



IMBERHORNE SCHOOL

Policy Document



The Cornerstones of our
Learning Community

Headteacher: Mr Lee Walker

Health & Safety	
Date of review:	November 2022
Prepared by:	Denise Clements
Approved by Governing Board:	January 2023
Policy based on:	West Sussex County Council Model Policy
Date for next review:	November 2024

General Statement of Policy

Imberhorne School recognises and accept their responsibility as employers for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for students and for visitors including contractors and for anyone else who might be affected by their work activities.

For ease of reference, the Imberhorne Lane site is referred to as IL and the Windmill Lane site as WL.

Health and Safety

The Head Teacher must report to the Governing Body on all significant health and safety matters, and as and when there is a major accident or incident (this will usually involve a significant injury or have caused significant damage). In addition to these reports, compliance with this health and safety policy is also monitored through the Imberhorne School's risk management processes.

Employees must be mindful of their own duties to take care of their own personal safety and that of fellow employees, students and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy. A copy of this statement is issued to all employees and is available electronically on the computer network. It will be reviewed as necessary.

Nominated senior manager responsible for Health & Safety

The Head Teacher has overall responsibility for Health & Safety but has nominated, the Business Manager, to coordinate activities and ensure the school meets its responsibilities within this policy.

This includes regularly :

- Disseminating Health & Safety information
- Coordinating accident reporting procedures, including the evaluation of incidents and accidents
- Coordinating and maintaining records of Health & Safety procedures across the school
- Ensuring Health & Safety matters raised by staff are dealt with appropriately
- Ensuring there is appropriate training and development for staff
- Ensure appropriate liaison with the nominated governor for Health & Safety.

In the absence of the Head Teacher the nominated senior manager will report to one or both Deputy Head teachers.

Management duties for Health & Safety

The Head Teacher will ensure compliance with the day to day management of all matter relating to Heath & safety management within the school. ; this includes the following:

- Ensure students, staff and visitors can safely access the school site and that all routes, entrances and exits are free of hazards

- Put in place suitable organisational arrangements for implementing, monitoring and controlling health, safety and welfare of staff, students and visitors.
- Follow the Health and Safety guidance and standards (including model risk assessments provided) set by the Director of Children's Services. This includes risk assessments provided for science and design & technology from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and *Safe Practice in Physical Education and School Sport* by the Association of Physical Education.
- Appoint an Educational Visits Co-ordinator (EVC) to advise and co-ordinate offsite educational visits, and to ensure that risks to pupil health and safety during off-site visits are adequately assessed and controlled.
- Appoint a designated person/s for fire safety to ensure there are adequate fire safety arrangements, including a written fire evacuation plan and fire policy.
- Make arrangements for the security of the premises and for the repair and maintenance of the premises, including the proper selection and control of contractors, and ensure any defects are made safe without delay.
- Make arrangements for machinery, plant and equipment to be maintained in a safe condition, including tests and inspections required by law, and keep records.
- Provide adequate information and instruction to employees; including the first aid provision and the fire evacuation procedure.
- Provide adequate equipment as identified in the Risk Assessment, including all necessary Personal Protection Equipment (PPE)
- Arrange for appropriate training in Health and Safety, and certification where required, and keep this up-to-date. Health and safety must be a standard part of any new employees' induction.
- Make sure that staff that supervise hazardous activities are suitably qualified and experienced.
- Undertake regular inspections and report to the Governing Body.
- Keep a record of accidents, and report significant accidents to the County Council's Health & Safety Team, in accordance with stipulated requirements.
- Undertake prompt investigation of significant accidents and take immediate action to prevent a recurrence.
- Encourage the co-operation of all staff in health and safety by discussion and consultation.
- Co-operate with the County Council's Health and Safety Team and allow them reasonable access to carry out health and safety inspections of accident investigations.

Reporting / Recording Incidents

All staff are expected to report health and safety incidents to either the Health and Safety Officer or to one of the two named Welfare Assistants, no matter how trivial they may seem. It is preferable to report too many incidents rather than too few.

Fire Safety

Imberhorne will have a fire practice at least twice a year. Details for evacuation of the building are displayed in classrooms. Registers will be taken to the evacuation point. A member of Senior Leadership Team will take overall responsibility. The named member of the Premises team on duty will liaise with the fire service to permit safe re-entry of the building. A sweep of each site will be undertaken by senior staff in conjunction with the premises team to ensure a full and proper evacuation has taken place.

Hiring premises

All Hirers are expected to undertake their own risk assessment. All hirers must ensure electrical equipment brought onto the school site has been properly checked. The school reserve the right to refuse hirers access if there are concerns about the safety of equipment. Information about evacuation of the building is supplied to hirers.

Electrical Testing and Gas Safety

The school risk assesses all electrical equipment and gas supplies in the school and undertakes appropriate periodic testing, records are kept of all tests. Staff are advised that unauthorised electrical equipment cannot be used in school. It must be registered and tested before it is safe to use.

First Aid

A list of currently qualified first aiders is located at reception. Staff or students requiring first aid should go to the qualified welfare assistants. Accidents and ill health at work are reported under RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Off Site Activities

All requests for off-site activities should be in writing to the Trips Co-ordinator. All requests are passed to the named

Educational Visits Co-ordinator for clearance. All trips should include suitably experienced staff and be carefully risk assessed by the trip leader.

Cleaning/Caretaking Activities

The senior premises staff oversee all cleaning arrangements. Concerns of issues should be directed to them in the first instance, maintenance requests should be entered onto the premises fault reporting system, accessible through the school's intranet.

Risk Assessment

All staff are expected to consider risks involved with activities as they undertake their job. Risk assessments require staff to, identify hazards, decide who is at risk, decide on appropriate actions to reduce risk or relevant precautions, record these findings and implement them.

Asbestos management

The school holds an asbestos register and follows the West Sussex County Council (WSCC) code of practice. All contractors working on the school buildings are made aware of the register and sign to confirm this. Staff are aware of the location of asbestos and the procedure to follow as part of our asbestos management.

Control of Substances Hazardous to Health

All hazardous substances stored and used within the school are risk assessed and appropriate precautions taken. This usually means substances are stored in appropriate, locked areas/cupboards.

Where to find information:

- Association for Science Education (ASE) 'Safeguards in Science Laboratories' are stored in the Prep. Room at WL and at IL in the science office in room 85.
- 'CLEAPSS' online information
- ASE 'Topics in Safety' (Red Book) also stored as above.
- Hazards – listing chemical hazards. A full set is stored in each Prep. Room and in the medical rooms. Hazards are also available in the 'CLEAPSS' website.

Contractors

The school adheres to the WSCC self-managed process and uses approved contractors in accordance with the Construction (Design & Management) Regulation 2015. Contractors receive an induction to the school and must comply with arrangements to manage asbestos and hot works.

Curriculum Safety

The governors recognise that some curriculum areas represent an increased risk and therefore require specific health and safety policies to be maintained by the Leaders of Learning. These include Design Technology, Drama, Physical Education and Science

Manual Handling

Any member of staff undertaking the transportation or support of inanimate loads must familiarise themselves with the existing guidance in the school. When undertaking such activities staff must always ensure an appropriate risk assessment has been carried out.

Display Screen Equipment (DSE)

Support from the IT service is available to DSE users to aid correctly setting up their work stations. . These will be routinely checked to ensure compliance with current good practice. Updates, with relevant information will be issued biennially to ensure workstations are suitability maintained to minimise injuries that can be associated with over use.

Staff Welfare

The welfare of staff in the school is paramount, we therefore seek to promote a good work/life balance for all. The Head Teacher monitors the workload of staff and every effort is made to make appropriate changes if staff experience undue stress and anxiety.

Water Quality

The school monitors and records water temperatures to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by the external contractor.

Working at Height

Staff are not permitted to work at height unless they have undertaken ladder training. Members of the premises team are all trained and can offer guidance and support to staff. All ladders are kept on a ladder register and

regularly inspected.

Individual Responsibility

All employees, all students and all other persons entering onto the School premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this Health and Safety policy.

All staff must

- Make sure that work is carried out in accordance with this policy, and relevant procedures and risk assessments
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Challenge strangers or unidentified visitors on the school site and ensure queries or concerns are passed onto senior staff
- Offer any advice and suggestions that they think may improve Health and Safety
- Report all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm call points, fire escape routes, fire procedures and fire fighting equipment.
- Take appropriate precautions in the event of poor weather such as snow or ice. This means being careful as staff move around the school site as well as monitoring the behavior and actions of students to ensure they are kept safe.
- Take appropriate precautions in the event of extreme weather such as excessive rain or excessive heat. This means looking after their own welfare and that of others. Being mindful of the fact that extreme weather can expose some students to risk.