

Health

Safety

Environment

SACKVILLE SCHOOL

HEALTH AND SAFETY POLICY

Health and Safety Policy issued by the Governors of Sackville School

Signed by: Dr S Squires

Effective from: 13/3/14

Next review date: 3/2015

Statement of the Chair of Governors

I am very pleased to be able to record my own personal commitment to the School's Health and Safety Policy.

The Governors and School Management Team are committed to health, safety and environmental excellence, and recognise and accept the responsibility to provide and maintain a safe and healthy environment and safe systems of work. To achieve this, Sackville will comply fully with the spirit as well as the letter of the law.

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 cooperation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

It is important to understand that every employee at Sackville has a legal and moral duty on health, safety and environmental issues. Our objective will be to ensure that employees can play the fullest part in consultation on health, safety and environmental matters and that all suggestions for improvement are properly considered.

To assist you, this document sets out the organisation and arrangements which support the School's policy on health, safety and the environment. Please read it carefully so that you understand how you can make your contribution.

Dr Steve Squires

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 school's 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, Curriculum Team Leaders (CTLs) and Line Managers are responsible, within their areas of control and through the management chain reporting to them, 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.

CTLs 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. They should conduct termly inspections of the area for which they are responsible (using the pre provided checklists illustrated in the Appendix) to identify potential hazards which should be reported immediately to the Health and Safety Officer. They are accountable to their line manager and should report formally (once a year) on how they have implemented the Policy within their areas of responsibility and on the health and safety record of pupils and staff in their area.

There are other areas of the school eg utility and administration areas, which are not the responsibility of CTLs but of an administrative post holder. These post holders must ensure the work for which they are responsible can be undertaken without risk to the health and safety of pupils, staff or any other person. It is especially important that appropriate instruction and training is given to the staff and pupils for whom they are responsible, and that the information is kept up to date. Where necessary, guidance can be sought from the school's Health and Safety Officer.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally. Major injuries and direct visits to hospital are also reported to WSCC using the online system.

The Welfare Officer Assistant is responsible for reporting accidents.

The Headteacher and Business Manager 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. A copy of the policy is available on the school X drive.

The Welfare Officer Assistant is responsible for managing medicines.

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. All members of staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos.

The Business Manager is responsible for asbestos management

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The Head of Science and the Cleaning Supervisor are the designated persons for ensuring that the COSHH risk assessment files are kept up to date in their respective areas and communicated to relevant staff.

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and, in addition, all 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 Business Manager and Premises Manager are responsible for the management of contractors instructed by them.

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.

Head of DT – responsible for Design and Technology
Head of Drama – responsible for Drama and Theatre Arts
Head of Boys PE – responsible for Physical Education
Head of Girls PE – responsible for Physical Education

Head of Science – responsible for Science

Display Screen Equipment (DSE)

Every DSE user should complete a risk assessment to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the Business Manager to ensure assessments are completed by relevant staff. The risk assessment has to 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 Business Manager, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Electricity

All portable electrical equipment within the school is to be tested periodically in line with HSE guidance and at a frequency determined by the Health and Safety Officer which is appropriate to risk. Details of the frequency of testing and results of this testing 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 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 ie parents and the press. All members of 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 Business Manager is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, eg 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.

He 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
- 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 Welfare Officer Assistant.

Other members of staff are trained as First Aiders. Details of the school's first aid trained staff are displayed in every classroom. The admin office monitors first aid training to ensure certification remains in date.

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

The Welfare Officer 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.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premises Manager is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The Premises Manager is responsible for gas safety.

Induction

All new employees are informed of the school's health and safety arrangements and procedures as part of their using the induction checklist available within the Health and Safety A-Z on the WSGFL. Staff new to WSCC will complete the eLearning 'Your Own and Others' and records will be kept.

The Business manager is responsible for the general induction of staff along with the Head of Department where specific curriculum risks exist.

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks are assessed and adequate controls put in place. The Premises Manager is responsible for risk assessing and producing lone working procedures.

Play equipment

Physical education (PE) equipment is serviced by Universal Services. PE equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head(s) of PE. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Manager, the inspections are recorded and resulting issues reported to the Headteacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Premises Manager using a defects reporting sheet, by phone or by email.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, the Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure that staff working in these areas receive the necessary training and instruction.

The Premises Manager is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the 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 WSGFL. 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. A Deputy Head teacher is the schools Educational Visit Coordinator (EVC)

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Headteacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant event.

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 is constantly monitoring staff workload and every effort is made to make effective changes if a member of staff is experiencing stress either at home or work. The school also utilizes the services of Atos 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 Senior Leadership team and CTLs.

Transport

The school's minibuses are checked weekly by the Premises team and records are kept. They are maintained and serviced in accordance with the law, and records kept. Only members of staff that have completed MIDAS training are permitted to drive a mini bus and are made aware of WSCC driving policy. Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated and communicated to staff.

Water quality

The Premises Manager is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by 3C Environmental.

Working at height

Staff are not permitted to work at height to put up displays or for any purpose unless trained to work at height. All the premises team has been ladder trained and will erect displays on behalf of teaching staff if requested to do so. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

ARRANGEMENTS TO SUPPORT THE HEALTH AND SAFETY POLICY

Whatever your position in the school, support is available to help you meet your responsibilities in all safety and environmental matters. The following personnel may be contacted for advice or assistance:

Health and Safety Officer (Business Manager)

The Health and Safety Officer will provide help and advice on all safety and environmental matters. This will include school policy, compliance with legislation and liaison with agencies such as the Health and Safety Executive and West Sussex County Council. The Health and Safety Officer will give guidance and support with regard to training and briefing on safety matters.

Occupational Health

Advice on occupational health policy matters is provided by a Deputy Headteacher

Security

Information and advice on matters of security is available through the Business Manager. You will be notified of any special security arrangements of which you need to be aware.

Welfare

Welfare facilities are provided to at least the standard required by law. Individual employee related problems should initially be discussed with your line manager.

Suggestion Scheme

Suggestions that will improve health and safety or the environment are welcomed and should be submitted to the Business Manager.

Consultation

Consultation on health, safety and environmental matters should take place frequently. In particular, management and Trade Union appointed safety representatives and all other employees will work together in order to improve working practices and the working environment.

Agreed and adopted by the Governing Body, 13th March 2014