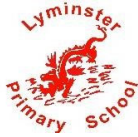


# *Lyminster Primary School*



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## Health and Safety Policy

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Lyminster Primary School Wick Street, Littlehampton, West Sussex, BN17 7JZ

Created Date: July 2022  
Review Date: July 2023

**POLICY**



## Health and Safety Policy issued by the governors of *Lyminster Primary School*

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**Signed by: Mr Gareth Williams**

**Next review date: 12/07/2023**

### **Statement of Intent**

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

Mr Gareth Williams

Chair of Governors

## **THE ORGANISATION FOR HEALTH AND SAFETY**

### **Health and safety responsibilities**

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Department Heads 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. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Accident and Incident Reporting**

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally, major injuries and direct visits to hospital are also reported to WSCC using the online system.

The School Business Manager is responsible for reporting accidents.

The Head teacher will monitor accidents and incidents in order 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 *Mrs L Osborne*. 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 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 are continuously monitored whilst on site.

*The Premises Manager* is responsible for the management of contractors.

### **Curriculum Safety**

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

Mrs C Wood	-	responsible for Design and Technology
Miss C Smith	-	responsible for science
Mrs R Yarrow	-	responsible for Drama and Theatre Arts
Mrs Jodie Jobbings	-	responsible for Physical Education

### **Display Screen Equipment (DSE)**

Every staff member who routinely uses Display Screen Equipment for extended periods will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of *the School Business Manager* to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSSfS.

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**

Electrical safety is managed by *the Premises Manager*.

All electrical equipment within the school will be tested annually and records of these tests held at the school. Each item is marked as 'passed' on the plug. Items considered dangerous will not be used until they have been repaired by an authorised electrician and subsequently marked as 'passed' or permanently removed from the site, following disposal or assets procedures.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

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

**Before** using any electrical equipment it is the responsibility of all staff to ensure that it is safe to do so. This means that a **visual check must be carried out prior to using the equipment –**

- Check that the equipment has had an up-to-date sticker on it.
- Check for frayed cables/ exposed wires/ loose connections.
- Check for damaged plugs and sockets.
- Check that the casing of any equipment is not missing.
- Check that there is not any loose cables etc. that could cause someone to trip.
- Check that the equipment is in a safe place e.g. electrical equipment not next to a sink.

Any apparently faulty electrical equipment must be removed from use immediately and reported to the Business Manager or other member of the Senior Leadership Team using the reporting of hazards procedure.

Pupils will be given instructions on electrical safety where they are required to use electrical equipment in their lessons.

#### **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 School Business Manager*.

#### **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 that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.

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

Where necessary, the Emergency Fire Plan will include the following features:

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

The School Business Manager will:

- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

### **First Aid**

The lead First Aider is Mrs Lucy Osborne, lists of trained First Aiders is kept in all classrooms and offices. The School Business Manager 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.

*Mrs Lucy Osborne* is the designated person 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 Midday Meals Supervisors are responsible for maintaining the cleanliness of the dining area and tables daily.

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

All incidents are to be reported to the School Business Manager.

## **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 available within the Health and Safety A-Z on the WSSfS. Staff will also complete the eLearning/paper version 'Your Own and Others' and records will be kept. *The School Business Manager* is responsible for the induction of staff.

## **Lone Working**

Lone working is discouraged, however where employees are required to work alone, the Lone Working Policy must be adhered to, the risks should be assessed and adequate controls put in place. *The School Business Manager* is responsible for risk assessing and producing lone working procedures. All staff are responsible for ensuring they read the Lone Working Policy and Personal Safety On and Off Site Policy.

## **Play equipment**

External play and physical education (P.E.) equipment is serviced by the Premises Manager, internal play and physical education equipment is serviced by *Universal Services*. External Play equipment 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 least termly by The Premises Manager, the inspections are recorded and resulting issues reported to the Head teacher using the Hazard Reporting Procedure. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to *The School Business Manager* using the Hazard Reporting Procedure. The Premises Manager will sign and date completed actions on each individual report.

### **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' annual 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).

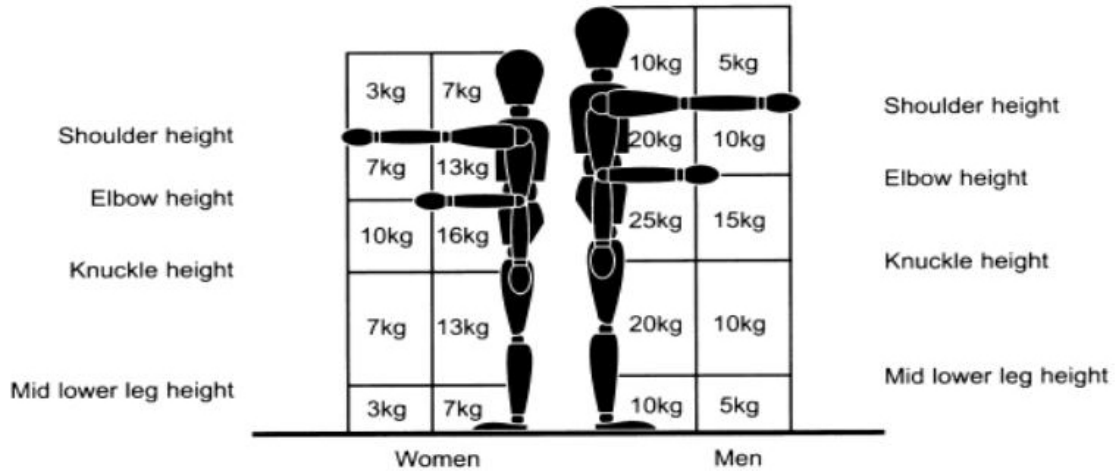
Where manual handling or moving and handling tasks are undertaken, the Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction. All staff understand that a risk assessment of the activity **must** be undertaken prior to commencement.

In order for staff to have a better understanding of when a manual handling task presents significant risk, and safe practice for all manual handling in general, the following advice is provided:

## **How do I know whether manual handling tasks are hazardous or not?**

You can use the chart below to make a simple assessment, although weight is not the only risk factor. If the loads involved exceed the values shown in the chart, you should consider performing a risk

assessment.



### How do I perform a manual handling risk assessment?

One way to assess manual handling activities is to consider four specific aspects that can be easily remembered from the acronym TILE:

- Task
- Individual
- Load
- Environment

As with any assessment, it is a good idea to involve those who will be carrying out the work.

Key factors to consider in each element are:

#### 1. The Task

- Does the activity involve twisting, stooping or bending, as these will all mean a poor posture and increase the risk of injury?
- Does it involve carrying for excessive distances or pushing, pulling or supporting a load for prolonged periods, where fatigue will become a risk factor?
- Will the load need to be positioned precisely?
- Could the load move suddenly due to unstable contents or being affected by wind?
- Is the task repetitive with inadequate allowance for rest or breaks?
- Does the task involve two or more people (team handling), where a lack of coordination could result in an uneven share of the load?
- Will it involve lifting while sitting down, when only upper body muscles can be used and stooping or twisting is also usually involved?

## **2. The Individual**

Is the individual reasonably fit and healthy? Does the individual require unusual strength or height for the activity? Are they pregnant, disabled or suffering from a health problem? Is specialist knowledge or training required?

## **3. The Load**

Is the load heavy, unwieldy, sharp, hot, cold, difficult to grip? Are the contents likely to move or shift?

## **4. The Environment**

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

### **Basic principles of manual handling**

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- ensure that the object is light enough to lift, is stable and unlikely to shift or move
- heavy or awkward loads should be moved using a handling aid
- make sure the route is clear of obstructions
- make sure there is somewhere to put the load down wherever it is to be moved to
- stand as close to the load as possible, and spread your feet to shoulder width
- bend your knees and try and keep the back's natural, upright posture
- grasp the load firmly as close to the body as you can
- use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back
- carry the load close to the body with the elbows tucked into the body
- avoid twisting the body as much as possible by turning your feet to position yourself with the load.

**If in any doubt – do not handle the item. Seek additional assistance or a handling tool from the Premises Manager.**

The Premises Manager is suitably competent to undertake Manual Handling Risk Assessments for the Activities which he undertakes. *The Premises Manager* is responsible for developing and reviewing moving and manual handling risk assessments directly relating to his work. The School Business Manager is suitably competent to undertake risk assessments of other activities.

### **New and Expectant Mothers**

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. 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 School Business Manager* is the schools Educational Visit Co-ordinator (EVC) for the purposes of vetting that policies and procedures are accurately adhered to, and the Headteacher for final approval of all off-site activities.

### **Risk Assessments**

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

### **Staff Welfare/Stress**

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school has two Mental Health 1<sup>st</sup> aiders (Mrs G Terrill and Mrs R Yarrow) and also utilizes the services of the Employee Assistance Programme 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 Line Manager of the staff members concerned (Headteacher, Deputy, Assistant Head or School Business Manager) and the Headteacher performs an over-arching role.

### **Water quality**

*The Premises Manager* is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. An annual water quality risk assessment is produced and reviewed by TSS.

### **Working at height**

Under no circumstances should any staff member work at height if they have not WSCC online Working at Height Training. Working at height is defined as any height above a foot-stool or kick-step level. Risk assessments must be completed before any work at height, and templates are provided in the staffroom for this purpose. Staff should only use work surfaces to access difficult to reach areas if they are permanently fixed and risk assessments completed prior to the task. If you need a display erecting or any other work which will need to be performed at height, and you have not received ladder training make an arrangement with the Premises Manager who has had appropriate training. Please bear in mind that it is unlikely that he will be able to do this immediately and advance notice will be beneficial to all.

Prior to any work at height all staff must risk assess the task and ensure that another staff member is present during the task.

In school we operate a 'heavy box, low shelf policy' – all heavy items must be stored close to ground level. Do not store anything loose at height as there is a risk that it may fall on someone.

Ladders and other access equipment are kept on a ladder register and regularly inspected and maintained by the Premises Manager.