



**Health and Safety Policy issued by the governors of
Brook Infant School**
This policy includes Brook Infant School, Nursery, Breakfast and After School Club

Effective from: September 2022 reviewed January 2025

Signed by: Matt Brown

Next review date: Spring 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, pupils 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 pupils. 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.

Signed Matt Brown (Electronic Signature) (Chair of governors)

Date

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 schools 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 Head Teacher 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 Head Teacher 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.

Deputy Head, Business Manager and Premises Manager are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. They 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.

Responsibilities for Health and Safety at Brook Infant School & Nursery are delegated in the following way to the listed staff members.

Chair of Governors:	Matt Brown
Governor with nominated responsibilities for health and safety:	Sam Nicholas
Responsibility for day-to-day oversight of the governors' responsibility:	Headteacher
The Head will be assisted by the Business Manager and the Premises Manager	Business Manager & Premises Manager
Staff interests are represented by:	Headteacher
Child interests are recognised by:	Headteacher

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

After School Club	Headteacher, Business Manager and BFC and ASC Manager
Breakfast Club	Headteacher, Business Manager and BFC and ASC Manager
Cleaning/caretaking duties	Premises Manager
Contractors on site	Premises Manager
Control of substances hazardous to health	Premises Manager
Display screen equipment	Business Manager

Electricity at work regulations	Premises Manager / contractors
Food safety	Teachers, Chartwells,
Fire safety	Head Teacher & Premises Manager
First aid	Business Manager/Office and Welfare Assistant
Glazing	Premises Manager / Contractors
H&S in the SDP	Headteacher
Hiring premises	Business Manager
Induction of staff	Headteacher/Business Manager
Legionella (water systems)	Premises Manager
Management of medicines	Business Manager/Office and Welfare Assistant
Manual handling	Premises Manager
Off-site activities	EVC – Headteacher
Physical education	Headteacher
Premises maintenance	Premises Manager
Reporting/recording incidents	Head teacher
Risk education	Head teacher
Risk Registers	Headteacher, Business Manager and Governors
Science curriculum	Nominated Teacher Lead
Security	Headteacher, Business Manager and Premises Manager
Staff welfare	Headteacher, SLT
Technology curriculum	Headteacher
Training/INSET	Headteacher and SLT

Monitoring of Health and Safety

The Full Governing Board will have the overall responsibility to monitor all Health and Safety matters within the school premises.

This is delegated on a day-to-day basis to the Headteacher who will report to Governors half termly.

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

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

All staff should report all accidents relating to children (including first aid) onto CPOMS. All incidents relating to staff should be recorded on the Incident Report form in Appendix 1.

Business Manager is responsible for reporting accidents to WSCC.

The Head teacher 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 lead for the administration of medicines is Business Manager and Office & Welfare Officer. A copy of the policy is available from the school office.

Adverse weather / emergency closure

The Premises Manager will ensure that all pathways as per the snow clearance plan are kept clear. Salt and/or grit will be put down in icy weather or periods of very heavy frost. In the event of the school being closed in an emergency or because of adverse weather conditions parents will be kept informed via communication systems. In addition, a list of those parents not available on communication systems are kept by the Office and will contact those families individually.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. Premises Manager is responsible for asbestos management. There is no known asbestos at Brook Infants.

Cleaning and Caretaking Duties

The Premises Manager oversees all cleaning and caretaking duties on school premises inside and outside the building.

Warning signs are used in hazardous areas e.g. wet floor.

All cleaning staff are trained in the use of tools, machinery and equipment.

All cleaning electrical equipment such as Hoovers are PAT tested annually.

Contractors on site

The Premises Manager will ensure that all works are planned and managed so that there is a duty of care to all site users.

All external contractors must provide method statements and risk assessments and must indicate that no hot works are to be completed on site unless a **Hot Works permit** has been provided and authorised by the school. Hot Works permits must comply with up to date regulations.

All external contractors must also complete Brook Infant School Health and Safety checklist provided by the Premises Manager.

The Premises Manager will ensure that there is daily communication with all on-site contractors to ensure that the following items are managed:

- Safe storage of material and equipment
- Cordoning off areas of work
- Supervision of children (if applicable)
- Noise, dust management
- Problems arising from use of substances which pose a risk to health
- Use of ladders, scaffolds etc

- Where contractors may take breaks and which toilets they may use
- Disposal of waste
- Maintenance of fire escape routes
- Need to evacuate areas
- First aid/emergency procedures
- Times of access to site

All contractors must first daily report to reception during school term time and wear identify badges on site. Outside term time, the Premises Manager will determine and communicate the booking in point for all contractors.

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.

Premises Manager is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

All substances used in the school have a material safety data sheet and risk assessment available. These are stored in the COSHH file in the School Office.

All COSHH substances are stored within a locked cupboard or within the Premises Managers Office.

Premises Manager has attended COSHH training and has the responsibility of ensuring all cleaning staff are aware of and understand the COSHH procedures. Cleaning staff are required to sign annually to confirm that they have received COSHH and other relevant training.

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these are overseen by the Headteacher.

Display Screen Equipment (DSE)

Every 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 Business 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 WSSfS.

DSE user risk assessments will be reviewed periodically by Business Manager, at least annually, 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 Premises Manager.

Electronic Shutters (rear of school)

The electronic shutters should be raised by the first person on the premises and lowered by the last person to leave the premises each day. To raise and lower the shutters – press the switch situated adjacent to the shutter and hold down until the shutter has completely closed or opened and the motor has stopped.

In the event of a power failure or breakdown the shutters can be raised and lowered by winding the mechanical handle at the top of the blind.

The door shutter, in each room, must **ALWAYS** be in the raised position **WHENEVER** anyone is in the room, in case of fire.

Letting's are informed of this annually.

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 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 the Headteacher.

Fire Safety

Headteacher and Premises Manager are the designated people for fire safety within the establishment. They 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.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They 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 annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

Fire extinguishers are located in the school corridors. Fire drill procedures are displayed in each room. Each class has an evacuation register that must be taken out to the playground in the event of a fire drill. Fire drills are held termly. A record is kept of each drill by the Premises Manager detailing date / time / and how long it took to evacuate the building. All fire doors must be kept closed and NOT fastened open. All fire doors are clearly marked. Nothing must be placed within 1 metre of a fire door.

Premises Manager provides annual training to relevant staff on the use of fire extinguishers. For those members of staff with children, their role is to evacuate the building with the children.

All lettings receive annually a fire update on the fire procedure of the building. In addition there is signage in the lettings area which provides information on the fire evacuation processes.

When visitors sign into the security entrance system they are all asked to read the fire procedure and confirm that they have read it. This informs all visitors that in the event of a fire, they should evacuate the building and then report to outside the school office to be registered as present.

The fire panel is connected to a fire alert system. When the fire alarm is activated the company will contact the school and ask whether it is a real fire. If the alarm is activated outside school hours (6pm to 8am weekdays and all weekend) they will telephone the fire brigade on behalf of the school. This system provides some building protection as well as the existing life protection measures in place.

All fire fighting equipment is serviced annually as a minimum.

First Aid

The lead First Aider is Business Manager other First Aiders are Office and Welfare Officer, School Administrator and Premises Manager. Details of the school's first aid trained staff is displayed in the staff room, main entrance and main office. Business Manager monitors first aid training to ensure certification remains in date.

In addition, all Nursery Staff and regular Reception staff and Office and Welfare Officer have been Paediatric first aid trained.

In addition all staff are invited to Emergency first aid training every two years.

All first aid relating to children must be recorded on CPOMS.

Please see first aid policy for more details.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. 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.

Office and Welfare 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.

Food Hygiene

All members of staff who handle food attend appropriate food hygiene training and hold food hygiene certificates.

Breakfast Club & After School Club

The following food hygiene checks are in place:

- All food services are wiped down with appropriate food cleaning products.
- Disposable gloves are worn during food preparation.
- Fridge temperatures are taken and recorded daily.
- Kitchen check documentation is completed daily.
- All items of food are labelled to demonstrate the date it was bought, the date it was opened and if relevant, the date it was frozen.

The Breakfast & After School Club is subject to kitchen audit checks by Environmental Health.

Cooking

An adult will closely supervise all cooking activities. Children must wash their hands thoroughly. The use of the cooker will be carried out by the supervising adult only. The fire blanket must always be kept in the staff room by the cooker. Nuts must not be used in any cooking activity.

Fridge Safety

The Premises Manager records the fridge temperatures daily to ensure that they are operating at a safe level. Each fridge has a thermometer. All readings are recorded.

Food Safety

The lead for Food Safety is the Headteacher. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. 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 cordon off a spillage, clear up immediately and the floor surface left clean and dry before being opened up to pupils again.

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

Headlice

If there is an outbreak of headlice the staff will send a note out to parents to advise them and request that they check their child's head daily. If parents find lice or nits, they must be requested to treat their child before they return to the school.

Healthy Eating

As part of keeping healthy at the Brook Infants we encourage children to learn about healthy eating. The Science curriculum in Year 1 and 2 covers keeping healthy and healthy food. Parent Handbook informs parents of the need to provide healthy food for lunch boxes. Sweets and fizzy drinks are not allowed in lunch boxes.

Parents are asked not to bring in any food with nuts or seeds e.g. peanut butter in case a child has a peanut allergy.

Brook Infants participates in the government's Healthy Food in Schools Project and provides the children with a piece of fruit or vegetables each day.

The children are encouraged to bring a bottle of water that they keep in the classroom to be available for their personal use throughout the day.

Nuts are not allowed in school at any time.

Gates - Automated

The automated gates are set on a timer and open for school every day at 6.45am and close at 9am. They are then set to open again from 2.45pm to 3.30pm. There are then additional times set to open for lettings. The car gates are kept closed from 3.30pm to 6pm but the pedestrian gates are shut but left unlocked to allow safety for After School Club children whilst still giving parents access.

The gates comply with the latest gate safety legislation.

The gates are serviced 6 monthly and there is additional force testing annually.

Glazing

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

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Premises Manager is responsible for gas safety.

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 WSSfS. Staff will also complete the eLearning 'Schools Health and Safety Induction' and records will be kept. Headteacher and Business Manager are responsible for the induction of staff.

Information technology

The Headteacher will ensure that there are suitable arrangements in place for the use of information technology. Information technology will be installed safely, with due consideration given to ventilation, storage and cabling.

Assessment for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

Lettings

The School hires the hall for regular lettings only.

Regular company lettings provide a minimum of £5m public liability insurance. Private lettings sign up to the schools hirers letting insurance provided by County. Regular company lettings are asked to provide their indemnity insurance certificate every year. At the start of their term of letting they are given a tour of the site and the fire safety procedure is explained to them. There is a detailed letting policy which they sign which outlines their health and safety requirements. There is also appropriate signage in the school hall to assist in case of an emergency.

The premises are opened and closed up by a member of staff for private hall lettings. All hirers are asked to read and sign the terms of lettings which include all health and safety and fire safety advice. There is also relevant signage in the hall in case of an emergency.

Lettings are informed that there is no smoking within the building or on-site.

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.

Headteacher is responsible for risk assessing and producing lone working procedures.

Play equipment

External and internal play and physical education (P.E.) equipment is serviced by Universal annually. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. Premises Manager regularly monitors external play equipment and defects are reported immediately to the Head Teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by Premises Manager, the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to Premises Manager using the defects log kept in the school office. Premises Manager will sign and date completed actions in the log.

Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety if required, and the H&S Lead Governors will take part in termly walk to inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report if required.

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 suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the

necessary training and instruction. All staff are trained on manual handling annually at the September mandatory training session,

Premises Manager 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 Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. 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.

No Smoking Policy

The school operates a no-smoking policy within the buildings and playgrounds during the school day. Staff are allowed to smoke in their cars and take all cigarette butts off site.

Off site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. Headteacher is the schools Educational Visit Co-ordinator (EVC).

Plant Management

Premises Manager has overall responsibility for the management of all plant equipment including boilers, hot water cylinder, pumps, control panel etc.

Checks of this equipment are carried out on a daily basis and records of the checks are recorded on file.

All Premises related equipment including tools are recorded on the equipment register. There are processes in place to ensure that new equipment is added and obsolete equipment deleted.

There are contracts in place to ensure the ongoing maintenance of this equipment for example:

- Annual service on the boiler
- Six monthly service on the fire system and emergency lighting
- Annuals service on fire panel
- Annual service on fire fighting equipment
- Annual PAT testing
- 5 yearly fixed wire testing
- Annual checks on lightning protection
- Annual water testing
- Annual outdoor play equipment, external area and trees
- Six monthly service of intruder alarm
- Six monthly checks on automated external gates
- Six monthly services of cooler water machines

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher 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.

Security

All doors are to remain locked at all times when not in use for children entering school. All visitors are requested to sign in and wear an identifying badge. All staff are to wear a photo ID badge for identification. All staff have a security card which allows them access to the building. Key holders are identified on the Key Holders Register. Staff should ensure their private possessions are kept safely and they remain their personal responsibility.

If an incident should arise where there is aggressive or threatening behaviour used, individual staff should:

- ✓ Endeavour to remain calm. Try to talk to them to find out what the issue is,
- ✓ Remove children from the scene,
- ✓ Raise the alarm and seek support from colleagues,
- ✓ Member of staff will call police if this is considered necessary.

There is a risk assessment for aggressive behaviour which is kept in the Risk Assessment file in the main office.

There is a code of conduct for parents and staff which describe appropriate behaviour.

The school has a contract with a 24 hour security company who respond when the alarm sounds out of school hours.

Staff Welfare/Stress

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

Sun Protection

Parents are requested to ensure that their child has a sun hat in school at all times during the summer and that children come to school, particularly when it is hot and sunny, wearing sun cream. Staff will ensure children have continual access to water and that they are encouraged to drink freely. Children exhibiting any distress in the hot weather must be brought inside and thoroughly checked over by the First Aider.

Teachers and Teaching Assistants

All teachers and teaching assistants are required to understand their own Health and safety responsibilities and the responsibilities of the children. Children should be taught about keeping themselves and their friend's safe in their usual school duties but also when going out on school trips.

Staff should carry out a visual inspection of their teaching environment, including the classroom and any outside areas on a daily basis. Any hazards identified should be alerted to the Headteacher and written into the Premises Managers book. A decision should be taken whether the area is safe to continue using or whether it should be cordoned off from the teaching area.

If the class is doing an activity outside their usual teaching space then a risk assessment should be carried out one week before the activity and a copy given to the Headteacher for review e.g. trip into the forest schools area.

Toilets

The toilets are cleaned daily by cleaning team. Staff should ensure any 'puddles' are cleared up as and when they occur throughout the day using the correct colour mop:

- Yellow mop should be used to clean up toilet floors.
- Yellow cloths when cleaning anything other than sinks in the toilets.
- Red cloths should be used to clean sinks in toilet areas.

Teaching Assistants and Premises Manager check the toilets periodically throughout the day.

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 Headteacher.

Water quality

Premises Manager is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by 3C.

Working at height

Teaching staff should avoid working at height to put up displays. All staff are trained by Premises Manager annually in September on working at height and the use of ladders. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

Reviewed and Adopted:	23rd January 2024. Reviewed 21st January 2025
Frequency of Review:	Annually
Committee Responsible for Review:	FGB
Date of Next Review:	January 2026



Incident Review

Witness Account

Type of Incident: *(please delete as appropriate)*

Accident

Complaint

Concern at work

Date of Incident:

Time of Incident:

Place of Accident:

Witness Statement *(please describe what happened before, after and during the incident, giving as much detail as possible):*

Name:

Signature:

Date:

Appendix 2



Incident Review
Headteacher Review

Type of Incident: <i>(please delete as appropriate)</i>		
Accident	Complaint	Concern at work

Date of Incident:
Time of Incident:

Place of Accident:

Brief Summary of Incident:

Actions taken to prevent further Incident <i>(include timescales and responsibilities)</i> :
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Items for Governor Discussion:

Headteacher signature:	Date:
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