inspections**

To maintain and improve standards throughout the school a formal premises safety inspection will be undertaken three times per year and records kept. The school will be inspected according to the timetable of inspections, carried out by the Learning Environment Committee (governors), the Site Manager, and the Headteacher & Business Manager.

## **16.2 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed East Sussex County Council's Health and Safety Team will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the school development plan.

## **17. Visitors**

The Headteacher and Governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The Business Manager will ensure that volunteers have the necessary safety information, in line with East Sussex County Council's Voluntary Work Policy.

## **18. Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

## **19. Health and Safety Policy Review**

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

# Appendix 1: List of Useful Contacts in School

**Head Teacher:** Heather Godding

**Health and Safety Governor:** Andrew Baldwin

**Health and Safety Co-ordinator:** Rob Geal

**Educational Visits Co-ordinator:** Monica Burton

**Trade Union Safety Representative:** Fraser MacInnes and Claire Browning

**Deputy Teacher:** Emma Lewis

**PA to SLT:** Victoria Kilchevskaya

**Secretary:** Zoe Groves–Pyrke

## Curriculum Leaders:

- **PE:** Clare Butler
- **Computing and E-Safety:** Ben Page
- **Life Skills and Values, British Values and Philosophy:** Annalie Brown
- **Science and Outdoor Learning:** Monica Burton
- **English:** Emma Lewis & Alex Cox
- **Maths:** Ros Dyer
- **Art & Design and Design Technology:** Vanna Fossella
- **RE and Philosophy:** Helen Thomas
- **History and Geography:** Fraser MacInnes
- **Music:** Jo Ellis

**First Aid Coordinator:** Zoe Groves–Pyrke

**First Aid Leads:** Clair Ashdown and Rob Geal

First Aiders (First Aid at Work): an up-to-date list of all First Aiders can be found on the window of the Medical Room.

## First Aid at Work:

Zoe Groves-pryke	Expires Oct 23
Clair Ashdown	Expires Oct 23
Rob Geal	Expires Nov 23

## Paediatric First Aiders Face to Face course:

Rachel Hutchinson	- April 24
Emma Jackson	- November 24
Claire Browning	- April 24
Laura Pople	- April 24



Noelle Burdette - April 24  
Jane McMahon - April 24  
Daisy Lucas - April 24

**Date Paediatric First Aid Online course completed (SSS Learning):**

Completed by all staff on an annual basis

**Emergency First Aid at Work Face to Face course:**

Karen Huggan Expires Mar 25  
Rachel Hutchinson Expires Mar 25

**Admin of Medicines online course (SSS Learning):**

Zoe Groves-Pyrke online course Expires Feb 23  
Claire Browning online course Expires Dec 23

List of Display Screen Equipment 'users':

- Zoe Groves – Pyrke
- Victoria Kilchevskaya
- Jo Groves
- Heather Godding
- Emma Lewis
- Linda Carter
- Jane McMahon