HEALTH AND SAFETY POLICY

Policy & Procedure No.	**HS01**
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References to

Governing Body: Premises and Health & Safety
Employee Handbook
Health and Safety at Work Act 1974
ED02 Child Protection
RIDDOR
Health and Safety Advice for Schools' DfE February 2014
HS02 First Aid
HS03 Fire Safety
HS04 Medication Administration (local procedure)

1. Statement of Intent

The school acknowledge the Local Education Authority, West Sussex County Council, (WSCC) Health and Safety Policies and provide the following additional statement of intent to cover all school buildings, activities and undertakings for which the Proprietor and Governing Body, represented by the Headteacher, are responsible.

Under the Health and Safety at Work Act 1974, the Governing Body accept that they have 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. They believe 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 is the Headteacher's responsibility to encourage 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.

2. Health and Safety Responsibilities

2.1 The School's Proprietor

The proprietor has strategic responsibility for health and safety within all areas of the school's undertakings. The proprietor 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.

2.2 The Governing Body

The Governing Body is responsible for ensuring that safe working conditions are maintained for all pupils, staff, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Headteacher and detailed in the organisation section of the policy. The Governing Body is 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.

2.3 The Headteacher

The Headteacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the proprietor and Governors, within all areas of the school's undertakings. The Headteacher 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.

2.4 The Health and Safety /Fire Officer

The Health and Safety/Fire Officer carries out regular checks in the building and monitors daily practice.

2.5 Employees

Staff 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.

3. Accident and Incident Reporting

All accidents and incidents to pupils, staff, visitors and contractors are reported using the available accident reporting system. Minor incidents to pupils or staff are recorded internally; major injuries and direct visits to hospital are also reported to WSCC using the LADO system and in some cases RIDDOR. The Headteacher is responsible for reporting accidents.

The Headteacher will monitor accidents and incidents in order to identify trends and report to the Governing Body, as requested.

4. Bodily Fluids

Body fluids such as blood, vomit, faeces, saliva, mucus and semen, potentially carry infection and transmittable diseases. It is important that all staff practise good personal hygiene, are aware of the procedure and fully comply with the controls for dealing with body fluid spillages. Sanitary disposal units are in each female toilet and are disposed of appropriately by our Cleaning Contractor.

Staff cleaning up spills of blood or body fluids will protect themselves with Personal Protective Equipment (PPE). A spillage kit containing gloves, plastic aprons, waste bags and scoop, can be in the school's medical room and school secretary office.

All body fluid spills will be cleaned up quickly to help protect pupils, staff and visitors from potential infections and to ensure we have a safe environment. All spillages of body fluids and material used during the clean-up will be treated as 'clinical waste' and disposed of appropriately.

Yellow biohazard bags are located at the first aid points throughout the building. These should be used to dispose of waste and are securely tied/sealed and disposed of in the yellow bin located in the rear courtyard.

In the case of large amounts of biohazard waste or if bins are full, a specialist waste company is contacted via the Cleaning Contractor or the school office. Mops and buckets etc. are only used once the area has been thoroughly decontaminated and will be disinfected and dried after use.

Contaminated clothing will be sealed in a biohazard bag and parents are informed that the clothing should be washed separately on a hot wash. Spillages on soft furnishings, carpets and upholstery will be steamed cleaned by our Cleaning Contractor. In cases of excessive spillage, items will be disposed of as clinical waste.

Action:

- Cordon off area with hazard warning signs.
- Ensure any wounds or abrasions are covered with a waterproof dressing, wearing disposable gloves use paper towels to wipe up any excess body fluid.
- Scoop up and dispose of towels and gloves in a clinical waste bag and place in yellow biohazard bin.
- Clean the area with detergent and hot water.
- Wash hands thoroughly.
- The hazard warning sign will remain until the Cleaning Contractor has professionally cleaned the area.

Accidental exposure to blood and body fluids can occur when there is:

- A puncture to the skin through an object e.g. needle, instrument
- Exposure of broken skin, e.g. wound of abrasion
- Exposure of mucous membranes, including the mouth and eyes.

The following action should be taken immediately:

- Immediately stop what you are doing.
- In the case of a wound, encourage bleeding to stop by applying gentle pressure.

- Do not suck the wound.
- Wash thoroughly under running water.
- Dry and apply waterproof dressing.
- If blood or body fluids come into contact with eyes, irrigate with cold water.
- If blood or body fluids come into contact with mouth do not swallow, rinse mouth out several times with water.
- Seek medical advice from first aider and/or A&E department.
- An accident form will be completed.
- A health and safety assessment will be carried out and amendments made to the H&S policy if required.

Exposure to Covid-19 or potential exposure to other pandemic/epidemical flu/diseases:
This is based on guidance from Public Health England and the DfE

What to know about the virus:
The incubation period for this strain of coronavirus (COVID-19) is between 2 to 14 days. That means if a person is well 14 days after contact with someone with a confirmed case, they haven't been infected.

What are the symptoms?
They include:

- Cough
- Difficulty in breathing
- Fever
- Loss of taste and/or smell

The virus can cause more severe symptoms in those with weakened immune systems. However, there's no evidence that children are more affected than other age groups.

How does it spread?
The virus is most likely to spread when someone has close contact (i.e. within 2 metres or less) with an infected person.

When an infected person coughs or sneezes, they produce droplets that contain the virus. These droplets are likely to be the most important means of transmission, as:

- Droplets can be directly transferred into the mouths or noses of people who have close contact
- Someone may become infected by touching a surface or object (e.g. a door knob) that's been contaminated with the droplets and then touching their own mouth, nose or eyes

HPT Surrey and Sussex	0344 225 3861
DfE Covid 19 Helpline	0800 046 8687

These agencies will:

- Discuss the case
- Identify people who have been in contact with the infected individual
- Advise on any actions and precautions that should be taken
- Undertake a risk assessment of your school (this will help decide whether to close your school, which won't be necessary in most cases)

In the case of school closure by the government due to the spread of Covid19 or any other 'pandemic' virus and/or contagion, Amberley Court School will seek to supply pupils with work as well as the ability to communicate remotely with their class teachers. Every effort will be made to minimise the disruption to learning caused by this unlikely event.

5. Administering Medicines

The school's local Procedure on *'HS04 Medication Administration'* details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is the Headteacher who may delegate this responsibility to an appropriately trained member of staff. Mention is also made in the *'HS02 First Aid Policy'*.

6. Asbestos

The school site has been checked for Asbestos by the owner – Arlo Holdings and no material has been found. The school therefore does not require an Asbestos register.

7. 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 Health and Safety Officer is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

8. Contractors

Maintenance and servicing contractors receive an induction to the school site, its facilities and emergency arrangements. Contractors undertaking large scale building work receive all above and have access to relevant school policies, procedures and risk assessments.

The school adheres to WSCC self-managed process and only use contractors approved by the proprietor. Contractors are continuously monitored whilst on site and may be required to complete a health and safety and GDPR agreement.

The Headteacher and the proprietor are responsible for the management of contractors.

9. Curriculum Safety

The Headteacher and Governing Body recognise that some curriculum areas represent an increase in risk; risk assessments are done in regards to activities that require additional rigor and are regularly reviewed and communicated to the relevant staff.

10. Display Screen Equipment (DSE)

Every member of staff user will have undertaken a DSE checklist sign-off (as set by the Health and Safety (Miscellaneous amendments) Regulations 2002) to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the Headteacher to ensure checklists are completed by relevant staff.

DSE user risk assessments will be reviewed periodically by the Technology Co-ordinator, at least annually, or if there have been any significant changes to any workstation. A review of the original assessment must be undertaken as soon as practicable by the Headteacher when a member of staff complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

See DSE checklist file located in the reception area.

11. Electricity

All portable electrical equipment within the school is tested annually and records of these tests will be held at the school. Private portable electrical equipment is not brought into the establishment and used without the appropriate checks or prior agreement. Electrical safety is managed by the approved and designated Maintenance staff.

12. Emergency Provision/Business Continuity

The Emergency Plans, including our *'HS05 Lockdown Procedure'* detail the strategies and arrangements to be used in the event of an emergency. This includes liaison with 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 any emergency plan and can take the appropriate action if required. The emergency plans are regularly monitored and reviewed by the Fire Officer / designated maintenance staff and Headteacher.

13. Fire Safety

The designated Fire Officer is the person responsible for fire safety within the establishment. The Headteacher will support that role as part of the role for ensuring health and safety of pupils and staff. 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: A1 Fire Protection Fire RA annual visits are undertaken and fire safety will fully comply to all guidance given in the reports.
- 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.
- Personal Emergency Evacuation Plans (PEEP) are completed for those staff and/or pupils who require additional assistance to evacuate the premises.

HS03 Fire Safety policy has more information on plans and procedures during a fire. The school has an *Emergency Evacuation Plan*, which details the procedures to be followed in the event of a fire. All people within the establishment will know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Our '*Emergency Evacuation Plan*' includes 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 marshals 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.

Fire marshals are trained in the operation of using fire extinguishers. Amberley Court School has a minimum of five trained fire marshals. In the event of a fire, only the trained fire marshals may attempt to tackle small fires, if safe to do so or if the escape route is compromised.

14. First Aid

All ACS staff are trained in basic First Aid and those currently not will be arranged to attend the next available course date. At least two members of staff have received two full days' training on Paediatric First Aid.

The Headteacher/HR manager monitors first aid training to ensure certification remains in date.

A risk assessment is completed, and provision put in place following the findings of any risk to health. Suitable and appropriate first aid cover is always provided during the working day and all staff members are aware of the arrangements in place.

The First Aid Officer 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.

15. Glazing

The school regularly monitors glazing as part of the premise's inspection. The maintenance officer is responsible for glazing management and will liaise with senior personnel as required. The school uses a local Crawley company for any replacement windows and window frames.

16. Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Maintenance staff are responsible for gas safety.

17. Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available. The Headteacher is responsible for the induction of staff.

18. Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed, and adequate controls put in place. *Please refer to our Policy & procedure on 'Lone Worker'.*

19. Play Equipment

External and internal play and physical education (P.E.) equipment is serviced by the maintenance officer / health and safety officer. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher.

All staff take part in regular monitoring of play equipment and defects are reported immediately to the Headteacher and/or reported in the maintenance book. Faulty equipment is immediately decommissioned.

20. Premises Maintenance

The internal and external premises will be inspected at regular intervals by the maintenance officer and Governing Body member responsible for this role and/or the health and safety officer, on behalf of the Headteacher.

The school is to be kept clean, tidy and free from hazardous obstacles. Staff will report any defective equipment, furniture or premises issues to the maintenance officer or contracted cleaner via the maintenance log. The maintenance officer and/or cleaner will sign, and date completed actions in their log.

21. Monitoring, Audit and Review

The Governors requests termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedure will be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure will be constantly monitored by the Headteacher/ designated health and safety of fire safety officers. The proprietor will address deficiencies in health and safety arising from the Governors' report.

22. Moving and Handling and the Manual Handling

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 Headteacher, governors, proprietor or health and safety officer/s 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.

Please also refer to our 'Staff Handbook'.

23. New and Expectant Mothers

Any staff member who becomes pregnant will inform the Headteacher of this and an appropriate risk assessment will be undertaken following NHS / DfE / Government guidance. 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.

24. Off-site Activities

All off-site activities are risk assessed using the available Risk Assessment system, *please also refer to section 25 of this policy*. The Headteacher and Governors will regularly monitor teacher's plans and risk assessments for off-site visits. Any off-site activity requiring the use of school vehicles – please view the transport/minibus policy.

25. Risk Assessments

25.1 Trips and Activities

It is seen as highly valuable to our pupils to take part in off-site trips or community learning. These visits form an essential part of our pupils personal, social, communication and emotional development as well as offering good cross-curricular learning opportunities.

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

All trips out of school require a '*Risk Assessment*' which is carried out by staff. Records will be kept by each class and monitored by the Headteacher.

The allocation of the correct number of adults to pupil ratios will always be adopted for all off -site activities. Each Off-site Risk Assessment is personalised to suit the individual or group. Each off-site Risk Assessments will be reviewed annually or when changes arise.

All trips off-site will have a register attached of those pupils involved. The register will be checked on arrival and departure (as well as and when required) and signed by a designated member of the staff team accompanying the trip. This register will be returned to the school secretary on arrival back to the school.

If there are any safeguarding concerns, or incidents, that may put pupils, staff or others at risk of harm whilst off-site, these will be reported to the Designated Safeguard Officers and/or a member of the SLT immediately upon return to school. If the disclosure/s or incident/s are deemed time-sensitive, this report would be made via telephone conversation, if safe to do so, as soon as the disclosure / incident has been made / occurred.

If the school vehicles are being used then additional checks should be taken – see the vehicle/minibus policy. Briefly:

- Every trip – staff check the vehicle against the vehicle checklist.
- Vehicles will be serviced and MOT'd yearly
- A driver should check the vehicle over before commencing their journey. The signing of the mileage book will act as ratification that this was done prior to the vehicle being driven and will constitute as the daily check.

25.2 Individual Risk Assessments

Each of our pupils has an individual, personalised, risk assessment carried out by the class teacher and those staff which know the pupil best.

These *'Pupil Risk Assessments'* clearly identify what behaviours may pose a risk to themselves or others and will be considered in all activities. Each Risk Assessment is reviewed regularly by the class teacher. Parent/carer input will be sought to enhance these risk assessments.

25.3 Building and Environmental Risk Assessments

These are the joint responsibility of the proprietor/ Governing Body / maintenance officers / health and safety officer and fire safety officer. The headteacher will regularly review these. Detailed files are kept and are available on request.

26. Staff Welfare/Stress

The Governing Body consider staff welfare to be of paramount importance and seek to promote a work-life balance amongst the staff.

The Headteacher continuously monitors staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school is also able utilise the services of Occupational Health as required.

27. Water Quality

The health and safety officer and school maintenance officer are responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained.

28. Working at Height

Teaching and support staff are not permitted to work at height to put up displays and equipment. Contractors, including the maintenance officers are ladder trained and will erect high displays on behalf of teaching staff.

Ladders, step stools and other access equipment are regularly inspected and maintained.

END

POSITION	**Headteacher**	**NAME**	**James Eagle**	**SIGNATURE**	***J Eagle***	**DATE**	**01/09/2026**
POSITION	**Governor**	**NAME**	**Dave Johns**	**SIGNATURE**	***D Johns***	**DATE**	**01/09/2026**
POSITION		**NAME**		**SIGNATURE**		**DATE**	