



## **Ifield Community College - Health and Safety Policy**

**Adopted by Governing Body January 2017**

**Reviewed and Approved by Governing Body March 2018**

**Date of next review March 2019**

**Signed (Chair of Governors)**

### **Statement of Intent**

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work

Chair of Governors

## **THE ORGANISATION FOR HEALTH AND SAFETY**

### **Health and safety responsibilities**

The Governing Body has strategic responsibility for health and safety within all areas of the 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 Principal 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 Principal 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.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Principal or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls

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

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Accident and Incident Reporting**

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

The **School Business Manager** is responsible for reporting accidents.

The Principal will monitor accidents and incidents in order to identify trends and report to the governing body

### **Administering medicines**

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The administration of medicines is closely monitored by the Inclusion and Welfare officers. A copy of the policy is available from the school welfare office, and on the school website

## **Asbestos**

The school was constructed in 2005 and, as such, did not use asbestos in its construction.

## **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.

**BAM FM** is the designated organisation for ensuring that the COSHH risk assessment file for the building is kept up to date and communicated to relevant staff.

**Heads of relevant departments** are responsible for undertaking risk assessments relating to the safe storage of chemicals within their teaching areas.

## **Contractors**

The school is a PFI build and BAM FM are the contractor. They are responsible for all maintenance of the school buildings and site for the duration of the PFI contract. They oversee all maintenance and servicing sub-contractors.

Should any large scale building works be planned for the future this policy will be reviewed to reflect this.

## **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.

David Curran – responsible for Design and Technology

Elleanor Quinn and Louisa Haynes – responsible for Drama and Theatre Arts

Dave Ward – responsible for Physical Education

Amber Heath – responsible for Science

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

Every regular DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the **HR and Student Services Manager** to ensure assessments are completed by relevant staff.

The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSGfL

DSE user risk assessments will be reviewed periodically by the **School Business Manager**, 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 annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by **BAM FM**.

### **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 members 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 **BAM FM** and the **School Business Manager**

### **Fire Safety**

**BAM FM** is the designated organisation for fire safety within the establishment and will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.

The **School Business Manager** is the nominated responsible person within the school and will ensure that

- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Ensure personal emergency evacuation plans (PEEP) are developed for those staff and/or pupils who require additional assistance to evacuate the premises.

The **School Business Manager** will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the

establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for appropriate staff and evacuation training with all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises

### **First Aid**

The school has four main First Aiders who have undertaken the 'First Aid at Work' qualification:

Gemma Clarke

Jane Hill

Ashleigh Butler

Lauren Evans

In addition, a further member of staff, Sheree Clarke, is also trained in order to act as First Aider on any trips abroad.

There are 15 members of staff who are 'Emergency First Aid at work' qualified. A list of the school's first aid trained staff is displayed in the first aid room/area. The Assistant Principal with responsibility for pastoral matters monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and a policy outlining the school's provision is available. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place

**The Inclusion and Welfare assistants** are designated to ensure 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. **BAM FM** is responsible for glazing management

## **Gas Safety**

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. **BAM FM** is responsible for gas safety.

## **Aerosols**

The use of all aerosols on school premises is prohibited.

## **Allergens**

The school does not routinely ban any items that may cause an allergic reaction, but will regularly review the disclosure of allergic conditions, and retains the right to adapt this policy to prohibit items to meet the specific needs of individuals

## **Induction**

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the West Sussex Services for Schools site. Staff will also complete the eLearning 'Health and Safety Induction' and 'Using Display Screen Equipment Safety' training of which records will be kept. **Line Managers/Heads of Department** are responsible for the induction of staff.

## **Lone Working**

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

**Heads of Department/Line Managers** are responsible for risk assessing and the **Health and Safety group** for producing lone working procedures.

## **Physical Education equipment**

Servicing of external and internal physical education (P.E.) equipment is managed by **BAM FM**. P.E. equipment is checked prior to every use by the teaching staff and any defects are reported immediately to BAM FM. The **Head of PE** regularly monitors external P.E. equipment and defects are reported immediately to BAM FM. Faulty equipment is immediately decommissioned

## **Premises Maintenance**

The internal and external premises will be inspected at regular intervals by **BAM FM**. The inspections are recorded and resulting issues reported to the Principal/Business Manager. 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 **Front of House administrator** who will log it with the BAM FM help desk for action. Weekly action logs will be reviewed by the School Business Manager, and follow up action addressed at Bi-weekly meetings with BAM FM.

## **Monitoring, audit and review**

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 local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Principals' annual report.

### **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 BAM FM to undertake these tasks and to ensure suitably competent staff undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

In the case of students, the Inclusion and Welfare assistants will assist in the handling of children within the limits of their role.

**BAM FM** 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 Principal of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the West Sussex Services for Schools site. 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 school's systems are audited by WSCC Outdoor Education Advisor. Steve Shaw, **Operational Logistics Manager**, is the schools Educational Visit Co-ordinator (EVC)

### **Oil**

The school uses oil fired heating. The oil is stored in accordance with regulations and the oil tank is regularly inspected by **BAM FM** and is serviced and maintained by a company designated by BAM FM.

### **Risk Assessments**

Risk assessments are a legal requirement under health and safety law and the Principal will assess all risks arising out of the curriculum and associated work which the school

undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

### **Staff Welfare/Stress**

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Principal is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. Where deemed beneficial, a stress risk assessment will be undertaken. The school also utilizes the services of Health Assured to help with personal awareness as well as concerns at work, 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 Vice Principal for Quality and Teaching, and the HR and Student Services Manager.

### **Transport**

The school's minibus is checked prior to each trip by the designated user and records are kept. It is maintained and serviced in accordance with the law and records kept. Only staff that have completed MIDAS training are permitted to drive the 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**

**BAM FM** is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained and ensuring a bi-annual water quality risk assessment is produced and reviewed.

### **Working at height**

Teaching staff are not permitted to work at height to put up displays. BAM FM premises officers have been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.