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**Seaford Head School**

Achieving Excellence Together



# H&S Policy

## General Policy Statement

The Headteacher and Governors of Seaford Head 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 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 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.

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 students, 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.

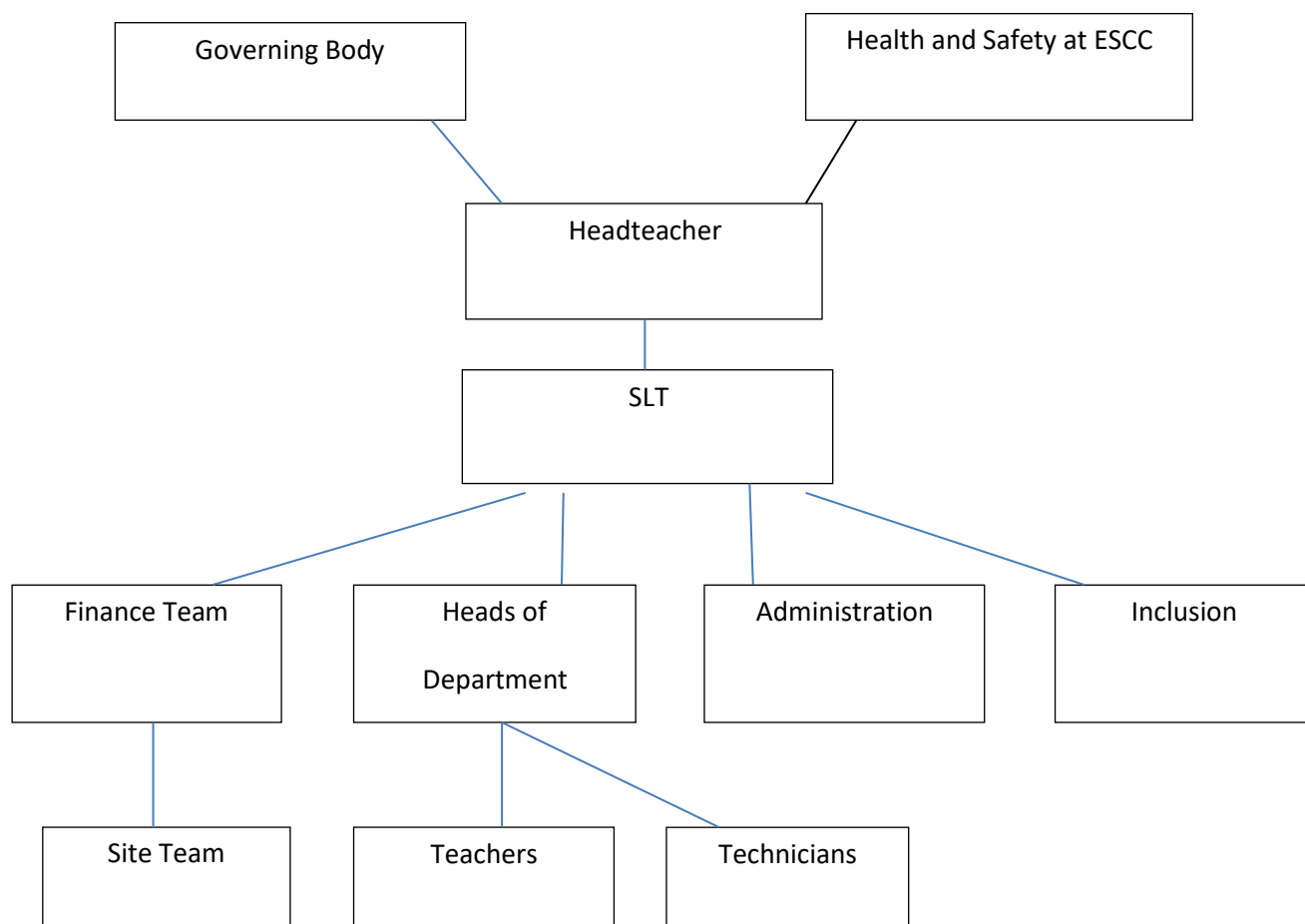
The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Governors Committee Responsible for the Policy	Full Governing Body
Date Approved:	October 2019
Recommended Review Period:	Annual
Date for Review:	October 2020
Leadership Team Role Responsible for the Operation of the Policy:	Headteacher

## 2. School organisation 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 employer 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 Section 2 and 4 of the Health & Safety at Work 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 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) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school;
- 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 for health and safety at each Finance focused Full Governors meeting from the Business Manager 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. 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:

- a. provide liaison with the Inspectors: Local Authority, Department for Education and the Health and Safety Executive (HSE) with regard to safety aspects;
- b. budget for safety and health matters;
- c. review the Health and 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. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Senior Caretaker, throughout the school;
- f. nominate a member of senior management team (the Business Manager) to undertake to lead the management of health and safety within the school
- g. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- h. ensure the provision and maintenance of all fire safety equipment, including the preparation and review of Fire Risk Assessments;
- i. ensure health and safety issues associated with major building projects are complied with;
- j. ensure that accidents, incidents, near misses and dangerous occurrences are reported via the East Sussex County Council's on-line incident reporting system,

- minor injuries form or hazard reporting system, as appropriate;
- k. monitor incident trends to identify methods of reducing accidents;
- 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. 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, in conjunction with the Heads of Department, that health and safety is considered as an integral part of the curriculum and lesson planning;
- p. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- q. ensure that health and safety is considered as an integral part of teaching;
- r. 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;
- s. 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;
- t. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation or usage, etc.;
- u. ensure that emergency procedures and fire evacuation practices are in place within the school;
- v. investigate and advise on hazards and precautions;
- w. have a general oversight of health and first aid matters;
- x. monitor the general safety programme;
- y. publicise safety matters;
- v. 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;
- w. monitor student health records prior to entry and report/advise Director of Learning of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- 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.

The Assistant Headteachers 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 Health & Safety Co-ordinator (Business Manager)**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Headteacher throughout the school and in particular, will:

- a. make a termly report, assisted by the Heads of Departments, on safety matters to the Headteacher and the Governing Body;
- b. assist with inspections and safety audits;
- c. investigate and advise on hazards and precautions;

- d. develop and establish emergency procedures, and organise fire evacuation practices within the school;
- e. have a general oversight of health and first aid matters;
- f. monitor the general safety programme;
- g. make recommendations to the Headteacher at regular meetings for matters requiring immediate attention, e.g. safety reports;
- h. make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health e.g. the East Sussex County Council's Health and Safety Team;
- k. monitor accidents to identify trends and introduce methods of reducing accidents.

### **3.4 The Educational Visits Co-ordinator will:**

- a. be involved in educational visit management in order to ensure that the school's 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. in July of each year the Governing Body, after discussion with the Headteacher will approve residential or overseas visit proposals . The Residential or Overseas Visit Approval Form will be signed off by the Headteacher and Business Manager at least 4 weeks before the visit;
- d. ensure that all educational visits meet the school's 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, including the accompanying staff and volunteers.

### **3.5 Heads of Departments**

Each Head of Department is responsible to his or her manager for the provision of safe working conditions for staff and students and in particular will:

- a. prepare reports on safety matters for the meeting of the Governing Body
- b. hold regular departmental meetings detailing 'Health and Safety' as an agenda item. Ensure that accurate minutes are recorded and noted
- c. nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- d. notify the Business Manager of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- e. ensure safety inspections of their designated areas are carried out and any hazards identified from those inspections are rectified;
- f. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice e.g. Science, Design & Technology, PE, etc.;
- g. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and ensure details are documented and appropriate action is carried out;
- h. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- i. ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in their designated areas;
- j. ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- k. identify staff training and development requirements with reference to health and safety;

- l. attend to defect reports and recommendations from the Headteacher, Staff, Safety Representatives and the Health and Safety Co-ordinator;
- m. budget for safety equipment for their designated areas;
- n. circulate publicity relating to safety matters to staff within their control.

### **3.6 Teachers**

Teachers are responsible to their Head of Department for the immediate safety of the students in their classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.7 Technician/Teaching Assistant**

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise their line manager is the Head of Department/ Assistant Headteacher in charge of Inclusion.

Additionally, the technician/ teaching assistants will:

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to their area of work;
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to their line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.8 First Aid Trained Staff**

These staff are responsible for supporting health and welfare issues within the school and in particular will:

- a. 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. maintain the school medical room and equipment;
- c. monitor student health records prior to entry and to report/advise Director of Learning of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);

- d. assist in the monitoring of first aid equipment and boxes on school site;
- e. assist in the development and health promotion activities at the School;
- f. ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **3.9 School Learning Resource Centre Managers**

The LRC staff are responsible for the implementation of the safety policy and for the general oversight of organisation and arrangements within the LRC areas of the school.

Additionally, the LRC staff will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. be familiar with the general and particular safety rules that apply to their area of work;
- c. ensure that the LRCs and other areas under their control are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to their line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.10 Work Experience Co-ordinator**

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of their programme, are not subject to unacceptable risks and in particular they will:

- a. ensure that all work placement providers are assessed prior to use for the first time;
- b. ensure arrangements are in place to comply with guidelines for Work Experience and that they are implemented and monitored;
- c. assist in the assessment of placements where there are particular causes of concern;
- d. ensure risk assessments are carried out for young people employed by or on work experience placement with the school and communicated to parents;
- e. ensure work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available.

### **3.11 Managers within Support Departments**

Each manager is responsible to their line manager for the provision of safe conditions for staff, students and visitors and will:

- a. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Co-ordinator;
- b. conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections;
- c. budget for safety equipment for their area of responsibility;
- d. instigate and ensure that safety procedures are developed for operations carried out within their area of responsibility;
- e. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented and that appropriate action is carried out;
- f. ensure all portable electrical equipment is tested on a regular basis;
- g. ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe



- place;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.12 The Business Manager will ensure that:**

- a. reports on health and safety matters with respect to the school buildings and grounds are prepared;
- b. safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control. In particular they must ensure work complies with the Construction (Design and Management) Regulations;
- c. records of hazards identified on site by staff are kept, along with the remedial action taken and;
- d. when liaising with contractors, assume the duties as outlined in 3.14 below;
- e. routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- f. the provision and maintenance of all fire safety equipment and for the preparation and review of fire risk assessments;
- g. all accidents within the area of responsibility are recorded in line with the school policy.

### **3.13 The Site Team will:**

- a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. monitor the sites on an ongoing basis in order that faults are identified and either remedied or reported to the Business Manager in order that arrangements can be made for contractors to attend to required repairs/remedial actions.
- c. attend to defect reports and recommendations from the Headteacher, and Health and Safety Co-ordinator;
- d. ensure that all portable electrical equipment is tested on an annual basis;
- e. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- f. ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.14 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 Business Manager for them to rectify or, failing that, reporting to the Headteacher

Staff must ensure that contractors arriving at site report 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 the Asbestos Management Policy

### 3.15 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 on them by the Health and Safety at Work Act 1974 at Sections 7 and 8:

Staff have a legal responsibility to adhere to the following:

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,'*

### 3.16 Students

Each student is responsible for their personal safety and that of their colleagues by proper observation of school rules and procedures.

In particular, each student will:

- a. observe standards of dress and behaviour appropriate to the working situation
- b. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious
- c. not wilfully misuse, neglect or damage things provided for safety
- d. observe rules for safety

## 4. Health and Safety Committee

### Membership

- Membership shall comprise not less than one Governor with voting rights, or a suitable person appointed by the Governing Body, delegated members plus the Business Manager.
- The Committee shall appoint such co-opted non-voting members as deemed necessary to support the delivery of these Terms of Reference

### Quorum

1. The Committee shall meet at least twice yearly and otherwise as necessary.

### Objectives

#### General

1. To ensure that Heads of Department are aware of their responsibilities for H&S within the school.
2. To establish a school-specific Health & Safety Policy.
3. To review and amend as required the Health & Safety Policy on an annual basis.
4. To consider all matters relating to H&S and develop the school's H&S Policy
5. To establish and monitor policies for risk management and insurance with respect to Health & Safety (H&S) issues.
6. To establish the H&S Committee as a body for staff to be able to communicate their concerns in respect of H&S to achieve the required resolve.
7. To monitor and review the action plan and ensure achievement of actions.

8. To review accidents that have taken place and take measures to ensure so far as is possible that there is no recurrence of such accidents.
9. To review and take necessary action to implement procedures to address 'hot topics' within the school and nationally.
10. To review accident statistics.
11. To ensure that all staff receive a proper induction to the school and the training necessary for them to fulfil their role in a safe manner.
12. To undertake that buildings, equipment and materials are safe and that risks to health & safety of all who use the premises are minimised.
13. To establish that the school has procedures and facilities in place to maintain a safe environment.

#### **Sites**

1. To ensure that Sites staff are trained in respect of appropriate H&S areas according to the requirements of the job role that they perform.
2. To consider all matters pertaining to sites.

#### **Educational Visits**

1. To ensure that all visits receive appropriate approval prior to being processed.
2. To ensure that Risk Assessments are thorough, appropriate, clear and understandable and communicated to all interested parties.
3. To ensure that educational visits are audited in respect of Health & Safety input and requirements.
4. To ensure that records are kept for a required length of time.
5. To ensure that insurance is in place for all visits.

### **5. Crisis Management (to include 'Lockdown')**

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 [R drive (shared drive)/All Staff/Crisis Management] and a corporate Lockdown procedure have been developed by the school and is summarised below.

#### **5.1 Crisis Management Team:**

- The Headteacher;
- Assistant Headteachers;
- Health and Safety Co-ordinator;
- Senior Caretaker/Caretaker,
- Chair of Governors/Health and Safety Governor/Co-opted 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 of the teaching and learning team and the Headteacher.

Out of school hours, please contact emergency services by dialling 999 and the on-duty member of the site team 07544 026 851.

In the event of a major disaster the Crisis Management Team must be alerted.

## 7. Fire Procedures

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 whilst 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.

### Assembly Points:

Arundel Road Site – on the tennis court to the south of the Carlisle Wing

Steyne Road Site – on the playground

S6H – outside the sports hall on the Steyne Road site

**The office administrator** (or in their absence the Headteacher's PA) must take the staff registers and visitors book to the assembly point

Student Services/Data team staff are responsible for student registers and roll-call

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

**Teachers** 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 to their classrooms in an emergency.

**Lunch Duty Staff** 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 yearly

Site Team will check the toilets. The Business Manager or most senior member of the Site Team will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

**The Health and Safety Co-ordinator** will organise practice fire evacuations as appropriate, but at least once every (old) term i.e. thrice yearly. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher.

The fire extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Health and Safety Co-ordinator for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Senior Caretaker (H&S) will ensure that these notices are displayed in a prominent position as part of the premises inspection.

**Any student 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 SENCO or Student Services Officer if they identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any significant structural changes or any relevant incidents 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 Police and the Fire and 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 leadership in their absence.

## **9. First Aid Procedure**

There will be at least 9 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 shared drive.

First aid boxes are kept in the designated first aid areas on each site. The Student Service Officers provide first aid support and maintain 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. There is a defibrillator outside the main reception at both Arundel Road and Steyne Road sites.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or the East Sussex County Council's on-line incident reporting system.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact a member of the Senior Leadership Team. 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**

**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. A member of SLT is responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. 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 return to school.

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

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

All accidents will be investigated to prevent a recurrence. The Health and Safety Co-ordinator will monitor the accidents to identify trends. The Governors will also receive information on accidents as part of the Headteacher's report 3 times each year.

## 11. Health Issues

### 11.1 Smoking

In an effort to reduce the risk to health from passive smoking\* there is a No Smoking Policy across all internal and external areas of all school sites.

### 11.2 Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image for 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. For help contact **The Staff Counselling Service** based at East Sussex County Council's County Hall provide confidential help and support. (Contact: Staff Counselling Service – Provided by OH Assist on 0800 731 8631) (Quote ESCC1 and Seaford Head School)

Some drugs prescribed for medical reasons are likely to impair judgement and lower powers of 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

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.

## **11.4 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 many return to work while they are still breast feeding. Some hazards in the work place 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 no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- 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.

## **12. Risk Assessments and Guidance Notes/School Codes of Practice**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while 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 or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held in the Business Office on the Arundel Site.

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

- Premises Business Manager
- Curriculum Heads of Department/Teaching staff
- Offsite Visits Educational Visits Co-ordinator with the Group Leader
- Individual/specific Line Manager

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.

Various Codes of Safe Working Practice and guidance issued by East Sussex County Councils Children's Services Department and the Department for Education are available either in school or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

### **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 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 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. . The Business Manager 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 Senior Caretaker.

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

All staff who use PCs for more than 4 hours a day must complete the DSE Self-Assessment Checklist and return to their line manager.

The nominated DSE Assessor is the Learning and Teaching Team Leader and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. 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 their line manager 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**

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 so directs them.

All electrical equipment is checked annually (PAT tested or Fixed Appliance tested). The Business Manager 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 Business Manager 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 and Christmas decorations.

### **13.5 Machinery and Equipment**

There is a list of all equipment owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturers' instructions are not available the Head of Department will prepare instructions for maintaining the equipment and/or machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

### **13.6 Moving and Handling**

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 Health and Safety Co-ordinator will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. 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 students to be moved, the Headteacher will arrange training for staff.

### **13.7 Housekeeping**

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 Site Team will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Site Team will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Co-

ordinator. 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 Senior Caretaker. All waste will be disposed of according to appropriate health and safety guidelines.

### **13.8 Violence at Work**

All staff must report to their line manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the East Sussex County Council on-line incident reporting system.

### **13.9 Offsite 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 Educational Visits Policy.

### **13.10 Work Experience Placements**

The school has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including students on work experience, it is essential that the school's work experience policy is followed.

### **13.11 Hazardous Substances**

Responsibility for implementation of the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments. The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Site Team.

The legislation requires that any substance used in the school must have a product safety data sheet and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator.

### **13.12 Radiation**

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the school along with an externally appointed Radiation Protection Officer. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the school and local authority. The role of the Radiation Protection Supervisor and Officer is to ensure that the school complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

### **13.13 Pressure Systems**

All pressure vessel systems in the school will be listed on the inventories of the departments concerned and will be subject to annual inspection by an appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection.

### **13.14 Noise at Work**

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, students and visitors to the school will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to the Health and Safety Co-ordinator.

### **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. Use of Minibuses and Other Vehicles**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

**Eligibility to Drive** – All drivers must:

- be aged 25 and under 65 and have held a full current driving licence for at least three years without claim or conviction - the minimum age is reduced to 23 for teachers appointed to teach physical education
- be authorised by their line manager to drive a minibus
- have passed the school’s Minibus Driver Training and Assessment.

Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Business Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

## **15. Administration of Medicines**

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

Student Services 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, students 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 labelled with the student’s name and dosage instructions.

## **16. Complex Health Needs**

The school has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content of that document.

Complex health needs may include the following:

- restricted mobility
- difficulty in breathing
- problems with eating or drinking
- continence problems
- medical conditions e.g. diabetes, epilepsy
- susceptibility to infection.

## **17. Training and Information**

A training needs analysis has been undertaken by the Headteacher, in conjunction with the Heads of Department to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. 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.

If any member of staff feels the need for training they must alert the Senior Leadership Team.

The Business Manager is to keep a record of all First Aid trained staff and to ensure that they are booked onto recertification courses to ensure their qualification does not expire.

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

## **18. 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:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings
- the Business Manager, Health and Safety Co-opted Governor conduct a thorough health and safety inspection of all sites twice a year
- the Governors' agenda and Headteacher's report to the Governors will both have health and safety as a standing agenda item
- there is a daily visual check for health and safety and a weekly written log

### **18.1 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the contracted Health and Safety Support 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.

## **19. 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.

## **20. 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.

## **21. Health and Safety Policy Review**

The school acknowledges that the Health and 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:

Sandra Williams

Health and Safety Co-ordinator

Sally Laidlaw – Business  
Manager

Premises Co-ordinator:

Site Staff

Trade Union Safety Representatives:

Andy O’Kane

Health and Safety Committee Members

- Bob Ellis
- Sally Laidlaw
- Site Staff
- Sandra Williams
- Andy O’Kane
- Any members of the school staff who would like to attend

Educational Visits Co-ordinator:

Diane James

Work Experience Co-ordinator:

Karen Stanyard

Radiation Protection Supervisor:

Matt Quanstrom

First Aid Co-ordinator:

Sally Laidlaw

List of Display Screen Equipment ‘users’:

Teaching and Learning Team  
Finance Team  
Inclusion Administrator  
Data Team

**Qualified First Aiders – October 2019**

<b>Name</b>	<b>Site</b>	<b>Qualification</b>	<b>Qualified</b>	<b>Renew by</b>	<b>Currently trained by</b>	
Diane James	AS	FAW	10 October 2019	10 October 2022	St John's Ambulance	Student Services
Ian Hyland	Both	FAW	20 November 2018	19 November 2021	St John's Ambulance	Site Staff
Natasha Wells	AS	FAW	20 November 2018	19 November 2021	St George's Park/FA	Student Services
Matthew Budd	AS	FAW	09 April 2019	09 April 2022	First Response	Science tech
Georgina Bauer	SS	FAW	05 October 2016	05 October 2019	First Response	Student Services
Wendy Bray	AS	FAW	10 October 2019	10 October 2022	St John's Ambulance	Student Services
Barry Foord	Both	FAW	30 December 2016	29 November 2019	First Response	Site Staff
Sam Whittaker	AS	FAW	07 August 2017	07 August 2020	First Response	Re-Engagement
Tony Page	Both	FAW	07 August 2017	07 August 2020	First Response	Site Staff
Lucy Ralph	S6H	FAW	18 October 2017	17 October 2020	St John's Ambulance	Student Services
Jon Purdey	Both	FAW	10 October 2017	09 October 2020	St John's Ambulance	PE
Ross Sutton	Both	FAW	03 November 2017	03 November 2020	First Response	PE
Leilah K	AS	FAW	24 November 2017	23 November 2020	St John's Ambulance	Student Services
Debbie Nippard	AS	Outdoor 1st aid	01 January 2018	01 January 2021	Circle of Life	DoE
Ben Messer	Both	Outdoor 1st aid	01 January 2018	01 January 2021	Circle of Life	DoE
Karen Merry	SS	FAW	01 February 2018	01 February 2021	First Response	Student Services
Eric Southern	Both	FAW	01 February 2018	01 February 2021	First Response	PE/SLT
Jeff Topp	Both	FAW	21 March 2018	20 March 2021	First Response	Performing Arts Tech
Lucy Finlay	AS	L3 EFA	01 June 2018	01 June 2021	Sussex First Aid Training Centre	Student Services
Adam Ross	Both	Emergency First Aid	10 October 2018	10 October 2021	Sussex First Aid Training Centre	Performing Arts Tech
Samantha Macefield	Both	Emergency First Aid	10 October 2018	10 October 2021	Sussex First Aid Training Centre	Drama
William Teasley	Both	Outdoor 1st aid	01 January 2019	01 January 2022	Circle of Life	World Challenge

