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Health and safety arrangements

School name: St James CE Primary School

Date: November 2025

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1. Aim

This document describes the arrangements for delivering effective health and safety management within the school. It reflects local school practice and is be kept up to date.

2. Scope

These arrangements apply to all areas of the school's business. They must be read in conjunction with the other health and safety arrangements and policies in place which for maintained schools are:

- West Sussex County Council (WSCC) 'Corporate Health, Safety, Wellbeing and Fire Safety' policy which sets out the WSCC policy statement and responsibilities of key staff in the council.
- Local Authority (LA) Health and Safety Policy which sets out the responsibilities of Headteachers, Governors and others responsible for the management of health and safety in schools.
- WSCC health and safety arrangements documents, which cover a range of health and safety hazards and set out the WSCC approach to managing specific hazards for example working at height or the management of asbestos.

3. Who can help?

Health and Safety Service - healthandsafety@westsussex.gov.uk, 01243 752025

West Sussex Services for Schools

Facilities Management – Home (concerto.co.uk)

If you require this document in an alternative format, then please contact the HR Policy Queries email: HRPolicyQueries@westsussex.gov.uk.

4. Document Control

Date	Comments	Author	Version Number
May 2024	Version number reset - moved to new format - updated contents to reflect changes to WSCC Arrangements (previously Corporate Guidance) - included reference to other WSCC HSW&F policy and LA H&S policy.	Brookie Fraser Jenkins	1.0

5. Glossary

Abbreviation	Explanation
The council	West Sussex County Council
afPE	Association for Physical Education
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Equipment
COSHH	Control of substances hazardous to health
DSEAR	Dangerous substance and explosive atmospheres
DSE	Display screen equipment
EVC	Educational Visit Coordinator
FM	Facilities Management
HSE	Health and Safety Executive
LEV	Local exhaust ventilation
MiDAS	Minibus driver awareness scheme
MSDS	Material safety data sheet
NEM	New and expectant mother
PPE	Personal protective equipment
RIDDOR	Reporting of injuries diseases and dangerous occurrences regulations
SLA	Service level agreement
UKHSA	United Kingdom Health Security Agency
WSSfE	West Sussex Services for Education
WSCC	West Sussex County Council

6. How to use this document

Read through the document and for schools where WSCC is the employer, ensure that you have also read and understood the WSCC Corporate Health, Safety, Wellbeing and Fire Safety Policy and LA Health and Safety Policy. Health and Safety policies are composed of three parts;

- Part 1 statement of intent.
- Part 2 responsibilities.
- Part 3 arrangements.

This document should describe the local arrangements for managing health and safety in your school. Edit it to remove information that is not applicable and add in details that are unique to your school. This should include staff roles and names (see red text), as well as specific information about the way things are organised in your school.

Your school governing body should scrutinise this document and once agreed with the content, the Chair of Governors should add their signature to section 7 below.

You must then share the updated document with your school staff. You can do this at an INSET day, team meeting, or another way that is appropriate for your school. Review the document every year and keep a record of how it has been shared each time.

7. Additional statement of intent

The governing body acknowledges the West Sussex County Council (WSCC) Corporate Health, Safety, Wellbeing and Fire Safety policy, acting as Local Education Authority and employer, and provides the following additional statement of intent regarding 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 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 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 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 by:

Richard Charman (Chair of Governors)_____

Date:_____

Lizzie Martin (Executive Head Teacher)_____

Date:_____

8. Arrangements for health and safety

8.1 Accident and Incident Reporting

The school will follow the arrangements explained in WSCC, 'Incident Reporting and Investigation, Health and Safety Arrangements'. All work-related incidents and accidents are reported to WSCC using the online reporting system, any member of staff can log an incident in this way. Accidents, injuries and ill-health incidents that are not connected to a work activity are recorded locally.

- The Executive Head Teacher and/or Operations Director will monitor incidents in order to identify trends and report to the governing body.
- The Operations Director will investigate incidents when required, completing details in the 'managers review'.

8.2 Administering medicines

The school's Managing Medicines policy details the procedures followed by the school and is based on the template provided by WSCC. The lead for the administration of medicines is the Executive Head Teacher. The Executive Head Teacher has the authority to delegate administering medicines to trained staff. A copy of the policy is available from the school office.

8.3 Asbestos

The school will follow the arrangements explained in WSCC, 'Asbestos Management, Health and Safety Arrangements'.

- All contractors working on the building will be made aware of the location of asbestos and sign the asbestos register.
- Staff will be made aware of the location of asbestos and the procedures to follow if asbestos (or suspected asbestos) is disturbed.
- Staff who's work could expose them to asbestos will complete WSCC training in asbestos awareness.
- The Executive Head Teacher and Operations Director are responsible for asbestos management in the school and will complete the WSCC training in asbestos management e-learning every year, and face to face course every third year.

8.4 Control of Substances Hazardous to Health (COSHH)

The school will follow the arrangements explained in WSCC, 'Control of Substances Hazardous to Health, Health and Safety Arrangements'. All hazardous substances stored and used within the school are risk assessed and the precautions identified by the risk assessment are communicated to staff and implemented.

- CLEAPSS 'haz cards' and guidance are followed for hazardous substances that are used during learning and teaching.

- COSHH assessments of other hazardous substances used in school will be held in a COSHH risk assessment file, along with the relevant data sheets and COSHH assessment request form.
- The Operations Director will ensure the COSHH risk assessment file is kept up to date and communicated to relevant staff.

8.5 Contractors

The school will follow the arrangements explained in WSCC, 'Contractors Selection and Management' and will seek landlord's permission before carrying out building, engineering or alteration work to the building or grounds by following the School Managed Projects process.

- Contractors will be given an induction to the school site, its facilities and the emergency arrangements before they start work.
- Contactors will be required to provide risk assessments and method statements.
- Contractors are monitored whilst on site to check that the agreed safety measures are being followed.
- The Operations Director is responsible for the management of contractors during school managed projects.

8.6 Curriculum Safety

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

8.7 Display Screen Equipment (DSE)

The school will follow the arrangements explained in WSCC, 'Display Screen Equipment, Health and Safety Arrangements'. All staff who are 'DSE users' i.e. those who use DSE daily for continuous periods of an hour or more, will complete the WSCC DSE e-learning course and carry out a DSE risk assessment. The assessments will be reviewed every year or earlier if necessary, for example if an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE. The Operations Director will ensure DSE training and assessments are completed by relevant staff.

8.8 Electricity

The school will follow the arrangements explained in WSCC, 'Safe use of Electrical Systems and Electrical Equipment, Health and Safety Arrangements'. Electrical equipment and systems used in school will be tested, inspected and maintained in a safe condition. This includes that the electrical supplies are inspected and tested by a competent person at least every 5 years, as well as that electrical equipment is subject to user checks, formal inspections by a competent person, and portable appliance

testing at suitable intervals. Private electrical equipment may only be brought into school if there is proof that the equipment has been checked and/or tested within the last 12 months.

- Electrical safety is managed by the Operations Director.
- The 5 yearly inspection of electrical supplies is arranged by Saunders Specialised Services Ltd.

8.9 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 Operations Director.

8.10 Fire Safety

The school will follow the arrangements explained in WSCC, 'Fire Risk Management, Health and Safety Arrangements' including that the Headteacher will ensure a fire risk assessment is completed by a competent assessor following a recognised national standard at least every 3-5 years. All staff will complete fire safety e-learning, contractors, visitors and pupils will be given information about fire safety and evacuation that is appropriate to their role. The Operations Director is the designated person for fire safety and will ensure that day to day fire safety is properly managed including:

- Completing the school Fire Safety Logbook keeping it up to date.
- Weekly sounding of the fire alarm through activation of a different manual call point each week, with this recorded.
- Checking that final exits and escape routes are kept clear, unlocked, and usable.
- Checking that there are no obvious issues with any preventative or protective fire safety measures.
- Ensuring there are sufficient staff present to assist with evacuations.
- Developing a GEEP that explains how assistance is given to ad hoc visitors, for example if someone attending an event needs assistance to evacuate the building.
- Developing PEEPs for individual staff or pupils that require assistance during an evacuation.
- Weekly inspections of the premises to check for fire safety issues.
- Taking responsibility for, or delegating, emergency evacuations and drills.
- Ensuring at least one planned fire drill / term is carried out.

They will also ensure that the establishment has in place an up to date Emergency Evacuation Plan which details the action to be taken by staff in the event of fire (including identifying the location of the fire), the evacuation procedure, location of assembly points for roll call, and the arrangements for calling the Fire & Rescue Service.

8.11 First Aid

The school will follow the arrangements explained in WSCC, 'First Aid at Work, Health and Safety Arrangements'. The Executive Head Teacher will ensure that a first aid needs assessment has been completed for the site, including consideration of the first aid requirements of the Early Years Foundation Stage Statutory Framework (EYFSF). 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. All staff members are made aware of the arrangements in place.

The Operations Director oversees the management of the day to day first aid arrangements on site, ensuring that first aid kits are stocked and monitoring first aid training to ensure certification remains in date. The following staff are trained First Aiders:

- Annie Lewis
- Samantha Skirrow
- Sian North
- Kim Besant
- Sophie Brady

8.12 Food Safety

Food Safety is managed by Chartwells. Chartwells 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 cleaned daily and after each use. A risk assessment is in place for lunchtime meals (hot and cold).

8.13 Glazing

A glazing survey has been carried out, the Operations Director regularly monitors glazing as part of the premises inspections.

8.14 Gas Safety

There is no gas supply to the school site.

8.15 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 WSSfE. Staff will also complete the eLearning 'Schools Health and Safety Induction' and records will be kept. The Senior Leadership Team is responsible for the induction of staff.

Visitors, volunteers, contractors and those doing work experience will also be given a health and safety induction tailored to their specific needs and records are kept. For visitors and volunteers this is recorded in the visitor book at the reception. The Operations Director is responsible for induction of contractors, and the Executive Head Teacher is responsible for induction of work experience students.

8.16 Infection Control

The school will follow the arrangements explained in WSCC, 'Infection Control, Health and Safety Arrangements.' The school seeks to manage the spread of infection to prevent ill health such as coronavirus, norovirus, hepatitis and others. Staff, volunteers and others in school will follow good practice for hand hygiene; liquid soap and warm water is available on site.

The school has a risk assessment for infection control and communicates the significant findings of this assessment to staff. The school emergency plans include the steps needed to respond to an outbreak of infectious disease, based on guidance from the UK Health Security Agency (UKHSA) and following the UKHSA advice on exclusion periods for infectious diseases. These exclusion periods are communicated to parents.

As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online incident reporting system so that WSCC Health and Safety Services can submit the required report to the Health and Safety Executive (HSE).

8.17 Lone Working

The school will follow the arrangements explained in WSCC, 'Lone Working, Health and Safety Arrangements'. Lone working is discouraged, however where employees are required to work alone the risks will be assessed and safety measures put in place. The staff member's line manager is responsible for risk assessing and producing lone working procedures.

8.18 Play and P.E. equipment

Internal play and physical education (P.E.) equipment is serviced by Universal Services. External play equipment is inspected and monitored by WSCC. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Headteacher. Midday Meals Supervisors and Break Duty Staff regularly monitor external play equipment and defects are reported immediately to the

Operations Director. Faulty equipment will be immediately decommissioned and steps taken to prevent staff or pupils from using it.

8.19 Premises Management

The school will follow the arrangements explained in WSCC, 'Premises Management Corporate Guidance.' The school will be kept clean, tidy and free from hazardous obstacles. Day to day hazards noticed by staff such as defective equipment, furniture or premises issues will be reported in the log book in the school office. A number of audits and inspections take place over the school year, including informal daily checks and formal written inspections, as well as those carried out by a competent person.

- Daily visual checks of the site are carried out by the Premises Team, following the WSCC premises toolkit.
- More detailed inspections of the premises are carried out at least termly by the Operations Director. These inspections are recorded, and any issues found will be reported to the Executive Head Teacher and where relevant the Governing Body. A member of the Governing Body will attend at least one premises inspection / year.
- Statutory inspection of equipment and compliance matters is overseen by the Operations Director.
- Health and Safety self-assessment is completed by the Executive Head Teacher and Operations Director annually, following the WSCC self assessment toolkit, and a site visit is carried out by WSCC Health and Safety Services as part of the service level agreement.

The Executive Head Teacher will give termly reports to the Governing Body regarding Health and Safety and the Governing Body will prepare an annual action plan to address deficiencies in health and safety arising from the Executive Head Teacher's annual report.

8.20 Manual Handling, Moving and Handling.

The school will follow the arrangements explained in WSCC, 'Moving and Handling People Corporate Guidance' and 'Manual Handling of Inanimate Loads Corporate Guidance.' Manual handling is defined as the transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force. It refers 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).

- Staff that carry out manual handling as a regular part of their role will complete the face to face training from WSCC, and risk assessments of the tasks will be written.
- Staff that carry out moving and handling of people as a regular part of their role will undertake training from a competent person.
- Risk assessment of moving and handling tasks is a specialist area and only trained and competent staff will complete such risk assessments.

The Operations Director is responsible for developing and reviewing moving and handling risk assessments in school.

8.21 New and Expectant Mothers

The school will follow the arrangements explained in WSCC, 'New and Expectant Mothers Corporate Guidance'. Any staff member who becomes pregnant should inform the Headteacher so that a risk assessment can be carried out following the guidance from WSCC. The school recognises the changing nature of pregnancy and will regularly review risk assessments at least once / trimester, or as indicated by the person's healthcare professional.

8.22 Off-site activities

Risk assessments of off-site activities will be carried out following the Evolve system and advise from the WSCC Outdoor Education Advisor. The Operations Director is the schools Educational Visit Co-ordinator (EVC).

8.23 Oil

The school uses oil fired heating. The oil is stored in accordance with regulations and the system is regularly inspected, serviced and maintained by Saunders Specialised Services Ltd.

8.24 Risk Assessments

The school will follow the arrangements explained in WSCC, 'Risk Assessment Corporate Guidance'. All staff that write or authorise risk assessments will complete training. Curriculum risk assessments are completed following the advice and guidance

from CLEAPSS and the afPE. All risk assessments will be recorded in writing and reviewed annually or following a significant incident.

- The Operations Director is responsible for the school's risk assessment register.
- INSET days, weekly staff briefings and email updates are used to remind staff of essential safety measures arising from risk assessments.

8.25 Staff Welfare/Stress

The school will follow the arrangements explained in WSCC, 'The Management of Work Related Stress, Health and Safety Arrangements'. The governing body considers staff welfare of paramount importance and seeks to promote a work/life balance amongst staff. The Executive 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 an Employee Assistance Programme and Occupational Health.

- School stress risk assessment(s) are written to proactively identify potential stressors and how they can be managed.
- Individual stress risk assessments are written in response to concerns raised by a staff member or their manager.

8.26 Swimming pool

There is no Swimming Pool or facilities on site.

8.27 Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles safely. Training requirements are discussed during induction, professional development reviews and one to one supervision.

- The school uses a training matrix that identifies the health and safety training required by staff in different roles.
- Training records are kept and reviewed by the Operations Director.

8.28 Transport

The school will follow the arrangements explained in WSCC, 'Driving and Riding at Work, Health and Safety Arrangements'. The school does not currently have a minibus.

8.29 Violence at work

The school will follow the arrangements explained in WSCC, 'Management of Work Related Violence, Corporate Guidance'. Violence and aggression may be from adults or children and in the case of dysregulated children it does not necessarily imply an aggressive intent. Staff who work with children displaying aggressive or challenging behaviour will be given training (such as positive behaviour or de-escalation training). Incidents that result in staff being physically hurt or verbally abused can all be reported on the online incident management system. Any staff member can submit a report.

This is separate to the reports made on the school's pupil safeguarding database, CPOMS. Violence and aggression incidents will be included in the Headteacher health and safety reports made to the governing body, normally as part of health and safety incident data.

- The Operations Director ensures that there is a risk assessment of violence at work in school following guidance from WSCC.
- The Inclusion Manager ensures that behaviour management plans are developed for children who have a history of displaying aggressive or challenging behaviour.

8.30 Water quality

The school will follow the arrangements explained in WSCC, 'The Control and Management of Legionella, Health and Safety Arrangements'. When necessary, legionella will be considered as a hazard in risk assessments, for example if the work involves exposure to inhalable droplets of water e.g., jet-washing.

- The Operations Director is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained.
- Clean Water Systems is the competent contractor that the school has engaged to carry out and review the water quality risk assessment.

8.31 Working at height

The school will follow the arrangements explained in WSCC 'Health and Safety Arrangements, Working at height'. This includes that working at height will be avoided if possible by changing the way the work is carried out (for example having displays at a height that can be reached from the floor, or by using gutter suctioning to clear leaves). If the work at height cannot be avoided steps will be taken to prevent a fall from occurring and to mitigate the severity of the outcome.

- School staff are instructed never to climb on chairs, tables, or any other equipment not specifically designed for working at height. They are reminded of this during INSET days and weekly staff briefings.
- All of the school's access equipment is listed on a register, stored securely, and is subject to regular inspection and maintenance. This register is managed by the Operations Director.
- Risk assessments for work at height will include emergency arrangements such as how those working at height can get help if needed, how they will be aware of emergencies on site, and a 'rescue plan' when needed (for example if specialist access equipment is in use).