

**Health and Safety Policy issued by the governors of
*Fittleworth C of E Village School***

Effective from: May 2025

Next review date: May 2026

Statement of Intent

The Governing Body acknowledges West Sussex County Council's (WSSCC) 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.

Jon Nodding - Chair of Governors

Function in Policy	Post Holder
Head Teacher	Mrs Debbie Burnett
School Business Practitioner (SBP)	Mrs Linda Ball
School Administrator/Educational Visits Coordinator (EVC)	Mrs Liz Wilmshurst
Caretaker	Mrs Joyce Sperring
Assistant Caretaker	Mr Norman Sperring
First Aiders	Mrs Carol Watts and Mrs Teresa Tudgay
Hot Meals Food Safety Lead /Chartwells' Cook	Mrs Joyce Sperring
Health and Safety Governor	Edmund Chavasse
Pool Controller	Linda Ball

THE ORGANISATION FOR HEALTH AND SAFETY

Health and safety responsibilities

The Governing Body has overall strategic responsibility for health and safety within all areas of the school's undertakings and is answerable to the Local Education Authority (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 and receives termly updates from the Finance, Premises and Health and Safety Committee (FPH&S) in accordance with Section 2.2 of Fittleworth C of E Village School's FPHS Terms of Reference.

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 and provides regular updates to Linda Ball SBP.

Department Heads 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 the Governing Body/FPHS Committee 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 pupils are recorded locally, major injuries and direct visits to hospital are also reported to WSCC using the online system.

Our Head Teacher or our School Business Practitioner (SBP) are responsible for reporting accidents assisted by the first aider who dealt with the pupil or staff member.

The Head Teacher will monitor accidents and incidents in order to identify trends and report to the governing body via the FPH&S committee where appropriate.

Administering medicines

The school's 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 the SBP and in her absence the School Administrator. A copy of the policy is available from the school office or on our website.

Asbestos

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. This is held in our school office and readily available to both staff and contractors. 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. This is part of our induction for all new staff. We also include a section within our staff handbook which is published annually for all staff. All staff have to sign an annual declaration to confirm they have read the Staff Handbook. Key staff have been identified to take part in training (SBP & Caretaker) to ensure correct monitoring and record keeping are maintained. The SBP and Caretaker attended WSCC Asbestos Training in Sept 2023. It is now a requirement that key staff complete Refresher Training annually via West Sussex Learning Gateway and then face to face training every 3 years. The Head Teacher is responsible for asbestos management within the school.

SBP and Head Teacher have completed online refresher training July 2024

It has been established by WSCC that the school does not have a presence of reinforced autoclaved aerated concrete (Racc) on its premises.

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 SBP is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff. The Caretaker has the responsibility of maintaining our records and ensuring they are kept up to date. The Caretaker and SBP took part in COSHH training with Wightman and Parrish June 2024

Contractors

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The SBP is responsible for the management of contractors and they are directed to read the contractors information leaflet covering Health and Safety whilst on the school site.

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.

Class Teachers– responsible for Design and Technology

Class Teachers– responsible for Drama and Theatre Arts

Class Teachers– responsible for Physical Education

Class Teachers – responsible for Science

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 the SBP 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. We currently have 3 DSE Assessments for the SBP and the Head Teacher on file.

DSE user risk assessments will be reviewed periodically by the SBP, at least annually, or if there have been any significant changes to the workstation or workload. 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. We carry out 6 month visual checks

The next 5 year electrical check is scheduled for 2025. Electrical safety is managed by the SBP. Servicing information is recorded in our Health and Safety Premises Toolkit.

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 School Administrator. It is currently under review.

Fire Safety

The SBP is the designated person for fire safety within the establishment. 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. The last annual review was November 2024
- There is reasonable fire-fighting equipment in the school, it is maintained and serviced annually, maintenance records are kept.

- The fire safety equipment, e.g., fire alarm, emergency lighting, etc. is checked annually, maintained and records are kept. This information is recorded in our Premises Health and Safety Tool Kit.
- 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. This is the responsibility of the Head and or SBP to maintain this log.
- The school develops personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises. This would be developed with the classroom teachers and staff with named staff members within the evacuation PEEP plan.

The SBP will also ensure that the establishment has in place an up-to-date **Emergency Fire Plan**, last review November 2024, 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). Our non-teaching Staff are required to complete the Fire Awareness module annually on our Online Training system. Our teachers are required to complete the Fire Warden Online Training. This is recommended every two years.
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

We currently have one member of staff who has completed the First Aider at Work training. We have completed the Corporate Guidance Provision of First Aid at Work Risk Assessment to ensure we have sufficient trained staff to provide first aid cover in school and for offsite activities. We aim to train as many of our Teaching Assistants and Mid-Day Meals Staff in Paediatric First Aid Training.

Each day there is an appointed first aider who deals with any illness or accidents the children may have. A copy of our First Aid Training Register is available in the first aid room and with our first aid risk assessment. It is the responsibility of the SBP to ensure certification remains in date.

A first aid risk assessment is available in our first aid files and in the school office. The risk assessment covers all aspects of first aid as well as ensuring that there is suitable first aid provision at all times during the working day. Including after hours to cover early morning breakfast club and booster sessions as well as after school clubs. All staff members are aware of the arrangements in place.

The First Aiders are the designated persons for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed. We have a lockable cupboard in the first aid room for the safe storage of our school inhalers and our school epi pens. The last check for first aid provisions to ensure in date was Autumn Term 2024. The school Epi Pens and inhalers check to ensure in date was Autumn Term 2025.

We have a school defibrillator which is available in an emergency for both staff and pupils, this is stored in the medical room. Staff have been asked to complete the online training to familiarise themselves with this equipment.

Food Safety

The lead for Hot Meals Food Safety and Chartwells' cook 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 and clear it up immediately and the floor surface left clean and dry before allowing pupils to use the area.

Our school encourages our parents and volunteers to cook with children in our school kitchen. Our 'Volunteers Hand Book' includes a section about cooking with children. It contains advice on hygiene, group size and explains the safest methods to teach the children. We provide Online Basic Food Hygiene training for our volunteers. We encourage our volunteers to make healthy food choices when deciding what to cook with the class. There will also be opportunities to link the cooking to the learning topics for that term. We have a food policy which we publish on our website last review September 2025.

Forest School activities.

Forest School is an adventurous activity that requires both the permission of WSCC and Fittleworth Governing Body prior to it taking place. The permission from WSCC is sought via the county website 'Evolve'. This requires the activity leader to submit a return on Evolve setting out the activity in detail. The

Educational Visit Coordinator (EVC) then checks and approves the activity before it is given to the Head Teacher to check and approve. From there it is sent through the Evolve system to WSCC where the Outdoor Education Advisor will approve or not the activity on behalf of WSCC. The Governing Body are provided with a full list of significant off-site educational visits which includes adventurous activities including Forest School, residential trips, trips outside West Sussex and all trips abroad.

All Forest school activities must be led by a level 2 and above trained member of staff. This member of staff must also have an appropriate first aid qualification as stipulated by WSCC. In addition a comprehensive written risk assessment must be submitted which includes an assessment of the Forest school site, tools and activities and all other significant risks. The woodland site must be fully risk assessed prior to its being used and ongoing assessment undertaken to ensure it remains a safe environment.

All leaders and regular helpers must be DBS checked. The maximum ratio that our forest school practitioner can teach is 1:12. We do ensure that there are sufficient adults to meet the staff to children ratios required for any forest school activities.

Glazing

The school holds an up-to-date Glazing Survey and regularly monitors glazing as part of the premises inspection. the SBP is responsible for glazing management. Glazing survey 22nd April 2025

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Records of servicing and maintenance are kept and the SBP 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 'Your Own and Others' and records will be kept. We keep a record of staff induction within their personnel file and this is signed off by either the Head or SBP. The SBP and Head teacher are responsible for the induction of staff. We have access to Online Training and have created a staff matrix to show what training is required for all job roles.

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.

The SBP is responsible for risk assessing and producing lone working procedures. Please refer to our Security Policy, which has a section on Lone Working for more information.

Pets

We also currently have chickens which have their own pen within our school grounds. To ensure that they are disease free we monitor their health and ensure that they are treated twice yearly for parasites and other pests, along with their housing. The School Administrator has created a risk assessment for the school chickens. The chickens are not allowed out of their enclosure, children are accompanied by an adult if they go near the chickens, and the children are monitored to ensure handwashing occurs. They do not go into the enclosure in their school shoes but wear wellies. The children report to the mid-day meals staff before going into the enclosure to feed the chickens or a staff member will accompany them while they are feeding the chickens and collecting the eggs. The chickens also have two members of staff who take on the responsibility for their care, not only during the week but also at weekends and holidays. We have thorough risk assessments which cover all the hazards associated with keeping pets at school and the controls that we have put in place to minimise those risks.

Play Equipment

External and internal play and physical education (P.E.) equipment is serviced by an approved West Sussex contractor. Curriculum P.E. equipment is checked prior to every use by the teaching staff, any defects are reported immediately to the Head teacher and SBP. Outdoor Play equipment is inspected annually by West Sussex Caretaking and Premises Team and any servicing/maintenance that is required will be carried out by a suitably qualified contractor. The Caretaker and the SBP are both trained by The Royal Society for the Prevention of Accidents (RoSPA) (new date pending) in outdoor play equipment. They regularly monitor the external equipment and defects are reported to all staff. We also ask our Mid-Day Meals staff to carry out a daily visual check of playtime equipment that is in use. In Beech class there are also procedures in place to check outdoor equipment including the bikes and trikes that children use. Both Beech Class staff and our Mid-Day Meals Staff record this on a daily visual tick chart. We also raise this at staff meetings to make staff aware of the procedure for daily checks and reporting faults. We use our staff WhatsApp group to communicate any faults or hazards. Faulty equipment is immediately decommissioned, until it can be repaired. The fault or damage is also logged in our health and safety book, located in the staff room.

Premises Maintenance

The internal and external premises both school and our Pre School building are inspected annually with an annual Work Place Inspection carried out by our SBP, Caretaker and our Health and Safety Governor Edmund Chavasse. The building and grounds are also inspected annually by West Sussex County Council Caretaking services. There are also termly grounds and play equipment inspections and resulting issues reported to the Head Teacher and the FPH&S Committee. We have an annual Tree Inspection by West Sussex and a three year cyclical inspection commissioned by West Sussex to ensure that the trees within our grounds are safe. Inspection reports are circulated to our FPH&S committee and are available for inspection. Any work identified in the inspections is commissioned and a works completion document is completed and sent into the West Sussex Caretaking Team.

The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or faults to the SBP and also enter in the Health and Safety Log located in the school office. The SBP is responsible for ensuring that the inspections are carried out and recorded.

Monitoring, Audit and Review

The Governing Body shall receive termly reports on Health and Safety via the FPH&S Committee and will regularly inspect and monitor the premises. Our appointed Governor for Health and Safety regularly reviews procedures and ensures inspections shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedures shall be constantly monitored by the Head Teacher and SBP. The FPH&S Committee shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' 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 SBP 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. As part of our commitment to ensuring our staff receive training in manual handling, we require all staff to complete the online training module. We will monitor staff training to ensure all staff comply with our requirements.

At induction we advise staff not to attempt moving heavy objects but to first try to break the object down into smaller more portable units. If this is not possible then they are to ask for assistance from our caretakers Mr and Mrs Sperring.

The SBP 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. A new Risk Assessment should be written for each expectant mother and signed by both the employee and the Head Teacher. This needs to be regularly reviewed and any changes or additional requirements recorded and dated.

Off site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor working with the Schools EVC.

Oil

We do not have oil fired heating within the premises.

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher and SBP 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. Risk Assessments for all areas of the school and for curriculum teaching are available on shared staff network-staff share or a paper copy is available from the school office. We hold a Risk Assessment Register for school of all our risk assessments, their review dates and how these are shared with staff. We ask relevant staff to undertake risk assessments for specific areas for example their classroom and areas of the curriculum that may require a risk assessment. As part of our induction process we use our staff hand book to draw attention to our risk assessments and where they can be accessed.

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 or either at home or work. The school also utilizes the services of Health Assured and Occupational Health and their employee assistance programme.

Swimming pool

The SBP is the appointed person who has overall responsibility for overseeing the maintenance, servicing and health and safety of the swimming pool and associated plant. The SBP will also have the responsibility for having completed the STA Level 2 Award in Swimming Pool Water Treatment and any other relevant training that West Sussex Caretaking service require. The STA training needs to be completed every 5 years. The school follows WSCC guidance on maintenance, record keeping, class supervision and life-saving provision available within the Health and Safety A-Z and Caretaking pages of the West Sussex Services for Schools. The SBP has completed the STA training on 25/02/2022.

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 SBM and our Head Teacher.

Transport

The school's minibus is maintained and regular checks are carried out. It has an inspection prior to use and our Head Teacher maintains a record of these checks. It is maintained and serviced in accordance with the law and records are kept. Our new minibus will not require the D1 category from drivers on their licence but there will be a requirement for them to have completed and passed the paper and theory Midas minibus training. For staff with D1 on their licence they will still need to take part in the assessment have training with an approved mini bus trainer before being allowed to drive the school mini bus. The minibus insurance is organised on our behalf by WSCC Insurance Risk Management Team Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated and communicated to staff.

Water quality

Our Caretaker 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 Environmental Technology We are currently reviewing providers for this role. Refresher training for the Caretaker and SBP was completed on 12th September 2023.

Working at height

We ask all staff to complete online Working at Height training module. Staff who have not completed this training are not allowed to work at height to put up

displays. For staff who have completed the training we provide suitable equipment for this purpose. Our Caretaking Team have been ladder trained and will erect displays on behalf of staff. This is made known to all staff within our Staff Handbook and at induction of new staff. We also provide a risk assessment to all staff for working at height. Ladders, step stools and other access equipment are recorded on a ladder register and regularly inspected and maintained.

Policy agreed by:

Role	Name	Signature	Date
School Business Practitioner	Linda Ball		
Head Teacher	Debbie Burnett		
Health and Safety Governor	Nigel Sneller		
Chair of FPHS	Louise Josey		
Chair of Governors	Jon Nodding		

Version History

Version	Author	Summary of changes	Version Status	Date
01	School		Prior version	August 2019
02	Louisa Brookfield/ Jon Nodding		Update	November 2020
03	Jon Nodding		Update	1 st November 2021
04	Jon Nodding		Confirmed	11 th November 2021
05	Jon Nodding		Update	4 th November 2023
06	Linda Ball		Update	13 th March 2025