



Ifield Community College - Health and Safety Policy

Approved by Governing Body 13th March 2025

Policy extended to September 2026 when TCT Policy will be in place.

Signed

(Chair of Governors) 26th June 2026

Statement of Intent

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

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

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

Chair of Governors

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

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

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

Department Heads are responsible for ensuring that safe working conditions are maintained for all students, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Principal or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls

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

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

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

The **Director of Operations or Operations Manager** is responsible for reporting accidents.

The Principal will monitor accidents and incidents in order to identify trends and report to the governing body.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The administration of medicines is closely monitored by the Senior Pastoral Managers. A copy of the policy is available from the school first aid office, and on the school website.

Asbestos

The school was constructed in 2005 and, as such, no asbestos was used in its construction.

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.

BAM FM

Is the designated organisation for ensuring that the COSHH risk assessment file for the building is kept up to date and communicated to relevant staff.

Heads of relevant departments

Are responsible for undertaking risk assessments relating to the safe storage of chemicals within their teaching areas.

Contractors

The school is a PFI build, and BAM FM are the contractor. They are responsible for all maintenance of the school buildings and site for the duration of the PFI contract. They oversee all maintenance and servicing sub-contractors.

Should any large-scale building works be planned, this policy will be reviewed to reflect this.

Curriculum Safety

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

Subject Leader responsible for Design and Technology and Food Technology

Subject Leader responsible for Performing Arts

Subject Leader responsible for Physical Education

Subject Leader responsible for Science

Display Screen Equipment (DSE)

Every regular DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the **Operations Manager** to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the West Sussex Services for Schools.

DSE user risk assessments will be reviewed periodically by the **Director of Operations or Operations Manager**, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line

manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Electricity

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

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

A 5 yearly check of the fixed electrical installation is completed, and records kept.

Electrical safety is managed by **BAM FM**.

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff members are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by **BAM FM** and the **Director of Operations**.

Fire Safety

BAM FM is the designated organisation for fire safety within the establishment and will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.

The **Director of Operations** and **Operations Manager** are the nominated responsible people within the school and will ensure that

- Staff and students are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Ensure personal emergency evacuation plans (PEEP) are developed for those staff and/or students who require additional assistance to evacuate the premises. PEEPS for the students are undertaken by the welfare team.

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

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

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

First Aid

The school has several main First Aiders who have undertaken the 'First Aid at Work' qualification.

There are several members of staff who are 'Emergency First Aid at work' qualified. A list of the school's first aid trained staff is displayed in the first aid room/area. The **Operations Manager** monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and a policy outlining the school's provision is available. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

The Welfare Assistants are designated to ensure the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Food Safety

BAM FM are responsible for Food Safety in the school. The BAM Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to students. The kitchen, servery and dining area are to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must advise BAM FM of a spillage, so it can be cleared up immediately and the floor surface left clean and dry before being opened up to students again.

All incidents are to be reported to the Food Safety Lead.

Glazing

The school holds an up-to-date Glazing Survey and regularly monitors glazing as part of the premises inspection. **BAM FM** is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. **BAM FM** is responsible for gas safety.

Aerosols

The use of all aerosols on school premises is prohibited.

Allergens

The school does not routinely ban any items that may cause an allergic reaction, but will regularly review the disclosure of allergic conditions, and retains the right to adapt this policy to prohibit items to meet the specific needs of individuals.

Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the West Sussex Services for Schools site. Staff will also complete the eLearning 'Health and Safety Induction' and 'Using Display Screen Equipment Safety' training of which records will be kept. **Line Managers/Heads of Department** are responsible for the induction of staff.

Infection Control

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

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.

Subject Leaders/Line Managers are responsible for risk assessing and **SLT** produce lone working procedures.

Physical Education equipment

Servicing of external and internal physical education (P.E.) equipment is managed by **BAM FM**. P.E. equipment is checked prior to every use by the teaching staff and any defects are reported immediately to BAM FM. The **Head of PE** regularly monitors external P.E. equipment and defects are reported immediately to **BAM FM**. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by **BAM FM**. The inspections are recorded and resulting issues reported to the Principal/Director of Operations. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the **main reception area** where an administrative assistant will log it with the BAM FM help desk for action. Action will be reviewed by the School **Director of Operations** and the **Operations Manager** at Bi-weekly meetings with **BAM FM**.

Monitoring, audit and review

Reviews of procedure shall be undertaken in the light of operational practice, with the Governor for Health and Safety providing regular reports to Governors that are inclusive of new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Principals' annual report.

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

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

Where manual handling or moving and handling tasks are undertaken, the Governing body will designate BAM FM to undertake these tasks and to ensure suitably competent staff undertake risk assessments of the activities and ensure staff working in these areas receive the necessary training and instruction.

BAM FM is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Principal of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the West Sussex Services for Schools site. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

Off-site activities

All off site activities are risk assessed using the WSCC system. The school's systems are audited by WSCC Outdoor Education Advisor. **Simon Gaule** is the school's Educational Visit Co-ordinator.

Oil

The school uses oil fired heating. The oil is stored in accordance with regulations and the oil tank is regularly inspected by **BAM FM** and is serviced and maintained by a company designated by **BAM FM**.

Risk Assessments

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

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance and seeks to promote a work/life balance amongst their staff. The Principal is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. Where deemed beneficial, a stress risk assessment will be undertaken. The school also utilizes the services of Health Assured and Occupational Health.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the **Operations Manager**.

Transport

The school's minibus is checked prior to each trip by the designated user and records are kept. It is maintained and serviced in accordance with the law and records kept. Only staff that have completed appropriate training are permitted to drive the minibus and are made aware of WSCC driving policy. Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated, and communicated to staff.

Violence and Aggression

The **Principal** ensures that there is a suitable and sufficient violence at work risk assessment for staff drawing upon the violence at work corporate guidance. Guidance can be found under the Violence and aggression section, A-Z health and safety pages on the West Sussex Services for Schools site.

The **Senior Assistant Principal responsible for Pastoral** must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedules. Further information can be found under the Health and Safety Management section, A-Z health and safety pages on the West Sussex Services for Schools site.

Water quality

BAM FM is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained and ensuring a bi-annual water quality risk assessment is produced and reviewed.

Working at height

Teaching staff should avoid working at height to put up displays unless they have been trained. BAM FM premises officers have been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on the BAM ladder register and regularly inspected and maintained.