



## Northchapel Community Primary School

# Health and Safety Policy

<b>Review Date</b>	<b>Spring 2022</b>
<b>Reviewed By</b>	<b>Deborah Coggin</b>
<b>Approved By</b>	<b>Finance Committee 02.03.22</b>
<b>Due for next review</b>	<b>Spring 2024</b>

### 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

**Staff Roles and Responsibility**

<b>Head Teacher</b>	<b>Deborah Coggin</b>
<b>Governor responsible for Health and Safety</b>	<b>Andy Tate</b>
<b>Bursar</b>	<b>Sarah Barnwell</b>
<b>Administration Team</b>	<b>Susie Goodwin, Kate Fenney</b>
<b>Premises Officer</b>	<b>Neil Banks</b>
<b>Designated member of staff for First Aid and Managing Medicines</b>	<b>Julie Gibbs Samantha Tranter</b>
<b>Lead member of staff for safety – Design Technology</b>	<b>Deborah Coggin</b>
<b>Lead member of staff for safety - Science</b>	<b>Deborah Coggin</b>
<b>Lead member of staff for safety - PE</b>	<b>Jon Eddy</b>
<b>Swimming Pool Health and Safety</b>	
<b>Pool Operator</b>	<b>Deborah Coggin</b>
<b>Pool Controller</b>	<b>Deborah Coggin</b>
<b>Forest School</b>	<b>Julia Edwards and Daioni Shuter</b>
<b>Lunchtime Catering Contactor</b>	<b>Chartwells</b>
<b>Designated persons for ensuring the COSHH risk assessment file is kept up to date</b>	<b>Deborah Coggin/Neil Banks/Liz Bicknell</b>

## 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 Head Teacher 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 Head Teacher 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 Leadership Team 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 Head Teacher or governing body and detailed in the organisation section of the policy. The Leadership Team 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. All incidents to pupils are recorded locally in the blue accident folder and significant injuries and direct visits to hospital are also reported to WSCC using the online system.

The Bursar or Admin Team are responsible for reporting accidents online.

The person who deals with the incident must report in the accident book and to the office in the event of a notifiable accident. The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

### Administering medicines

The school's First Aid and 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 from the school office and on the school website. The lead for managing medicines in school is listed in the staff - roles and responsibilities page.

## Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The bursar and premises officer are 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 Admin Team and cleaner are responsible, with the premises officer, for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff. COSHH are kept in the locked cupboard in the staffroom with a COSHH list attached to the outside of the door. The risk assessment file is contained within this cupboard.

## Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are monitored whilst on site.

The head teacher is responsible for the management of contractors.

## Curriculum Safety

The Governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and risk assessments, which are regularly reviewed and communicated to the relevant staff. See details of relevant staff on Page 2.

## Display Screen Equipment (DSE)

Every 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 bursar 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 on the West Sussex Learning and Development Gateway.

DSE user risk assessments will be reviewed periodically by the bursar, 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 annually and records of these tests will be held at the school. Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

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

Electrical safety is managed by the bursar and premises officer.

## 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 monitored and reviewed annually by The Leadership Team.

## Fire Safety

The Head Teacher is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire and to ensure the establishment can be safely evacuated. Where necessary, the Emergency Fire Plan will include the following features:

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

## First Aid

The First Aid and Managing Medicines Policy sets out details of the First Aid Procedures followed by the school. This also includes what to do in the event of a bumped head incident. There are two designated staff leads responsible for First Aid in school but other staff, including teachers, teaching assistants, lunch time supervisors and admin staff are also trained every three years in Emergency First Aid. A record of training and renewal dates are kept in the office. In addition, staff are also trained in poolside recovery and first aid to ensure that safety in the swimming pool is at the highest standard. Other relevant policies include: Asthma Policy, Bodily Fluid Spills Policy.

A first aid risk assessment has been completed. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover before and after school clubs. The head teacher is responsible for ensuring that there is adequate first aid cover at events.

The designated member of staff for first aid is responsible for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed. All kits in school are checked termly.

## Food Safety

The lead for Food Safety is *the Headteacher*. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. This is managed by the Lunchtime Catering Contractor. The kitchen and servery are to be cleaned daily and after each use by the Lunchtime Catering Contractor staff member. The dining area is cleaned daily by the Lunchtime staff team.

A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must cordon off a spillage, clear up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the Food Safety Lead.

## Forest School

All forest school equipment is kept in a secure cupboard and tools are locked in a secure box. Thorough risk assessments for all forest school activities are held in the school forest school handbook, kept in the forest school cupboard. Ratios of pupils to staff are closely monitored for sessions and age of children. Sessions do not take place in high wind.

## Glazing

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

## 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 an annual update on Health and Safety at the first inset day each year and records will be kept. The Head Teacher is 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.

The Head Teacher is responsible for risk assessing and producing lone working procedures.

## Play 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 and any defects are reported immediately to the head teacher. The Premises Officer regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned. External Play equipment is checked annually by RoSPA.

## Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Officer and the Head Teacher, the inspections are recorded. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the Premises Officer using his email address or directly through the office. The Premises Officer will keep an up to date log of work completed and actions to complete.

## Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety via the Finance and Premises Committee. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority.

## 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 staff working in these areas receive the necessary training and instruction. The Head Teacher 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 Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the West Sussex Schools Services website. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

### **Off-site activities**

All off site activities are risk assessed using the WSCC Evolve system. The school's systems are audited by WSCC Outdoor Education Advisor. The Head Teacher is the schools' Educational Visit Co-ordinator (EVC). Please refer to the Outdoor Educational Visits Policy.

### **Oil**

The school uses oil fired heating. The oil is stored in accordance with regulations and the oil tank is regularly inspected by SSE and is serviced and maintained by SSE.

### **Risk Assessments**

Risk assessments are a legal requirement under health and safety law and the Head Teacher 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 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 Head Teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilises the services of Health Management Ltd.

### **Swimming pool**

The Head Teacher is the Pool Operator, supported by the Pool Controller they are responsible for the maintenance and servicing of the swimming pool and associated plant. Appropriate training as required is carried out by swimming pool operator and controller in accordance with regulations. The school follows WSCC guidance on maintenance, record keeping, class supervision and life-saving provision available within the West Sussex Schools Services. The Swimming Pool folder containing the Operating Procedures and risk assessments are held in the pool enclosure and in the Head Teacher's office.



**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 Head Teacher.

**Water quality**

The Premises Officer is responsible for monitoring and recording water temperatures monthly at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by County.

**Working at height**

Teaching staff take sensible care and precaution when putting up displays. The Premises Officer should be ladder trained and will support with displays as appropriate. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

## Appendix A: Covid 19

Please refer to the Northchapel Primary School Coronavirus Policy 2020 for more details

### Preparing to re-open buildings

The whole building has remained open throughout the lockdown period with daily cleaning continuing therefore only the following actions are required to prepare for re-opening:

- Premises Officer to attend school during half term prior to reopening
  - check all water taps and run water
  - check all fire doors, alarm system and emergency lighting
  - check external play equipment, playgrounds, boundary fencing and any overhanging branches or brambles
  - Health and Safety visual check of premises and normal systems in school
- Check signage in front entrance and entry to school site
- Mark up corridors, lining up stations, toilets and other communal areas to maintain social distancing
- Timetable use of outdoor equipment for one bubble a week allowing three clear days between changing bubbles of children.

### Hygiene

- Purchase of soap, PPE and cleaning materials ready for additional usage
- Allocate cleaning kit for each bubble
- Agree cleaning rota within each classroom and communal spaces with staff
- Age appropriate explicit teaching and reminding of hygiene procedures such as regular handwashing, avoiding touching face, how to move around school, use of toilets
- Increase signage about hand washing by sinks and in prominent places as reminders.

### First aid and medical equipment, storage and usage

- Administration of first aid takes place in the class bubble space using class first aid resources wherever possible
- Maintain social distancing as much as possible by encouraging the child to do as much as is appropriate within age and developmental capabilities
- Adult to wear disposable gloves and apron
- Adult to wipe down any surfaces touched in the first aid room if having to use it for the administration of first aid to child
- NG to use first aid room for daily routine of testing and administering insulin with an adult present
- Continue to follow normal procedures for bumped heads and more significant injuries, contacting parents, and phoning 999 in case of emergency.

### Cleaning

- Staff within the bubble ensure communal areas are cleaned after staggered playtimes or meal times as required – door handles, tables etc
- Usual cleaning continues each day with cleaners making use of PPE and ensuring all door handles, light switches and other communal areas are cleaned with Milton
- Chartwell's staff to be responsible for cleaning of kitchen and items used in preparation, serving and clearing up of lunches. Monitored and spot checked by leadership.

### Infection Control

- All soft furnishings, soft toys and toys that are hard to clean removed from classrooms and communal spaces
- All other unnecessary items removed from classrooms and stored in the Treehouse which is kept out of bounds for children
- Each child given box/tray to store personal items during the day which are not touched by anyone else
- Children encouraged to bring their own packed lunch and water bottle which are stored in their tray
- No books or other items to be brought in from home or go from school to home
- Anyone displaying symptoms must not attend school. If anyone found to be displaying symptoms in school, everyone in that bubble to remain at home until tested or 5 days have passed
- Staff/children showing signs of symptoms must be tested
- Bins within classrooms need to be emptied and bags tied off and disposed of in general waste bins in the car park each lunchtime and after the end of each school day.

### PPE

- PPE is provided by the school for staff to use – gloves and aprons available in the first aid room, masks and eye coverings for use as appropriate when social distancing is impossible
- Isolation area in the event of suspected symptoms – first aid room
- PPE – gloves, masks and aprons available to be used by Pre-school staff for intimate care, by school staff to administer first aid, cleaning staff
- In the event of a child or adult becoming unwell with symptoms of coronavirus, they must be isolated in the first aid room, any adult who remains with them can use gloves, apron, mask and eye coverings. Glasses can be washed and cleaned, all disposable PPE to be double bagged and binned
- Masks will not be worn in school by children or adults where social distancing can be maintained.

### In the event of a Covid 19 case being confirmed

- Adults and children within the same bubble as the confirmed case would need to self-isolate
- Items used and disposed of such as PPE or paper towels, must be double bagged and left in the garage for 72 hours before putting in general waste if there is suspected Covid 19 infection present
- The school may need to close for short period of time for deep cleaning
- The school would take advice from Public Health England
- Adults and children from different bubbles should be able to return to school following cleaning and confirmation from relevant authorities.