

Section A – Governing Body’s Statement of Intent

1. DECLARATION

The governing body support fully the aims and objectives of the West Sussex County Council and the Director of Education to achieve Health and Safety at work. This document is supplemental to the Education Authority's policy statement and aims to set out the arrangements by which the governing body will assist in achieving safe work.

The governing body will, under Section 4 of the Health and Safety at Work Act etc. 1974, be treated as the person who has control of the school premises.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures, which ensure Health and Safety at Work.

The governing body recognises and accepts its responsibility for the maintenance of safe egress and access, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises, in so far as they are competent under the scheme for Local Management of Schools.

Every possible assistance will be given to the Director of Education in his/her legal responsibility to achieve a safe working environment for employees.

2. SAFETY DUTIES

To achieve the objectives laid down above, the governing body accepts the following duties:-

- (a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body who shall determine any follow-up inspection which is required.
- (b) To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.
To ensure contractors work safely, the governing body shall follow the guidelines 'Contractors on School Premises', issued by the Authority.
- (c) To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- (d) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the head teacher or members of the governing body.
- (e) To ensure that an item entitled 'Health and Safety etc.' is included on the agenda for termly meetings of the governing body.
- (f) To co-operate with the Director of Education to achieve his/her legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
 - 1. Undertake Risk Assessments in accordance with Departmental Policy and record any actions/plans consequent to their assessments.
 - 2. Provide training for safety.
 - 3. Disseminate information.
 - 4. Provide adequate supervision.
 - 5. Monitor Health and Safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by the Director of Education and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in Appendices to this document.

Signed..... (Chair of Governors) Date.....

Section B - Organisation of the Health and Safety System in Lavington Park Federation of Graffham CE Infant and Duncton CE Junior Schools.

The Chair of Governors is: **Marie Bracey**

The Governor with nominated responsibilities for Health and Safety is: **Andrew Hayes**

The responsibility for day-to-day oversight of the Governors responsibility is vested in the Head Teacher: **Helen Martin**

The Headteacher will be assisted by the Premises Officer: **Neil Banks**

Particular responsibilities for the management of safety/welfare matters are listed below:

- | | |
|---|-------------------------------|
| - Cleaning/Caretaking duties | - Michelle Ball (Graffham) |
| | - John Moores (Duncton) |
| - Contractors on site | - Helen Martin |
| - Control of Substances Hazardous to Health | - Helen Martin |
| - Display Screen Equipment | - Helen Martin |
| - Electricity at Work Regulations | - Helen Martin |
| - Fire Safety | - Helen Martin |
| - First Aid (Graffham) | - Kathie Gyles |
| - First Aid (Duncton) | - Vanessa Dudman |
| - H&S in the School Development Plan | - Helen Martin & Andrew Hayes |
| - Health & Safety Induction of Staff | - Helen Martin |
| - Reporting/Recording Incidents | - Vanessa Dudman (Duncton) |
| | - Kathie Gyles (Graffham) |
| - Security | - Helen Martin |
| - Sports Arena | - Neil Banks/Premises Officer |
| - Transport | - Helen Martin |

Section C - PARTICULAR ARRANGEMENTS INCLUDING MONITORING PROCEDURE

1. Arrangements for the effective implementation of the Authority's Health and Safety Information System

The Governing Body elects to adopt the Authority's Health and Safety Information System. The Authority have addressed many of the major risks that the Federation faces and have issued policies and codes of practice. Copies of these policies are held and maintained upon computer and will be made available, in hard copy, upon demand from the bursars' office at each of the school sites upon request or for purposes of H&S training.

2. Particular Arrangements to be developed at a local level

1. Both Graffham and Duncton Schools will adhere to The Schools Health and Safety Manual and the general advice and guidance on a range of issues within that document and other publications and documents forming the Schools Health and Safety Information System.
2. Each site will contain a file of risk assessments relating to that site. The risk assessments shall be reviewed at least once per year and, amended, withdrawn or replaced as is deemed necessary at the review.

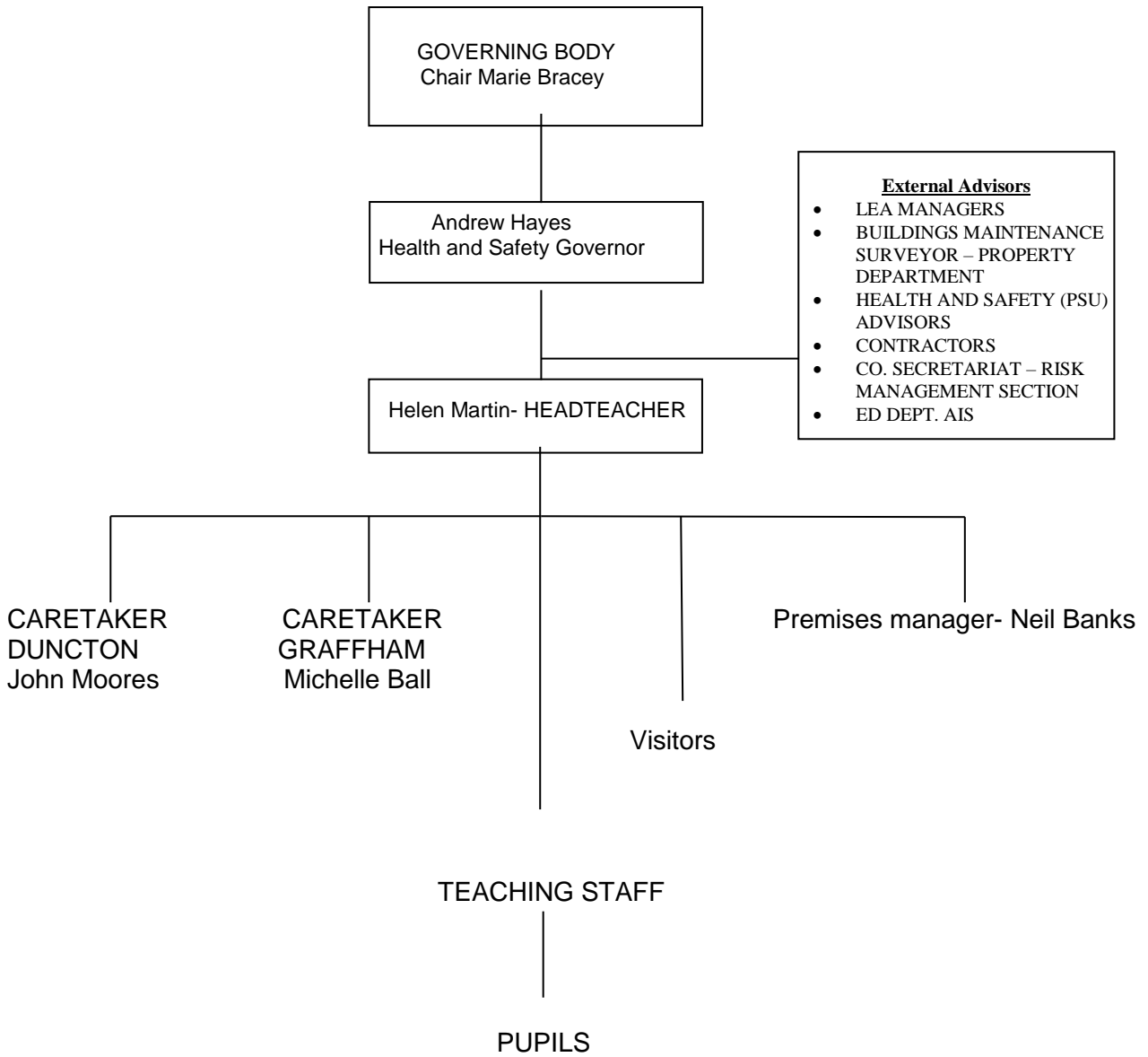
Professional risk assessment documents performed by third parties shall also be located in this document.

3. Each location shall have a Health and Safety Action file containing the following.
 - a. The Risk Action Plan. This is a prioritised corrective action plan comprising of actions arising from risk assessments and inspections. The date of completion of these actions shall also be recorded.
 - b. A report of observed hazards recorded from safety inspections together with the date of hazard removal/negation.
 - c. A file of Safety Procedures which are specific to the each location above and beyond those provided in The Schools Health and Safety Manual.
 - d. Records of staff safety and safety procedure training.

3. Monitoring, Audit and Review

1. The Governing Body shall receive reports at each termly meeting regarding Health and Safety activities and issues.
2. Both the school sites will be subject to a daily inspection of the premises. Any hazards shall be recorded in the Health and Safety Action File. A regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the LEA. The operational practice and procedures shall be constantly monitored by the Head Teacher.
3. Accident/Incident report forms/book should be analysed. This may help identify any increase or trends in particular types of accident.
4. The Committees of the governing body and Staff Members will contribute appropriately to the formation of a twelve month rolling action plan to address deficiencies in health and safety. This action plan will be compiled by the Health and Safety committee and actions requiring Governing body approval will be presented at the termly reviews.

School Health and Safety Management/Communications Organisation



Lone Working

Introduction

It must be recognised by all staff that there are risks associated with lone working. Monitoring lone working needs to be a continual process, and appropriate steps need to be put in place to reduce the risks and adverse effects of lone working.

General Guidance

People who work by themselves without close or direct supervision may be found in a range of situations. These may include:

- Any member of teaching or support staff working outside normal hours/days
- Staff working during school holidays when limited number of staff are on site
- People who work outside normal hours e.g. cleaners, kitchen staff, contractors, maintenance staff etc
- Contractors who carry out construction work, plant installation, maintenance, electrical repairs, lift repairs, painting and decorating, etc.

Law relating to lone working

There is no general prohibition on working alone, but some specific legislation stipulates that at least two people must be involved in the work and specifies those safe systems of work to be followed.

Safe systems of work for lone work

Where there is no specific legal prohibition on working alone, a senior member of staff must carry out a risk assessment and identify any potential hazards or risks associated with the work. Where risks or hazards are identified safe systems of work must be devised and implemented to ensure that the risks are either eliminated or adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one person, alternative arrangements providing help or back up must be agreed.

In the majority of cases one person working alone will not be exposed to significantly more risks than several employees working together.

Safety Precautions for Lone Workers

Staff visiting other premises - If you have to leave the site – e.g. to supervise pupils external activities, the following procedure should be followed:

- Inform your Head of Department or line manager (or another senior member of staff) where you are going and how long you expect to be
- If you have not returned within an hour of your expected return the alarm will be raised and steps taken to determine your whereabouts
- If there is any doubt about personal safety then you should take a colleague and ensure you have a mobile phone with you.
- Familiarise yourself with the emergency procedures for any other premises you visit.

Catering/Cleaning/Caretaking Staff - For members of the cleaning or caretaking staff who are due to work alone:

- Consult with and follow the instructions of the Business Manager

- Avoid lifting heavy objects - if in doubt do not lift, wait and seek help
- Working at height – do not attempt any work at height without consulting with your manager who will organise appropriate training.
- If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished
- Ensure that you are carrying a mobile.
- Do not appropriate any strangers, if in doubt phone the duty member of staff.

Teaching Staff - For members of the teaching staff who are due to work alone:

- Consult with and follow the instructions of the Deputy Head
- Avoid lifting heavy objects - if in doubt do not lift, wait and seek help
- Working at height – do not attempt any work at height unless you have received appropriate training.
- If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished
- Ensure that you are carrying a mobile.
- Do not approach any strangers, if in doubt phone the duty member of staff.

Precautions to be taken by all lone workers

The following precautions are to be taken by all lone workers:

- You must ensure that you are medically fit and suitable to work alone. You must consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on you. **Do not put yourself at risk.**
- If you know you are suffering from a medical condition which could put you at increased risk you must inform the senior member of staff responsible for your work in order that it may be taken into consideration. This does not necessarily mean that you will be unable to carry on doing the job merely that additional precautions may be taken where necessary.
- Specific training may be required to ensure proficiency in safety matters. This is particularly important in work activities where there is limited supervision to control, guide and help in situations of uncertainty.
- As a solitary worker you need to understand fully the risks involved in the work, the necessary precautions and be sufficiently experienced. There should be established, clear, safe systems of work to set the limits to what can and cannot be done while working alone. These safe systems should specify how to behave in circumstances that are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor.
- Although as a solitary worker you cannot be subject to constant supervision, it is still the organisation's duty to provide appropriate control of the work. The extent of supervision required will depend on the risks involved and your proficiency and experience to identify and handle safety issues. The extent of supervision and monitoring required is a decision that will be made by a senior member of staff.
- Illness, accident and emergency situations may arise and as a solitary worker you should be capable of responding correctly. Information about emergency procedures should be fully understood and you must ensure you know the location of and have access to adequate first-aid facilities.