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# Health and Safety Policy

'Educational Inclusion' is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils'

Developed by **West Sussex Model Policy**

In consultation with **Staff and Governors**

Responsible Committee **R&F (Resources and Finance)**

Approval Date **20/1/26**

Review Date **20/1/27**

## **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.

## **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 Governing Body has the following health and safety responsibilities:

- To make sure the educational establishment has an up-to-date local health and safety policy.
- To monitor that the Head of Establishment has made adequate arrangements to discharge his/her responsibility for health and safety relating to the school's activities, including for off-site visits.
- To monitor the effectiveness of the health and safety arrangements.
- To check that policies and procedures are implemented in accordance with the standards set by the Executive Director of Care, Wellbeing and Education.
- To make sure that sufficient resources have been allocated for health and safety, including resources to maintain the premises in a safe condition.
- To make sure that health and safety issues are covered at Governing Body meetings, and provide information to the Local Authority on Health and Safety matters when requested.

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. This will include the following:

- Follow the health and safety guidance and standards (including the model risk assessments provided) set by the Executive Director of Care, Wellbeing and Education. This includes risk assessments provided for science and design & technology from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and Safe Practice in Physical Education and School Sport by the Association of Physical Education.
- Put in place suitable organisational arrangements for implementing, monitoring and controlling health, safety and welfare of staff, children and young people, and to set this out in a local health and safety policy approved by the Governing Body.
- Check that model risk assessments provided by the WSCC on West Sussex Services for Schools are suitable and sufficient for the establishment's purposes, and where not, or where there is no relevant model risk assessment, obtain competent advice to undertake a suitable and sufficient risk assessment.
- Appoint an educational visits co-ordinator from their staff to advise and co-ordinate offsite educational visits, and ensure that risks to pupil health and safety during off-site visits are adequately assessed and controlled. (At Thakeham Primary School this is the Headteacher.)
- Appoint a designated person for fire safety to ensure there are adequate fire safety arrangements, including a written fire emergency plan. (At Thakeham Primary School this is the Headteacher.)
- Make arrangements for the security of the premises, and for the repair and maintenance of the premises, including the proper selection and control of contractors, and ensure any defects are made safe without delay.
- Make arrangements for machinery, plant and equipment to be maintained in a safe condition, including tests and inspections required by law, and keep records.
- Provide adequate information and instruction to employees, including the first aid provision and the fire evacuation procedure.
- Arrange for appropriate training in health and safety, and certification where required, and keep this up-to-date. Health and safety must be a standard part of any new employee's induction.
- Make sure that staff that supervise hazardous activities are suitably qualified and experienced.
- Undertake regular inspections of the workplace and working practices and report the findings to the Governing Body.
- 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.
- Encourage the co-operation of all staff in health and safety by discussion and consultation.
- Designate one or more deputies to act on day-to-day health and safety matters in the absence of the Head of Establishment.

- Co-operate with the County Council's Health and Safety Service and allow them reasonable access to carry out health and safety inspections, assessments, interventions or accident investigations.
- Implement PHE/DfE guidance in times of pandemic e.g. COVID-19.

Curriculum Leaders have a key responsibility to ensure the safe delivery of their particular curriculum. They must ensure that all employees under their supervision know the relevant safe working practices and the arrangements for working safely. They should familiarise new staff with health and safety aspects of their work, make sure accidents are reported immediately, and safeguard the health and safety of others under their management or supervision. Curriculum Leaders must use and adapt the model risk assessments provided by the County Council for educational establishments.

All staff must:

- Follow the health and safety guidance provided by their line manager, and take reasonable care of their own health and safety and that of others affected by their work including those persons under their control or supervision.
- Make sure they are aware of the hazards associated with their work and understand the risk assessments.
- Know the emergency procedures, first aid provision and accident reporting.
- Take reasonable care of all safety equipment and clothing given into their possession, and report any defects.
- Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided.
- Report all accidents, damage, hazards and defects to the local health and safety officer.

**Contractors**

Educational establishments who enter into their own contracts must take into account the Local Authority's policies and procedures to ensure that health and safety obligations and liabilities are addressed. It is essential that any contractor or sub-contractor engaged to do work for educational establishments carries out the contract safely without significant risk to themselves and County Council staff, children and young people. Those arranging work by contractors must follow WSCC's health and safety guidance.

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

This document describes the arrangements for delivering effective health and safety management within Thakeham Primary School.

These arrangements apply to all areas of the school's business. They must be read in conjunction with the other health and safety arrangements and policies in place which for maintained schools are:

- West Sussex County Council (WSCC) 'Corporate Health, Safety, Wellbeing and Fire Safety' policy which sets out the WSCC policy statement and responsibilities of key staff in the council.
- Local Authority (LA) Health and Safety Policy which sets out the responsibilities of Headteachers, Governors and others responsible for the management of health and safety in schools.
- WSCC health and safety arrangements documents, which cover a range of health and safety hazards and set out the WSCC approach to managing specific hazards for example working at height or the management of asbestos.

Additional sources of information are:

- Health and Safety Service – [healthandsafety@westsussex.gov.uk](mailto:healthandsafety@westsussex.gov.uk), 01243 752025
- Facilities Management – [Home \(concerto.co.uk\)](http://Home (concerto.co.uk))

### **Accident and Incident Reporting**

The school will follow the arrangements explained in WSCC, 'Incident Reporting and Investigation, Health and Safety Arrangements'. All work-related incidents and accidents are reported to WSCC using the online reporting system, any member of staff can log an incident in this way. Accidents, injuries and ill-health incidents that are not connected to a work activity are recorded locally.

- The Headteacher will monitor incidents in order to identify trends and report to the governing body.
- The Headteacher will investigate incidents when required, completing details in the 'managers review'.

### **Administering medicines**

The school's Managing Medicines policy details the procedures followed by the school and is based on the template provided by WSCC. The leads for the administration of medicines are the First Aid Leads. A copy of the policy is on the school's website.

### **Asbestos**

The school will follow the arrangements explained in WSCC, 'Asbestos Management, Health and Safety Arrangements'.

- All contractors working on the building will be made aware of the location of asbestos and sign the asbestos register.
- Staff will be made aware of the location of asbestos and the procedures to follow if asbestos (or suspected asbestos) is disturbed.
- Staff whose work could expose them to asbestos will complete WSCC training in asbestos awareness.
- The Premises Manager is responsible for asbestos management in the school and will complete the WSCC training in asbestos management e-learning every year, and the face-to-face course every third year.
- Low grade asbestos is found within the original floor tiles under the new floor covering in the cloakroom opposite Franklin Class and in the damp proof membrane under the building.



## Control of Substances Hazardous to Health (COSHH)

The school will follow the arrangements explained in WSCC, 'Control of Substances Hazardous to Health, Health and Safety Arrangements'. All hazardous substances stored and used within the school are risk assessed and the precautions identified by the risk assessment are communicated to staff and implemented.

- CLEAPSS 'haz cards' and guidance are followed for hazardous substances that are used during learning and teaching.
- COSHH assessments of other hazardous substances used in school will be held in a COSHH risk assessment file, along with the relevant data sheets and COSHH assessment request form.
- The Premises Manager will ensure the COSHH risk assessment file is kept up to date and communicated to relevant staff.

## Contractors

The school will follow the arrangements explained in WSCC, 'Contractors Selection and Management' and will seek landlord's permission before carrying out building, engineering or alteration work to the building or grounds by following the School Managed Projects process.

- Contractors will be given an induction to the school site, its facilities and the emergency arrangements before they start work.
- Contractors will be required to provide risk assessments and method statements.

- Contractors are monitored whilst on site to check that the agreed safety measures are being followed.
- The Operations Manager is responsible for the management of contractors during school managed projects.

## **Curriculum Safety**

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety arrangements, which are regularly reviewed and communicated to the relevant staff.

DT Lead – responsible for Design and Technology

Music Lead – responsible for Drama and Theatre Arts

PE Lead – responsible for Physical Education

Science Lead – responsible for Science

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

The school will follow the arrangements explained in WSCC, 'Display Screen Equipment, Health and Safety Arrangements'. All staff who are 'DSE users' i.e. those who use DSE daily for continuous periods of an hour or more, will complete the WSCC DSE e-learning course and carry out a DSE risk assessment. The assessments will be reviewed every year or earlier if necessary, for example if an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE. The Operations Manager will ensure DSE training and assessments are completed by relevant staff.

## **Electricity**

The school will follow the arrangements explained in WSCC, 'Safe use of Electrical Systems and Electrical Equipment, Health and Safety Arrangements'. Electrical equipment and systems used in school will be tested, inspected and maintained in a safe condition. This includes that the electrical supplies are inspected and tested by a competent person at least every 5 years, as well as that electrical equipment is subject to user checks, formal inspections by a competent person, and portable appliance testing at suitable intervals. Private electrical equipment may only be brought into school if there is proof that the equipment has been checked and/or tested within the last 12 months.

- Electrical safety is managed by the Premises Manager.
- The 5 yearly inspection of electrical supplies is arranged by the Premises 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, the Operations Manager and the Premises Manager.

## **Fire Safety**

The school will follow the arrangements explained in WSCC, 'Fire Risk Management, Health and Safety Arrangements' including that the Headteacher will ensure a fire risk assessment is completed by a competent assessor following a recognised national standard at least every 3-5 years. All staff will complete fire safety e-learning, contractors, visitors and pupils will be given information about fire safety and evacuation that is appropriate to their role. The Headteacher is the designated person for fire safety and will ensure that day to day fire safety is properly managed including:

- Completing the school Fire Safety Logbook keeping it up to date.
- Weekly sounding of the fire alarm through activation of a different manual call point each week, with this recorded.
- Checking that final exits and escape routes are kept clear, unlocked, and usable.
- Checking that there are no obvious issues with any preventative or protective fire safety measures.
- Ensuring there are sufficient staff present to assist with evacuations.
- Developing a GEEP that explains how assistance is given to ad hoc visitors, for example if someone attending an event needs assistance to evacuate the building.
- Developing PEEPs for individual staff or pupils that require assistance during an evacuation.
- Weekly inspections of the premises to check for fire safety issues.
- Taking responsibility for, or delegating, emergency evacuations and drills.
- Ensuring at least one planned fire drill / term is carried out.

They will also ensure that the establishment has in place an up to date Emergency Evacuation Plan which details the action to be taken by staff in the event of fire (including identifying the location of the fire), the evacuation procedure, location of assembly points for roll call, and the arrangements for calling the Fire & Rescue Service.

## **First Aid**

The school will follow the arrangements explained in WSCC, 'First Aid at Work, Health and Safety Arrangements'. The Headteacher will ensure that a first aid needs assessment has been completed for the site, including consideration of the first aid requirements of the Early Years Foundation Stage Statutory Framework (EYFSF). 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. All staff members are made aware of the arrangements in place.

The First Aid Leads manages the day to day first aid arrangements on site, ensuring that first aid kits are stocked and monitoring first aid training to ensure certification remains in date.

## **Food Safety**

The lead for Food Safety is the Headteacher who will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are cleaned daily and after each use. A risk assessment is in place for lunchtime meals (hot and cold).

## **Glazing**

A glazing survey has been carried out and the Premises Manager regularly monitors glazing as part of the premises inspections.

## **Gas Safety**

The school will follow the arrangements explained in WSCC, 'Gas Safety, Health and Safety Arrangements'.

- The Premises Manager ensures that gas boilers and gas appliances are serviced and maintained by a competent contractor registered with Gas Safe, and that gas shut-off valves are accessible at all times and tested quarterly.

## **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 WSSfS. Staff will also complete the eLearning 'Schools Health and Safety Induction' and records will be kept. The Headteacher is responsible for the induction of staff.

Visitors, volunteers, contractors and those doing work experience will also be given a health and safety induction tailored to their specific needs and records are kept. The Operations Manager is responsible for induction of contractors, and the Headteacher is responsible for induction of work experience students.

## **Infection Control**

The school will follow the arrangements explained in WSCC, 'Infection Control, Health and Safety Arrangements.' The school seeks to manage the spread of infection to prevent ill health such as coronavirus, norovirus, hepatitis and others. Staff, volunteers and others in school will follow good practice for hand hygiene; liquid soap and warm water is available on site.

The school has a risk assessment for infection control and communicates the significant findings of this assessment to staff. The school emergency plans include the steps needed to respond to an outbreak of infectious disease, based on guidance from the UK Health Security Agency (UKHSA) and following the UKHSA advice on exclusion periods for infectious diseases. These exclusion periods are communicated to parents.

As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online incident reporting system so that WSCC Health and Safety Services can submit the required report to the Health and Safety Executive (HSE).

## **Lone Working**

The school will follow the arrangements explained in WSCC, 'Lone Working, Health and Safety Arrangements'. Lone working is discouraged, however where employees are required to work alone the risks will be assessed and safety measures put in place. The Headteacher is responsible for risk assessing and producing lone working procedures.

## **Play and P.E. equipment**

External and internal play and physical education (P.E.) equipment is serviced annually. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher. The Premises Manager regularly monitors external play equipment and defects are reported immediately to the Headteacher. Faulty equipment will be immediately decommissioned and steps taken to prevent staff or pupils from using it.

## **Premises Management**

The school will follow the arrangements explained in WSCC, 'Premises Management Corporate Guidance.' The school will be kept clean, tidy and free from hazardous obstacles. Day to day hazards noticed by staff such as defective equipment, furniture or premises issues will be reported to the Operations Manager and/or Premises Manager. A number of audits and inspections take place over the school year,

including informal daily checks and formal written inspections, as well as those carried out by a competent person.

- Daily visual checks of the site are carried out by the Premises Manager, following the WSCC premises toolkit.
- More detailed inspections of the premises are carried out at least termly by the Premises Manager. These inspections are recorded, and any issues found will be reported to the Headteacher and where relevant the Governing Body. A member of the Governing Body will attend at least one premises inspection per year.
- Statutory inspection of equipment and compliance matters is overseen by the Operations Manager.
- Health and Safety self-assessment is completed by the Operations Manager following the WSCC self assessment toolkit, and a site visit is carried out by WSCC Health and Safety Services as part of the service level agreement.

The Headteacher will give termly reports to the Governing Body regarding Health and Safety and the Governing Body will prepare an annual action plan to address deficiencies in health and safety arising from the Headteachers' annual report.

### **Manual Handling, Moving and Handling**

The school will follow the arrangements explained in WSCC, 'Moving and Handling People Corporate Guidance' and 'Manual Handling of Inanimate Loads Corporate Guidance.' Manual handling is defined as the transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force. It refers 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).

- Staff that carry out manual handling as a regular part of their role will complete the face to face training from WSCC, and risk assessments of the tasks will be written.
- Staff that carry out moving and handling of people as a regular part of their role will undertake training from a competent person.
- Risk assessment of moving and handling tasks is a specialist area and only trained and competent staff will complete such risk assessments.

The Headteacher is responsible for developing and reviewing moving and handling risk assessments in school.

## **New and Expectant Mothers**

The school will follow the arrangements explained in WSCC, 'New and Expectant Mothers Corporate Guidance'. Any staff member who becomes pregnant should inform the Headteacher so that a risk assessment can be carried out following the guidance from WSCC. The school recognises the changing nature of pregnancy and will regularly review risk assessments at least once / trimester, or as indicated by the person's healthcare professional.

## **Off-site activities**

Risk assessments of off-site activities will be carried out following the Evolve system and advice from the WSCC Outdoor Education Advisor. The Headteacher is the school's Educational Visit Co-ordinator (EVC).

## **Risk Assessments**

The school will follow the arrangements explained in WSCC, 'Risk Assessment Corporate Guidance'. All staff that write or authorise risk assessments will complete training. Curriculum risk assessments are completed following the advice and guidance from CLEAPSS and the afPE. All risk assessments will be recorded in writing and reviewed annually or following a significant incident.

- The Operations Manager is responsible for the school's risk assessment register.
- Email communications are used to remind staff of essential safety measures arising from risk assessments.

## **Staff Welfare/Stress**

The school will follow the arrangements explained in WSCC, 'Risk Assessment Corporate Guidance'. All staff that write or authorise risk assessments will complete training. Curriculum risk assessments are completed following the advice and guidance from CLEAPSS and the afPE. All risk assessments will be recorded in writing and reviewed annually or following a significant incident.

The school has a commitment to the wellbeing and good mental health of its staff. Wellbeing is bespoke to staff members and accessible on their level, in their way and on their terms. Staff are informed of the support available to them for this, such as access to WSCC's Employee Assistance Programme.

## **Training**

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles safely. Training requirements are discussed during induction, professional development reviews and one to one supervision.

- The school uses a training matrix that identifies the health and safety training required by staff in different roles.
- Training records are kept and reviewed by the Headteacher and Office Manager.

## **Violence and Aggression**

The school will follow the arrangements explained in WSCC, 'Management of Work Related Violence, Corporate Guidance'. Violence and aggression may be from adults or children and in the case of dysregulated children it does not necessarily imply an aggressive intent. Staff who work with children displaying aggressive or challenging behaviour will be given training (such as positive behaviour or de-escalation training). Incidents that result in staff being physically hurt or verbally abused can all be reported on the online incident management system. Any staff member can submit a report. Violence and aggression incidents will be included in the Headteacher health and safety reports made to the governing body, normally as part of health and safety incident data.

- The Headteacher ensures that there is a risk assessment of violence at work in school following guidance from WSCC.
- The Headteacher ensures that behaviour management plans are developed for children who have a history of displaying aggressive or challenging behaviour.

## **Water Quality**

The school will follow the arrangements explained in WSCC, 'The Control and Management of Legionella, Health and Safety Arrangements'. When necessary, legionella will be considered as a hazard in risk assessments. The Premises Manager is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. The school has engaged a competent contractor to carry out and review the water quality risk assessment.

## **Working at height**

The school will follow the arrangements explained in WSCC 'Health and Safety Arrangements, Working at height'. This includes that working at height will be avoided if possible by changing the way the work is carried out (for example having displays at a height that can be reached from the floor). If the work at height cannot be avoided steps will be taken to prevent a fall from occurring and to mitigate the severity of the outcome.

- School staff are instructed never to climb on chairs, tables, or any other equipment not specifically designed for working at height. They are reminded of this during INSET days.
- All of the school's access equipment is listed on a register, stored securely, and is subject to regular inspection and maintenance. This register is managed by the Premises Manager.
- Risk assessments for work at height will include emergency arrangements such as how those working at height can get help if needed, how they will be aware of emergencies on site, and a 'rescue plan' when needed (for example if specialist access equipment is in use).

### **Policy history**

1. Policy created 6.1.2025 by WMC
2. Edit to fire safety section 6.1.2025 by WMC
3. Arrangements section updated in line with WSCC model policy 19.1.26 by GR