

Health and Safety Policy



St Mary's CE Primary School; East Grinstead

Lead member of staff	Rachel Thorne/ Tony Harvey
Governor Committee	Resources
Date of publication	March 22
Review Date	July 2026
Summary of Changes	Change from West Sussex to HET/ change from LGB legally responsible to HET Change of online recording system for accidents to Evolve.
Review date – annual	March 2025
Summary of Changes	Updated First aid training record Change of staff subject responsibilities Change name of Grounds contractor/ water hygiene Addition of Infection Control & Violence and Aggression sections (West Sussex) Working at Height section amended (West Sussex)
Review Date	March 2024
Summary of Changes	P1: addition of regulations details Update on staff responsibilities under Arrangements Food safety – update to lanyard procedure/ appendix removed Risk Assessments – further information added

Governing Body's statement of intent

1 Declaration

The Governing Body supports the aims and objectives of the Hurst Education Trust Health & Safety Policy. This document aims to set out the arrangements by which the Governing Body will assist in achieving a safe workplace. The Governing Body are committed, as far as reasonably practicable, to ensuring the health, safety and welfare of its employees and for any other persons who may be affected by our activities.

It will be the governor's policy to encourage, where reasonably practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work. The governors will ensure that all are aware that everyone has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their own acts or omissions.

The Governing Body recognises and accepts its responsibility, as far as is reasonably practicable, for the maintenance of safe access and egress, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, as far as they are competent under the scheme for Local Management of Schools.

2 Health and Safety duties

To achieve the objectives laid down above, the Governing Body accepts the following duties:

1. To participate in and/or arrange for inspection of the school premises to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the Governing Body, which shall determine any necessary follow-up actions.
2. To take reasonably practicable steps to ensure, when employing a contractor at the premises, that work is undertaken in a safe manner, so that they do not expose School employees, pupils or any other persons using the premises to health and safety risks.
3. To ensure contractors work safely, the Governing Body shall follow the guidance that was shared by West Sussex
4. To ensure that any defect in the premises, when reported, is rectified and/or action taken to prevent persons being affected by that defect
5. To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the head teacher or members of the Governing Body.
6. To ensure that an agenda item entitled 'health and safety' is included on the agenda for termly meetings of the Governing Body.
7. To consult with employees or employee representatives on matters affecting their health and safety and share new information via: Weekly briefings highlighting specific concerns and briefings regarding bulletins and information for West Sussex
8. To meet the legal obligations specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and to:
 - a. Undertake risk assessments and establish control measures which are suitable and sufficient.
 - b. Provide training for health and safety.
 - c. Disseminate information to staff and others through weekly briefings.
 - d. Provide adequate supervision.
 - e. Monitor health and safety standards and systems of management.

Competent people and where appropriate, specialists from outside the Governing Body provide information, guidance and support in the development of best practice.

The Governing Body will abide by any instructions and take heed of any information issued by H&S Advisers from WSCC and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The Governing Body continuously strives to improve the performance of health and safety through regular audit and management reviews.

The Governing Body acknowledges their duties with respect to health and safety and intend to comply with all statutory legislation that is applicable to our activities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in appendices to this document.

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 schools undertakings. The Governing Body is responsible for ensuring access to competent health and safety advisers on all health and safety matters to comply with Health and Safety Legislation.

The School Business Manager is responsible for the daily operation of health, safety and welfare policies and practices, as delegated by the Headteacher & Governing Body, within all areas of the school's undertakings. The School Business manager is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters to comply with Health and Safety Legislation.

Subject Leaders 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. Subject Leads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters to comply with Health and Safety Legislation.

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 on EVOLVE online accident reporting system. Minor incidents to pupils are recorded locally; major injuries and direct visits to hospital are also reported using the online system. All staff are responsible for ensuring accidents are reported on this online system. *The Admin Officer/ School Business Manager/ Deputy Headteacher are responsible for monitoring the reporting system.* The Head teacher will monitor accidents and incidents to identify trends and report to the Governing Body.

Administering Medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is the *Admin Officer*. 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 Manager* 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 Manager* is the designated person to ensure 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 the

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 approved contractors. Contractors are continuously monitored whilst on site.

The *Premises Manager* is responsible for the management of contractors; and will receipt a Safe Systems of Work (Method Statement) and evidence of insurances from all contractors who undertake work on the School premises.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

Mel Collier – responsible for science

Jess Ing – responsible for Design and Technology

Jaimie Beach – responsible for Physical Education

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*, Sarah Francillia to ensure assessments are completed by relevant staff.

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 in the school will be tested annually, and records of these tests will be held there.

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 *Premises Manager*.

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in emergencies. 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 in the emergency plan and can take the appropriate action if required. The emergency plan is regularly monitored and reviewed by *the Headteacher / Deputy Headteacher*.

Fire Safety

The Premises Manager 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 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 an up-to-date Emergency Fire Plan, which details the procedures to be followed in a fire. The plan must be prepared to ensure that people within the establishment know what 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 people that will be operating within the premises.

First Aid

The lead First Aiders are **Heather Magson/Angela Corner/ Rebecca Andrews**. Details of the school's first aid trained staff is displayed in the first aid area and in Appendix 1. **The SBM** monitors first aid training to ensure certification remains in date. A first aid risk assessment has been completed and provision is in place. 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 **Angela Corner/ Rebecca Andrews** are the designated persons for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed. Please see the First Aid Policy for further information.

Please see Appendix 1 for a list of trained First Aiders.

Food Safety

The lead for Food Safety is the **Kitchen Manager**. The Food Safety lead will ensure arrangements for safely and hygienically receiving food from suppliers and preparing it for serving pupils. The kitchen, servery and dining area are to be cleaned daily and after each use. Children with food intolerances/allergies are identified, with their images, in the kitchen and known to the catering staff. St Mary's has implemented a lanyard procedure for children with allergies/ intolerances.

Meal time supervisors ensure that any spillages are cordoned off, cleared 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.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The **Premises Manager** 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 Manager* 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 in the Staff Handbook. Staff will also complete the eLearning 'Managing Your Own and Others safety' and records will be kept. The School Business manager is responsible for the induction of staff.

Infection Control

The school seeks to manage the spread of infection to prevent ill health from disease i.e. coronavirus, norovirus, hepatitis etc. the school follows the exclusion periods for all infectious diseases set by UK Health Security Agency (UKHSA) and these are communicated to parents. Risk Assessments are completed for infection control and specific diseases and communicated to staff. The risk assessments are supported by infection control procedures i.e. hand washing, increased hygiene and cleaning protocols and where identified by risk assessment personal; protective equipment (PPE) is worn by staff. Where the school is aware of the risk of transmission of an infectious disease specific arrangements are in place for the administration of First Aid to a potentially infectious pupil, visitor or member of staff. As required under the Reporting of Incidences, Diseases, Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online accident reporting system and onto the Health and Safety executive (HSE) by HET.

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

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by *Universal (inside) and Wealdons (outside)*. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. The *Premises Manager* regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by the *Premises Manager*, the inspections are recorded and resulting issues reported to the Head teacher. 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 Manager* using the defects log. He will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Body shall receive termly 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 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 Body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' report.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both

the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling). Where manual handling or moving and handling tasks are undertaken, The Governing Body will designate suitably competent staff to undertake risk assessments of the activities and ensure staff working in these areas receive the necessary training and instruction.

The Premises Manager / SENDCo 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. 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 Evolve system. The schools' systems are audited by WSCC Outdoor Education Advisor. The School Business Manager/ Deputy Headteacher are the school's Educational Visit Co-ordinators (EVC).

Risk Assessments

Risk assessments are a legal requirement under health and safety law, and the Head Teacher will assess all risks arising from the curriculum and associated work the school undertakes. In accordance with corporate guidance, risk assessments will be recorded in writing and reviewed annually where a specific or reasonably foreseeable hazard has been identified. The *Premises Manager/ School Business Manager* are responsible for site risk assessments.

The competent person should have the skills, knowledge, and experience to be able to recognize hazards throughout the school and help put sensible controls in place to protect workers and others from harm. It is not usually essential for them to have formal qualifications, and they are not required by law to have formal training.

Under the Management of Health and Safety at Work Regulations 1999, the minimum that must be done is:

- Identify what could cause injury or illness (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk

The school is not expected to eliminate all risks but is required to do everything 'reasonably practicable' to protect people from harm.

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 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 school admin team.

Violence and aggression

The *Headteacher* ensures that there is a suitable and sufficient violence at work risk assessment for staff drawing upon the violence at work corporate guidance.

The *SENDCo* must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedules.

Water quality

The *Premises Manager* is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by *Slic Mechanical*.

Working at height

Working at height will be avoided if possible by changing the way the work is carried out (e.g. using gutter suction to clear leaves). If the work at height cannot be avoided, steps will be taken to prevent a fall from occurring and to mitigate the severity of the outcome.

School staff are instructed never to climb on chairs, tables, or any other equipment not specifically designed for working at height. They are reminded of this at INSET days/ staff meetings/ briefings.

Teaching staff are not permitted to work at height to put up displays. The *Premises Manager* has 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.

Risk assessments for working at height will include emergency arrangements such as how those working at height can get help if needed, how they will be aware of emergencies on site, and a 'rescue plan' when needed.

MONITORING AND REVIEW

The implementation of this policy will be monitored by the Full Governing Body on a termly basis.

The policy will be formally reviewed annually.

Appendix 1 – First Aid Trained Staff

First Aid Training		Updated Mar 2025 Updated July 26
NAME	COURSE TYPE	RENEWAL DUE
Heather Magson	3-day First Aid at work	Apr-27
R Thompson	Paediatric first aid	08-10-28
R Andrews	Paediatric first aid	29-Nov 26
A Corner	Paediatric first aid	14-Sept-26
V Hobbs	Emergency 1st aid at work Paediatric	06-Oct-26 23-04-2028
J Lester	Emergency 1st aid at work	24-Sep-27
J Rowland	Emergency 1st aid at work Paediatric First Aid	28-03-2028 17/3/25
N Summers	Paediatric First Aid	26-Mar-28
C Halcrow	Emergency 1st aid at work	22-Feb-27
Jen Taylor-Howard	Paediatric First Aid	08-11-2027
A Thanaoulla	Paediatric First Aid	08-10-28

Managing Meds Training	
Name	Date
Becky Andrews	17/4/2018
Heather Magson	
Sarah Francillia	

