

Health and Safety Policy

The Gattons Infant School



Date Reviewed:	Autumn 2024
Date Approved:	Autumn 2024 (Resources)
Next review due by:	Autumn 2025

At The Gattons Infant School Everybody Matters



We are a Rights Respecting School and therefore, we uphold the principles of UN's Convention on the Rights of the Child

- Article 28** Children have the right to a good quality education.
Article 29 Education should help children to use and develop their talents and abilities. It should also help them to learn to live peacefully, protect the environment and respect other people.
Article 31 Children have the right to play and rest.

Our Aims:

We will cultivate an environment where children are happy and secure and enjoy learning, by:

- ensuring that everyone is treated with respect as an individual whose opinions and beliefs are valued;
- creating exciting, high quality learning environments indoors, outdoors, and in the wider community;
- involving parents/carers and children in decisions about the child's learning.



provide a broad, balanced and rich curriculum, by:

- continuously striving for high standards of achievement through engaging, child-centred teaching;
- ensuring a wealth of meaningful learning experiences that meet the needs of each child.



inspire and challenge each child to achieve their full potential and in so doing lay the foundations for life-long learning, by:

- developing our children's confidence and self-esteem;
- ensuring that our children are active, independent learners;
- encouraging our children to begin to take responsibility for themselves, their learning and their behaviour, therefore preparing them for life in a changing world.



Section A - Statement of Intent

The Governing Board 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 Board 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 Board 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 is 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.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- › [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- › [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations \(COSHH\) 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Section B - The Gattons Roles and Responsibilities for Health and Safety

The Local Authority and Governing Board

West Sussex has ultimate responsibility for health and safety matters in the school but delegates responsibility for strategic management of such matters to the school's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff.

The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The Governor who oversees health and safety is Rupert Grass

Headteacher

The Headteacher is responsible for the day-to-day operation of health and safety. This involves

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Governing Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls
- Ensuring cleaners are appropriately trained and have access to personal protective equipment where necessary

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day responsibilities.

Health and safety lead

The nominated health and safety lead is the Headteacher

Staff

All staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site and for reporting any health and safety incidents to a member of staff.

Section C - Arrangements for Health and Safety

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is the School Secretary. A copy of the Medicines in School Policy is available from the school office and on the school website.

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. Contractors are advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The School Administrator 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. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers,

with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

The School Administrator is the designated person for ensuring that the COSHH risk assessment file is kept up to date 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 an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors will agree health and safety practices with the School Administrator before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors are continuously monitored whilst on site whilst children are on the premises. Contractors are monitored whilst on site during the holidays. The School Administrator is responsible for the management of contractors.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; Subject Leaders 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 for their subject as necessary. These departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

Stef Kemsley - responsible for Science

Bev Angel / Rebecca Lawrence - responsible for Physical Education

Elaine Woodhead- responsible for Design and Technology

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 pages of the West Sussex Learning and Development Gateway.

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.

Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.

Any potential hazards will be reported to the Premises Officer immediately. A portable appliance test (PAT) will be carried out on all portable electrical equipment within the school annually by a competent person 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 PAT checks.

A 5 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by the School Administrator.

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.

Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational and safety standards.

Fire Safety

The Headteacher, 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.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- 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 half 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.

The establishment will have 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.

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 - fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- 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.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

First Aid

Details of the school's first aid trained staff is displayed in the first aid room/office and staffroom. The School Secretary - Mandy Bignall, monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. 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 Secretaries are the designated people for ensuring the first aid kits are kept fully stocked and items are within date; checks of first aid kits are recorded as completed.

Food Safety

The leads for Food Safety are the School Secretaries. 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. The kitchen, servery and dining area are to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold). In the event of a spillage Play Leaders must cordon off the area of the hall with the spillage, clear it up immediately and the floor surface left clean and dry before the cordon is removed.

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

Any children with allergies have alert cards to ensure they are not given foods that they cannot eat.

Glazing

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

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly by a competent Gas Safe registered engineer. The School Administrator is responsible for gas safety.

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 WSSfL. Staff will also complete the online School's Health and Safety Induction Training via the West Sussex Learning and Development Gateway. The Headteacher 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.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

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

Play equipment

External and internal play and 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 Headteacher. Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. The Premises Officer regularly monitors external play equipment and defects are reported immediately to the Headteacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the Premises Officer, the School Administrator and the Headteacher. 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 School Administrator using the defects log. The Premises Officer will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Board shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedures 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. The Governing Board shall prepare an annual action plan to address deficiencies in health and safety arising from the Headteachers' annual report.

Manual handling

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 Headteacher 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.

If staff feel that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The Headteacher 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 WSSfS, including the risks from chickenpox, shingles, measles, German measles (rubella) and slapped cheek disease. 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. The Headteacher is the schools Educational Visit Co-ordinator (EVC).

For trips and visits there will always be one first aider. For trips and visits with pupils in the EYFS, there will always be at least one first aider with a current paediatric first aid certificate.

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 accident and or incident.

Site Security

The School Premises Officer is responsible for the security of the site in and out of school hours. He is responsible for visual inspections of the site and for the intruder and alarm systems, alongside the School Administrator. All teachers are key holders and will ensure the site is secure if they are the last on site. They can also respond in an emergency.

Staff Welfare/Stress

The Governing Board considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Headteacher is regularly 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 utilizes the services of Health Assured 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 Headteacher and the School Administrator.

Violence at work

Staff should not be in any danger at work and violence or threatening behaviour towards staff will not be tolerated.

All staff will report any incidents of aggression or violence directed to themselves to the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

Water quality - Legionella

The Premises Officer is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained and the risks from legionella are mitigated. A bi-annual water quality risk assessment is produced and reviewed by 3C Environmental Services.

Working at height

Teaching staff and pupils are not permitted to work at height to put up displays. The Premises Officer and Mrs Debbie Busby 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.

Staff and pupils are prohibited from using ladders. Contractors are expected to provide their own ladders for working at height. Access to high levels, such as the roofs, is only permitted by trained persons.

Accident and Incident Reporting**Accident record book – First Aid books**

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it in the class first aid book or lunchtime first aid book. Records held in the first aid books will be retained by the school for a minimum of 3 years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and then securely disposed of.

Reporting to the Health and Safety Executive

The School Business Manager will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 2, 5, 6 and 7)

The School Business Manager will report these to the WSCC Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

The Headteacher will monitor accidents and incidents in order to identify trends and report to the Governing Board.

Notifying parents

The Class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting child protection agencies

The Headteacher will notify West Sussex Safeguarding board of any serious accident or injury to, or the death of, a pupil while in the school's care in line with Guidance.

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the while in the school's care in line with guidance. This will happen as soon as is reasonably practicable and no later than 14 days after the incident.

Links to other policies

This health and safety policy links to the following policies:

- First Aid
- Hygiene and Infection Control Guidelines
- Managing Medicines policy
- Accessibility Plan