



**Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this policy for overview for health and safety, will help us achieve this goal.**

### **Statement of Intent**

The Oak Academy Trust under the Health and Safety at Work Act 1974 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 Trustees 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 Trustees' 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 Trustees





## **The Organisation for Health and Safety**

### **Health and Safety Responsibilities**

The Trustees have strategic responsibility for health and safety within all areas of the schools undertakings. The Trustees are 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.

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 the Health and Safety Executive via 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. This system can be accessed via the West Sussex Services website. The School Business Manager is responsible for ensuring accidents are reported.

The Head Teacher will monitor accidents and incidents in order to identify trends and report to the Trustees, termly. Where considered necessary, at the discretion of the Head Teacher, the chair of Trustees will be notified of any major incident at the time of occurrence.

#### **Administering Medicines**

The school's Medication Policy details the procedures followed by the school and is based on WSCC policy and procedures. The leads for managing medicines are the School Business Manager and Inclusion Co-ordinator. A copy of the policy is available from the school office.

#### **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 Premises Officer 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 Premises Officer is responsible for COSHH.

### **Contractors**

All Contractors are managed in accordance with WSCC's Corporate Code of Practice on Health, Safety & Welfare when Selecting & Managing Contractors. The Premises Officer is responsible for the day to day management of contractors.

### **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 School Business 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 West Sussex Services for Schools Website.

DSE user risk assessments will be reviewed periodically by The School 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 annually and records of these tests will be held at the school and can be found in the Premises Health and Safety Folder.

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 Head Teacher and School 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, RSC 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 Head Teacher and School Business Manager.

## **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.

There are 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 lead First Aider is the School Administrator and Receptionist. The School Business Manager maintains a list of all trained First Aiders.

The School Business Manager monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and 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 School Administrator and Receptionist is the designated person for ensuring the first aid kits are kept fully stocked and items are within date.

### **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.

### **Gas Safety**

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

### **Induction**

All new employees, volunteers and students are informed of the school's health and safety arrangements and procedures. 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 regularly. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Premises Manager. External play equipment is checked daily and defects are reported immediately to the Premises Manager. Faulty equipment is immediately decommissioned.

## **Premises Maintenance**

The internal and external premises will be inspected at regular intervals by the Head Teacher and School Business Manager, any issues are recorded on the school's PDP. 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 School Business Manager.

## **Monitoring, Audit and Review**

The Trustee Body shall receive regular 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.

## **Moving and Handling 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 Trustee 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 and School Business Manager are 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. 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. The Head Teacher is the schools Educational Visit Co-ordinator (EVC)

### **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 change.

### **Staff Welfare/Stress**

The Trustee 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 lead Trustee for Staff Wellbeing is Martin Emmett.

### **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 School Business Manager.

### **Water Quality**

The School Business Manager is responsible for ensuring that monitoring and recording of water temperatures at the school to ensure water quality is maintained takes place. A bi-annual water quality risk assessment is produced and reviewed by 3C Environmental.

### **Working at Height**

Teaching staff are not permitted to work at height to put up displays. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.





## HEALTH AND SAFETY POLICY

### Organisation of the Health & Safety System in Barnham Primary School

- *The Chair of Trustees is:* **Richard Wallace**
- *The Trustee with nominated responsibilities for Health & Safety is:* **Phil Wiltshire**
- *The Trustee with responsibility for Staff Wellbeing is:* **Martin Emmett**
- *The responsibility for day to day oversight of the Trustees is vested in the Head:*  
**James Everett**
- *The Head will be assisted by the School Business Manager:* **Nicky Schofield**
- *Staff interests are represented by the Staff Safety Representative:* **Martin Draper**
- *Child interests are represented by:* **Martin Draper**

#### Particular responsibilities for the management of safety/welfare matters are listed below

- Cleaning/Caretaking duties: **Nicky Schofield**
- Contractors on site: **Nicky Schofield**
- Control of Substances Hazardous to Health: **Nicky Schofield**
- Display Screen Equipment: **Nicky Schofield**
- Drama/Theatre/Arts: **James Everett**
- Electricity at Work Regulations: **James Everett/Nicky Schofield**
- Fire Safety: **James Everett**
- Qualified First Aiders: **Nicky Schofield**
- Health & Safety in the Development Plan: **James Everett**
- Hiring Premises: **Nicky Schofield**
- Induction of Staff: **James Everett**
- Manual Handling: **Katie Scott**
- Off-site Activities: **James Everett**
- Physical Education: **James Hackett**
- Reporting/Recording Accidents: **Nicky Schofield**
- Risk Education: **James Everett**
- Security: **James Everett**
- Staff Welfare: **James Everett**
- Technology Curriculum: **James Everett**
- Training/INSET: **James Everett/Martin Draper**

