Model Health and Safety Policy – Small Schools/Academies

Date: **September 2017**

Reviewed and Updated May 2018

Document summary

To provide small schools with a model health and safety policy that complements the policies and procedures issued by East Sussex County Council and supports headteachers in the development of their own local policy. The model policy is intended to provide guidance and is therefore not a rigid document and there may be sections which do not apply to your school. Similarly the information given may not be all inclusive, there could be issues or activities you need to address which are not be covered here.

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About this document:

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1. General Policy Statement

The Headteacher and Governors of Laughton Community Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher Rachel West, and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Headteacher and Governors will undertake to ensure compliance with policy and guidance produced by East Sussex County Council

The Headteacher and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

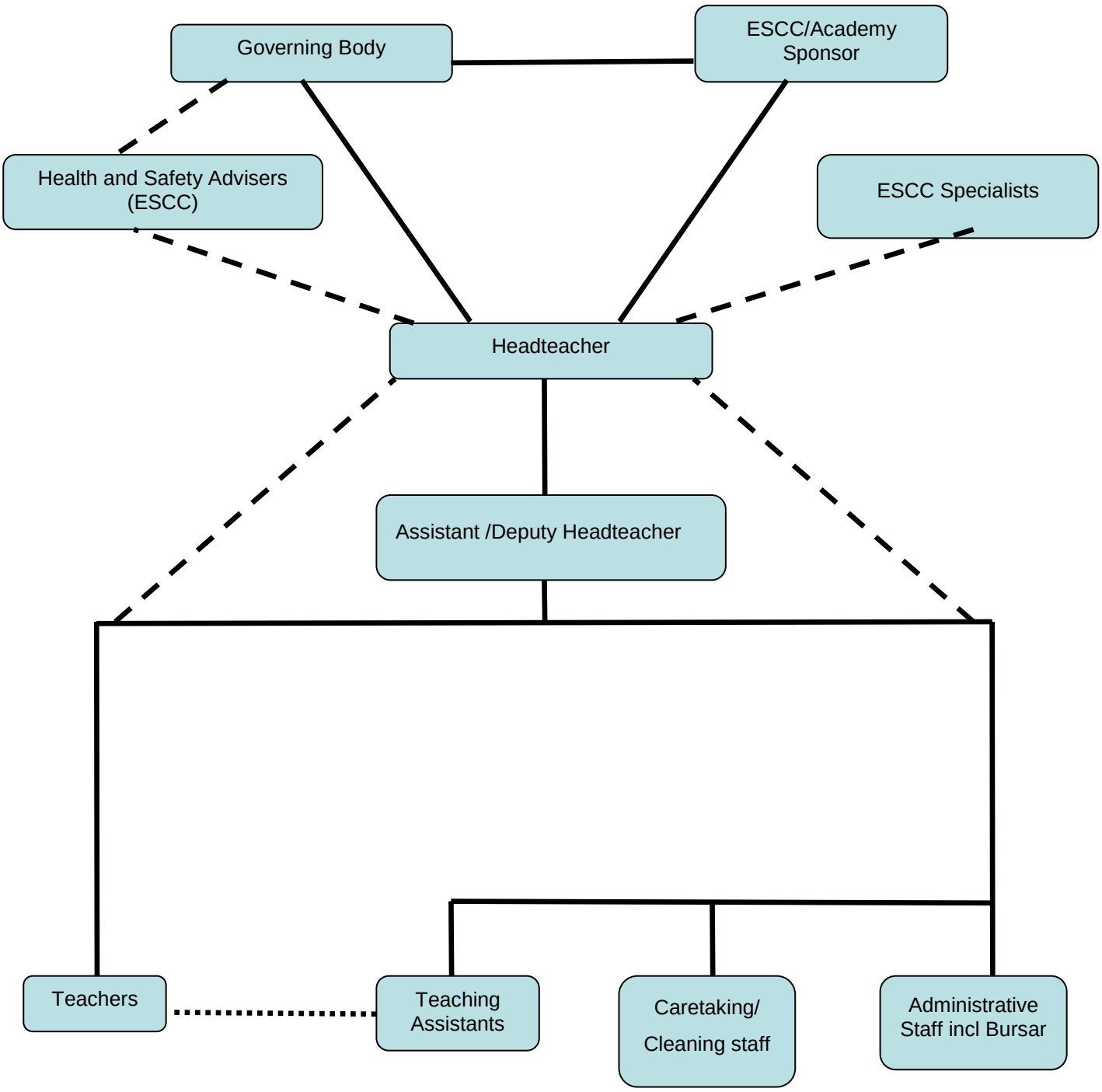
Signed ..... Headteacher Date ……

This policy was endorsed by the Board of Governors at their meeting on 11.12.17

Signed ..... Chair of Governors Date ……..

2. Organisation within the School to meet the **requirements** itemised under the General Policy Statement

Ultimately the responsibility for all school organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

3.1 The Governing Body

The Governing Body in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with the Health & Safety at Work etc. Act 1974.

In order to discharge this responsibility, the Governing Body will:

a. ensure, by attending regular health and safety training and receiving copies of all health and safety circulars, that East Sussex County Council's Health and Safety Policy is complemented by the school's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents
b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments); reactive monitoring (accident/incident investigation) and rectifying identified faults within the school as outlined within East Sussex County Council's policy and guidance;
c. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
d. nominate a Health and Safety Governor;
e. receive updates on the school development plan for health and safety at each meeting from the Health and Safety Co-ordinator/Health and Safety Governor in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
f. to consider information, statistics and reports relating to health, safety and welfare matters;
g. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

3.2 Headteacher

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the school and will undertake the role of health and safety co-ordinator. In particular the Headteacher will:

a. provide liaison with Inspectors: Local Authority, Department for Education and Health and Safety Executive (HSE) with regard to safety aspects;
b. budget for safety and health matters;
c. review the Safety Policy annually and when significant changes occur within the organisation of the school;
d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
e. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
f. ensure all portable electrical equipment is tested on a regular basis;

g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
h. ensure health and safety issues associated with major building projects are complied with;
i. ensure that incidents, near misses and dangerous occurrences are reported via East Sussex County Council's on-line incident reporting system, minor injuries form or hazard reporting system, as appropriate;
j. monitor incident trends to identify methods of reducing accidents;
k. investigate and advise on hazards and precautions;
l. ensure the necessary records are maintained relating to accidents associated with the work of the school;
m. make an annual report on health and safety matters including buildings and safety management to the Governing Body;
n. ensure safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control;
o. ensure that health and safety is considered as an integral part of teaching;
p. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
q. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
r. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
s. ensure that emergency procedures and fire evacuation practices are in place within the school;
t. have a general oversight of health and first aid matters;
u. monitor the general safety programme;
v. publicise safety matters;
w. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
   - First aid
   - Fire and emergency evacuation
   - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments
y. monitor student health records prior to entry and to report/advise staff of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);

Vicki Brown will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

3.3 The Educational Visits Co-ordinator (EVC) will:

a. be involved in educational visit management in order to ensure that the

Children's Services' Offsite Activities and Educational Visits Policy is followed;
b. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
c. after discussion with the Headteacher and Governing Body, either approve proposal or submit to the Children's Services' Outdoor Education Adviser;
d. ensure that the schools educational visits meet the Children's Services requirements;
e. confirm that adequate risk assessments have been carried out;
f. support the Headteacher in the management and evaluation of educational visits;
g. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

3.4 Teachers

Teachers are responsible to for the immediate safety of the pupils in their classroom. Each teacher will:

a. develop policies based on East Sussex County Council's guidance documents for their curriculum specialist area;
b. update colleagues within the school on any change in practice;
c. issue safety guidance for their curriculum specialist area;
d. carry out risk assessments for their curriculum specialist areas;
e. follow safe working procedures personally;
f. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
g. give adequate safety information in lessons as required;
h. ensure that special working procedures, protective clothing and equipment, etc., are provided and used where necessary;
i. attend to general tidiness in the work area;
j. ensure that clear instructions and warnings are given, to students, verbally and in writing as often as necessary;
k. report defects and make recommendations to the Headteacher where necessary;
l. ensure all accidents within the area of responsibility are recorded in line with the school policy.

3.5 Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise their line manager is Vicki Brown

Additionally, the teaching assistants will:

a. be aware of any risk assessments for specific activities and follow safe working procedures personally;
b. be familiar with the general and particular safety rules that apply to their area of work;
c. maintain good housekeeping standards;
d. ensure all accidents within the area of responsibility are recorded in line with the school policy;
e. report defects to their line manager.

3.6 First Aid Co-ordinator/Nominated First Aider (if appropriate)

The First Aid Co-ordinator/Nominated First Aider, when on duty, is responsible for supporting health and welfare issues within the school and in particular:

a. to be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
b. to maintain the school medical rooms and equipment;
c. to assist in the monitoring of first aid equipment and boxes on school site;
d. ensure all accidents within the area of responsibility are recorded in line with the school policy;
e. to assist in the development and health promotion activities at the school.

3.7 The Site Manager/Caretaker will

a. undertake required premises safety inspections e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
b. attend to defect reports and recommendations from the Headteacher or staff;
c. keep records of hazards identified on site by staff and the remedial action taken and when;
d. when liaising with contractors, assume the duties as outlined in 3.9 below;
e. ensure all accidents within the area of responsibility are recorded in line with the school policy;
f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

3.8 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

a. represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
b. investigate complaints by any employee they represent relating to health and safety and welfare at work;
c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
d. receive information from inspectors;
e. attend meetings of safety committees to which they are elected;
f. inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

3.9 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Headteacher for them to rectify.

Staff must ensure that a contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement East Sussex County Council's Asbestos Management in the Workplace Policy and the Safety Management of Contractors Policy.

3.10 Members of Staff Generally

Each member of staff is responsible for their own personal safety and that of other persons in the school by the proper observation of school rules and procedures (e.g. by ensuring visitors report to the Reception area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work Act 1974 at Sections 7 and 8:

7. 'It shall be the duty of every employee while at work

a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

8. 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

4. Staff Consultation

Consultation with staff on health and safety matters will be via the staff meeting. Health and safety will be a standard agenda item every month and staff are encouraged to raise any concerns either via this process or individually. The aim of consultation is to improve and maintain health and safety policies and procedures within the school and to encourage effective communication regarding health, safety and welfare matters.

5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

5.1 Crisis Management Team:

- The Headteacher;
- Deputy Headteacher;
- Caretaker/Site Manager;
- Chair of Governors/Health and Safety Governor.

5.2 Function of the Crisis Management Team:

- to act as the decision-making authority for the management of an incident;
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation;
- to establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans;
- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets;
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

6. General Emergency Procedures

The summoning of emergency services is via the Office Administrator and Headteacher. In the event of a major disaster the Crisis Management Team must be alerted.

7. Fire Procedures (also see the Fire Safety Policy)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as you do so.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc are accounted for.

The office administrator (or in their absence Sue Miller) must take the registers and visitors book.

Staff must report to the senior member of staff to confirm whether or not all of their pupils/visitors/volunteers, etc are safely out of the building.

Teacher's must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors from their classrooms in times of emergencies.

MDSA's must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher who will ensure that there is a lunchtime practice at least annually.

Andy Sidebottom will check the toilets. The Headteacher will arrange staff to cut off supplies of gas and/or electricity should the need arise.

The Headteacher will organise practice fire evacuations as appropriate, but at least three times per year, monitor for effectiveness and records kept within the fire log book. The fire alarm will be tested weekly.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the safety premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a specific issue.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

8. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and Fire Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.

9. First Aid Procedure (also see the First Aid Policy)

There will be at least 3 people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are listed in Appendix 1 at the end of this document and also published in school on the school website.

First aid boxes are kept in all classrooms, the disabled toilet and the school office. The First Aid Co-ordinator/nominated first aider provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.
All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or County Council's on-line incident reporting system.

The minor injuries form and "bump notes" will be located in the first aid boxes and should be completed by the person administering first aid. In case of doubt as to whether or not a child's parent should be immediately alerted, contact the Headteacher or in their absence Vicki Brown. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

A summary of the arrangements for first aid and accident reporting is included in the school prospectus.

10. Accident Recording and Reporting (also see the Incident Reporting and Investigating Policy)

In the event of an accident the following procedure must be followed:

- render any equipment inoperative;
- summon assistance;
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider;
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians;
- if the injured person is mobile then they should be taken to the hospital for emergency treatment. The office administrator (the SBM in their absence) is responsible for arranging a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and then return to school.

All staff must report any accidents (or near misses) involving themselves or visitors/volunteers by recording the details on East Sussex County Council's online incident reporting system. Pupil accidents, depending on the severity, will be reported either on the minor injuries form and/or East Sussex County Council's online incident reporting system.

Specified categories of incidents are reportable to the HSE and these will be undertaken by East Sussex County Council's Health and Safety Team.

All accidents will be investigated, including the review of relevant risk assessments, to prevent re-occurrence. The Headteacher will monitor the accidents to identify trends and the governing body will receive information on accidents on a regular basis.

11. Health Issues

11.1 Smoking (also see the No Smoking at Work Policy)

In an effort to reduce the risk to health from passive smoking, this school is a no smoking site.

11.2 Alcohol and Drug Abuse (also see the Drugs and Alcohol at Work Policy)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. **The Staff Counselling Service,** leaflets are available in the staff room, will provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

11.3 Staff Wellbeing (also see the Stress Management Policy)

Stress is defined by the HSE as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill health and contributes to employee ill health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

11.4 Expectant Mothers (also see the Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new

and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Staff (full and part-time) are required to inform their line manager and Personnel as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure there is no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed every four/six weeks.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

11.5 Communicable Diseases (also see the Communicable Diseases Policy)

From time to time infectious diseases will occur amongst pupils and staff. Infectious diseases are more common amongst school-aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection.

Refer to the 'Communicable Diseases Guidance for Schools' document for:

- Guidance on who to contact for help and advice in relation to problems with communicable diseases at school
- Basic information on common communicable diseases, and guidance on where to get further up to date information
- Information on the role of local Public Health England Centres.

12. Risk Assessments and Guidance Notes (also see the Risk Assessment Policy)

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment. More general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been completed on your behalf, the content of these assessments will form part of the induction process. Any changes to the risk assessments will be discussed at staff meetings and all staff must ensure that the risk assessments are implemented when undertaking any activities. Copies of these assessments are held by *********.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Headteacher
- Curriculum Subject Leaders

- Off-site Visits Group Leader
- Individual/specific Headteacher

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

13. Specific Hazards

Schools are not generally considered dangerous places to work in, but they can still present risks which could lead to injury or ill health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the associated risks.

13.1 Asbestos (also see the Asbestos Management in the Workplace Policy)

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy where damage to an asbestos material has been identified. Paul Herdman has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

13.2 Legionella (also see the Legionella Policy)

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Site Manager/Caretaker.

13.3 Display Screen Equipment (DSE) (also see the Display Screen Equipment Policy)

The nominated DSE Assessor is the Headteacher and an audit of all staff has been undertaken to identify those staff who would be considered as DSE ‘users’. A list of these staff is contained in Appendix 1. The Headteacher will ensure that all workstations (excluding pupil workstations) comply with the minimum standards as detailed within the County Council Policy. Employee workstations are assessed to identify the risks to health and safety and to remove and reduce any risks to the lowest practicable level.

DSE ‘users’ are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to the Headteacher after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

13.4 Electrical Equipment (also see the Electricity at Work Policy)

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.

All electrical equipment is checked annually under the terms of the maintenance contract. The office administrator is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Headteacher immediately.

The Headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations, etc.

13.5 Machinery and Equipment (also see the Work Equipment Policy)

An inventory of all equipment is kept by the office administrator. The hand tools available are to be used under **strict guidance and close supervision of teacher or teaching assistant**, when used by pupils. Such equipment, even simple items such as scissors, must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

13.6 Moving and Handling (also see the Manual Handling Operations Policy)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times.

The Headteacher will be responsible for undertaking risk assessments for manual handling tasks for object and loads. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity. Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for pupils to be moved, the Headteacher will arrange training for staff.

13.7 Work at Height (also see the Work at Height Policy)

All work at height must be properly planned and organised to ensure that it is carried out safely. This includes the selection and quarterly inspection of equipment, with records kept. Chairs, furniture or other fixtures must not be used to work at height or to access it.

Paul Herdman will be responsible for undertaking risk assessments for work at height tasks.

Work at height is only carried out by staff who are competent for the work involved. Staff that are expected to use ladders or stepladders more than four rungs high will attend a half day training session.

Staff without the half day training will not undertake any work at height and will contact the Caretaker for any access requirements.

13.8 Housekeeping (also see the Workplace Health, Safety and Welfare Policy)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Caretaker will report all hazards, obstructions, defects or maintenance requirements to the Headteacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines.

13.9 Violence at Work (also see the Violence and Aggression at Work Policy)

All staff must report to the Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via East Sussex County Council's online incident reporting system.

13.10 Lone Working (also see the Lone Working Policy)

School to set out any local policy/procedures for lone working e.g. caretaking/site staff, teaching/office staff during school holidays etc.

13.11 Off-site Visits

The school has a separate policy on Offsite visits. Staff must ensure that prior to planning or accompanying an offsite visit, that they are aware of the school and Children's Services Offsite Activities and Educational Visits Policy.

13.12 Work Experience Placements (also see the Work Experience Policy)

This school works in partnership with secondary schools and community colleges to provide work placements. Any proposed placement should be discussed with the Headteacher in the first instance.

As the placement provider, risk assessments should be undertaken by the Headteacher /teacher as soon as the placement details have been agreed in conjunction with the secondary school/college and **before** the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

13.13 Hazardous Substances (also see the Control of Substances Hazardous to Health (COSHH) Policy)

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the caretaker. Inspections will take place to:

- identify all substances used;
- assess the level of risk to health;
- eliminate the use of substances or substitute a safer alternative;
- introduce and monitor control measures to prevent risk.

13.14 Noise at Work (also see the Noise at Work Policy)

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to the Headteacher.

13.15 Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

14. Supporting Pupils with Medical Conditions (also see the guidance on supporting pupils with medical conditions)

The school has a separate policy on the local arrangements for supporting children with medical conditions including the administration of medicines. Staff should make themselves familiar with the content of that document.

As a summary, Felicity Candogan and Nicky Clark will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to the office administrator by the parent on arrival at school.

Sophie Levey will liaise with parents/carers on the development of health care plans, etc. when required and staff should ensure that they familiarise themselves with these documents.

15. Training and Information (also see the Health and Safety Training Policy)

A training needs analysis will be undertaken by the Headteacher to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using East Sussex County Council's Health and Safety Training Policy and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

16. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Headteacher will conduct a bi-termly premises inspection (with a trade union safety representative, if one has been appointed);
- the Governors' agenda and Headteacher's report to the Governors will both have health and safety as standing agenda items.

16.1 Inspections

To maintain and improve standards throughout the school a premises inspection will take place at least three times per year and records kept. The school will be inspected by The Health and Safety Governor, Caretaker and Headteacher.

16.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed East Sussex County Council's Health and Safety Team will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the school development plan.

17. Visitors

The Headteacher and Governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The Headteacher will ensure that volunteers have the necessary safety information.

Sue Miller will ensure that volunteers have the necessary safety information, in line with East Sussex County Council's Voluntary Work Policy.

18. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

19. Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

Appendix 1: List of Useful Contacts in School

Health and Safety Governor- Andy Sidebottom

Health and Safety Co-ordinator- Sue Miller/ Rachel West

Educational Visits Co-ordinator- Vicki Brown

Trade Union Safety Representatives-

Subject Leaders:

- PE- Victoria Mandy
- ICT- Rachel West
- Science- Janet Dann
- Literacy- Vicki Brown
- Numeracy- Victoria Mandy
- Music- Janet Dann
- Design Technology- Zena Budd

First Aid Co-ordinator- Sue Miller

First Aiders- Rachel West, Andy Sidebottom, Nicky Clark, (First Aid at work)
Felicity Candogan, Chris Rieman, Jo-Ann Shettle (Emergency First Aid at Work)
Paediatric First Aiders- Awaiting training
Administrators of Medicines- Felicity Candogan, Nicky Clark, Maggi Pratt

List of Display Screen Equipment 'users'- Rachel West
Nicky Clarke
Sue Miller
Vicki Brown