



**BROADWATER**  
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PRIMARY SCHOOL

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# Health and Safety Policy 2025-2026

This Policy is derived from the WSCC Model Policy

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

# Health and Safety Policy

## **Declaration**

The governing board supports the aims and objectives of the West Sussex County Council (WSCC) Local Authority Health and Safety Policy for Educational Establishments. This document aims to set out the arrangements by which the governing body will assist in achieving a safe workplace.

The governing board, are the employer and so hold the duties set out for the 'employer' in the Health and Safety at Work Act 1974.

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 board recognises and accepts its responsibility for the maintenance of safe access and egress, 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.

## **Health and 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 board, which shall determine any necessary follow-up actions.
- 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 School employees or persons using the premises to health and safety risks.
- c) To ensure contractors work safely, the governing board shall follow the guidance, published on West Sussex Services for Schools.
- d) To ensure that any defect in the premises, when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- e) 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 board.
- f) To ensure that an agenda item entitled 'health and safety' is included on the agenda for termly meetings of the governing body.
- g) To consult with employees or employee representatives on matters affecting their health and safety.
- h) To meet the legal obligations 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 and record any significant findings that lead to actions/plans consequent to their assessments.
  - 2 Provide training for health and safety.
  - 3 Disseminate information to staff and others.
  - 4 Provide adequate supervision.
  - 5 Monitor health and safety standards and systems of management.

The governing board will abide by any instructions and take heed of any information issued by H&S Advisers from WSCC 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.

Mrs Liz Crockett  
Chair of Governors

## **The Organisation for Health and Safety**

### **Health and safety responsibilities**

The Governing Board has strategic responsibility for health and safety within all areas of the school's undertakings. The governing board is responsible for ensuring that there is access to competent health and safety advisers on all health and safety matters in order to comply with Health and Safety Legislation.

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 Health and Safety Legislation.

Subject Leaders 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. Subject Leaders 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 Health and Safety Legislation.

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. The Office Manager and Welfare Officer are responsible for reporting accidents

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing board.

## **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 The Welfare Officer. A copy of the policy is available from the school office.

## **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. The Premises Officer is responsible for asbestos management

## **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 COSHH assessment request form. All documentation should be made available to all employees who are required to use these substances in their work.

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

## **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 the 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 Headteacher in consultation with the Premises Officer is responsible for the management of contractors

## **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.

DT Lead – responsible for Design and Technology

English Leads – responsibility for specific school productions rests with a designated person for that particular production.

PE Lead – responsible for Physical Education

EVC Lead – responsible for EVC

Science Lead – 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 Office 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 the Office 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 the Premises Officer.

## **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**

The Headteacher, Office Manager and the Premises Officer are the designated persons 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.

### **First Aid**

The lead First Aider is Natalie Laycock. Details of all the school's first aid trained staff are displayed in the first aid room/area. The Lead First Aider monitors first aid training to ensure certification remains in date.

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.

Natalie Laycock 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 Safety**

The lead Food Safety is Chartwells. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food for suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

Meal time supervisors are to ensure that any spillages are cordoned off, cleared 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.

### **Glazing**

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

### **Gas Safety**

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The Premises Officer 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 WSsfE. Staff will also complete the eLearning 'Schools Health & Safety Induction' and records will be kept. The Leadership and Management team is responsible for the induction of staff.

## **Infection Control**

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

## **Lone Working**

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

The 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 Services. P.E. equipment is checked prior to every use by the teaching staff and any defects are reported immediately to the Head teacher. The Premises officer 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 designated surveyor (Abbott Surveyors) or through WSCC SLA representative. 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 the Office Manager using the defects log. Premises Officer will sign and date completed actions in the log.

## **Monitoring, audit and review**

The Governing Body shall receive termly reports on Health and Safety and will regularly 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/local safety officer. The Governing body 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 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. The Headteacher 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.

## **Off-site activities**

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

## **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 change of circumstances.

## **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.

## **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 LMT/Governors.

## **Violence and Aggression**

The Office Manager ensures there is a suitable and sufficient violence at work risk assessment for staff drawing upon the violence at work corporate guidance. Guidance can be found under the Violence and aggression section, A-Z health and safety pages, WSSfE.

The SENCO/Pastoral Leader must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedules. Further information can be found under the Health and Safety Management section, A-Z health and safety pages, WSSfE.

## **Water quality**

The Premises Officer is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessments is produced and reviewed by the Premises Officer

## **Working at height**

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 at staff meetings.
- 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 *Premises Manager*
- 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).

BROADWATER CE SCHOOL  
HEALTH AND SAFETY TRAINING MATRIX

All Staff
<p>General H&amp;S Induction training to include:</p> <ul style="list-style-type: none"> <li>• Be aware of and understand the school health and safety policy, the responsibilities identified for staff within the organisation and arrangements for implementation</li> <li>• Be aware of relevant risk assessments and safe working practices</li> <li>• Understand the requirement to co-operate with the school arrangements for health and safety</li> <li>• Procedure &amp; requirement to report serious and immediate danger and shortcomings in protection arrangements</li> <li>• Be aware of the “Health and safety Information for Employees” leaflet or poster (staff room)</li> <li>• Fire awareness &amp; emergency procedures wardens</li> <li>• First aid provision and accident procedures</li> <li>• Good housekeeping practices</li> <li>• Asbestos awareness</li> <li>• Violence awareness</li> <li>• Stress awareness</li> <li>• Hazards associated with their work, risk assessments and safe working practices related to their work</li> <li>• Working at height</li> <li>• Lone working procedure- handbook</li> <li>• Risk assessments</li> </ul>
Head Teacher
<ul style="list-style-type: none"> <li>• Accident reporting and investigation</li> <li>• Fire safety – role of responsible person</li> <li>• Fire Risk Assessment and fire safety awareness</li> <li>• Awareness of Managing Asbestos</li> <li>• Awareness of Managing Legionnaires</li> <li>• Awareness of Managing Contractors</li> <li>• Management of Violence</li> <li>• Emergency Planning awareness</li> <li>• Roles and responsibilities contained in H&amp;S policy and emergency plan/emergency evacuation plan</li> </ul>
Deputy Head Teacher
<ul style="list-style-type: none"> <li>• Fire safety awareness &amp; Fire Marshal Training</li> <li>• Emergency Planning awareness</li> <li>• Roles and responsibilities contained in H&amp;S policy and emergency plan/emergency evacuation plan</li> </ul>
Health and Safety Representative
<ul style="list-style-type: none"> <li>• Accident reporting and investigation</li> <li>• Stress management in schools</li> <li>• Awareness of fire safety requirements</li> <li>• Awareness of Managing Asbestos</li> <li>• Awareness of Legionnaires</li> <li>• Management of Violence</li> <li>• Emergency Planning awareness</li> <li>• Roles and responsibilities contained in H&amp;S policy and emergency plan/emergency evacuation plan</li> </ul>

### Premises Officer

- Risk assessment workshop
- Fire safety – Monitoring
- Fire safety awareness training
- Fire Extinguisher training
- Managing asbestos
- Legionnaires
- Work at Heights
- Ladder safety
- COSHH
- Lone working
- Manual handling
- Boiler room Operation and safety
- Grounds Maintenance
- PAT testing
- Awareness of Managing Contractors
- Roles and responsibilities contained in H&S policy and emergency plan/emergency evacuation plan
- How to clean up spillages and body fluids

### Clerical and Administrative Staff

- Accident recording
- Managing medicines
- Appointed person responsibilities & role in an emergency/emergency evacuation plan
- How to clean up spillages and body fluids  
First aid
- Roles and responsibilities contained in H&S policy and emergency plan/emergency evacuation plan

### MMS

- Accident Recording
- Violence
- Role in an emergency/emergency evacuation plan
- Fire Awareness
- Moving and handling tables and benches in the hall

### First Aiders

- 3 Day First Aid course for first aiders at work and subsequent refresher training
- Emergency First Aid Training
- Awareness of infection control and safe precautions
- How to clean up spillages and body fluids
- Awareness of school first aid needs assessment

### Teachers

- Risk assessment awareness
- Fire Awareness & Safety
- Roles and responsibilities contained in H&S policy and emergency plan/emergency evacuation plan

### Teaching Assistants

- Fire Awareness & Safety
- Roles and responsibilities contained in H&S policy and emergency plan/emergency evacuation plan

### Newly Qualified Teachers

- Induction Training for NQTs
- Fire Awareness and Fire Warden

training

- Roles and responsibilities contained in H&S policy and emergency plan/emergency evacuation plan

#### Educational Visit Coordinator (EVC)

- EVC training on EVOLVE
- Roles and responsibilities contained in requirements and emergency plans during educational visits

#### Cleaners

- COSHH and specific on-site training of hazardous substances used
- Manual Handling Awareness Training
- Work at Height Awareness
- How to clean up spillages and body fluids
- Awareness of sharps and infection control