Section A: Governing body's statement of intent

1 Declaration

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

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

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

The governing body recognises and accepts its responsibility for the maintenance of safe 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.

Every possible assistance will be given to the Executive Director Adults and Children in his/her legal responsibility to achieve a safe working environment for employees.

2 Safety duties

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

a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body, 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 County Council employees or persons using the premises to health and safety risks.

c) To ensure contractors work safely, the governing body shall follow the guidance, issued by the Authority.

d) To ensure that any defect in the premises etc, when reported, is rectified and/or action taken to prevent persons being affected by that defect.

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 or members of the governing body.

f) To ensure that an item entitled 'health and safety etc' is included on the agenda for termly meetings of the governing body.

g) To co-operate with the Executive Director Adults and Children to achieve his/her legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:

1 Undertake risk assessments in accordance with the Local Authority Policy and record any actions/plans consequent to their assessments.

2 Provide training for safety.

3 Disseminate information.

4 Provide adequate supervision.

5 Monitor health and safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by the Executive Director Adults and Children 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.

Section B: Organisation of the health and safety system in the educational establishment

The chair of governors is Stephen McCarthy

The governor with nominated responsibilities for health and safety is

Simon Birkby

The responsibility for day-to-day oversight of the governors' responsibility is vested in Jill Dawson (head)

The head will be assisted by Claire Meeson

Union representation is by Union Reps

Staff interests are represented by Claire Meeson

(Safety representative/staff appointee).

Child interests are recognised by All Staff

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

Asbestos monitoring and control Zoe Cornwell

Cleaning/caretaking duties Zoe Cornwell

Contractors on site Jill Dawson and Office Staff (Mary Candy and Gemma Killick)

Control of substances hazardous to health Zoe Cornwell

Display screen equipment Office Staff (Mary Candy and Gemma Killick)

Drama/theatre arts All staff

Electricity at work regulations Zoe Cornwell

Food safety Chartwells

Fire safety Jill Dawson

First aid Pauline Martin

Glazing Zoe Cornwell

Health and safety in the school development plan Jill Dawson

Hiring premises Mary Candy

Induction of staff Jill Dawson

Legionella (water systems) Zoe Cornwell

Management of medicines Pauline Martin

Manual handling Zoe Cornwell

Off-site activities Jill Dawson

Physical education Jill Dawson

Premises maintenance Zoe Cornwell

Reporting/recording incidents Jill Dawson Gemma Killick

Risk education Jill Dawson

Science curriculum Jan Bradbury

Security Zoe Cornwell, Jill Dawson, Gemma Killick, Mary Candy

Staff welfare Jill Dawson

Swimming pool N/A

Technology curriculum Andrew Chapman

Training/INSET Jill Dawson

Section C: Particular arrangements including monitoring procedure

1 Arrangements for the effective implementation of the Local Authority Health and Safety Information System

Governing bodies are advised to adopt the Local Authority Health and Safety Information System. Wherever practicable the Authority will have addressed many of the major risks that schools face and will have issued policies and codes of practice. The school's safety policy should make it clear how this information and advice is effectively implemented, considering in particular access to this information by all who need to use it and any training needs.

2 Particular arrangements to be developed at a local level

In this part of the policy, the arrangements to control risks developed at a local level should be recorded. Schools should record here their arrangements for compliance with specific legislation that require formal risk assessments to be undertaken and refer to where these risk assessments are kept. General advice and guidance on a range of issues and directs managers to other publications and documents forming the Schools Health and Safety Information System.

A number of issues can be effectively managed only at a local level. In accordance with the Management of Health and Safety Regulations significant risks will be assessed and in certain cases written notes on safe systems of work, codes of practice or safety rules will be recorded in writing. These should be noted in this section with reference to further appendix and where this may be filed.

3 Monitoring, audit and review

The Governing Body shall institute regular inspection and monitoring of 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. Accident and incident report forms should be analysed. This may help identify any increase or trends in particular types of accident. The governing body shall prepare an annual action plan to address deficiencies in health and safety.

Signed (Chair of governors)

Date

April 16

Next review April 17