



# **The Angmering School**

**Ambition**

**Courage**

**Respect**

## **Health and Safety Policy 2025**

**WSCC model policy adopted 12 July 2023  
Next review due March 2026**

March 2025

## **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.

Chair of Governors

## **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 school's 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.

- Will be treated as having control of the school premises.
- Ensure provision of safe access and egress, the maintenance of the premises and the safe use of plant and material used on the premises, so far as they are competent to do so under Local Management of Schools.
- Approve the Health and Safety policy.
- Co-operate with the WSCC, to comply with his legal obligations as specified in the Health and Safety at Work Act, statutory orders and European Directives and in particular to ensure that the school:
  - Provides training for safety;
  - Disseminates information;
  - Provides adequate supervision.
- Encourage, where practicable, the cooperation of all users of the School premises and facilities by discussion and consultation to promote and develop measures which ensure health and safety at work.
- Ensures that the School has a Health and Safety Officer to:
  - Collate reports, records, investigates and assesses potential hazards;
  - Disseminates information on H&S issues;
  - Supports risk assessment and mitigation;
  - Provides appropriate training;
  - Provides supervision and control.
- Receives reports on H&S issues.
- Delegate's authority to the Link Health and Safety Governor for routine monitoring of H&S issues, including approval of procedures and instructions.
- Delegate's authority to the Link Trips and Visits Governor to authorise trips and events in support of curriculum off the school premises and outside normal school hours that require Governor's approval.

#### **The Link Health and Safety Governor**

- Exercises authority devolved by The Governing Body for monitoring routine H&S issues.
- Makes recommendations for draft H&S policy before submission to The Governing Body.
- Monitors the work and outcomes of the School's H&S Officer.

- Monitors procedures and makes recommendations relating to H&S.
- Monitors the H&S training program and supervision requirements that are provided for those who need it for the discharge of their duties/tasks.

### **The Link Trips and Visits Governor**

- Monitors the work of the EVC with regards to trips and events off the school premises and outside normal school hours in support of curriculum.
- Makes recommendation on specific policy and procedure for trips and clubs.

### **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.

- Establishes, monitors and evaluates the effectiveness of systems, procedures and working practices that ensure the health and safety of all staff, students, contractors and visitors to the school site.
- Arranges for effective inspection of the school premises and facilities to identify any risks to health and safety arising from the buildings, structures and grounds, the fixtures and contents, the uses to which they are put or intended, and arrangements for safe access and egress.
- Convenes and ensure that the twice termly meetings between the Headship Team and Union representatives' function as the school's Health and Safety Committee.
- Provide regular reports are given to the Full Governing Body.
- Ensure that training is available for all health and Safety issues when they are needed.

### **The Premises Manager**

- Is the designated Health and Safety Officer for the School.
- Monitors Health and Safety procedures and practice across the work of the school.
- Ensures, so far as they are competent, that the buildings, premises and facilities are safe and appropriate for the use for which they are intended.
- Maintains effective records relating to Health and Safety issues, such test certification, Risk Assessments, list of persons authorised to have control of substances hazardous to health, and to have an effective system for regular review.
- Ensures that all reported and observed defects are rectified or actions taken to prevent persons being affected by that defect.
- Ensures that an effective Health and Safety plan for the works is agreed when preparing to work with a contractor and that the work is undertaken in a safe manner, so that they do not expose school or other WSCC employees or other persons using the premises to health and safety risks.

## **Department Heads**

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. 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**

Responsible for their own health and safety, that of their colleagues, students and members of the public who may be affected by their work activities.

## **Arrangements for Health and Safety**

Accident and Incident Reporting	<ul style="list-style-type: none"><li>• It is the responsibility of the member of staff in charge of activity or area to report incidents to their line manager and to report physical defects to the Premises Manager. Defects which affect Health &amp; Safety are reported and recorded in the special log for immediate action</li><li>• The First Aider and the Site Responsible Person record all injuries and are to follow the LA procedures. (WSCC School Health &amp; Safety reporting portal).</li><li>• The Head Teacher and Estates Manager will monitor accidents and incidents in order to identify trends and report to the governing body.</li></ul>
Administering Medicines	<ul style="list-style-type: none"><li>• The School Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures.</li><li>• The responsibility for the administration of medicines is held within the Student Support Team.</li><li>• A copy of the policy is available from the school office.</li></ul>
Asbestos	<ul style="list-style-type: none"><li>• 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. Estates Manager is responsible for asbestos management.</li></ul>
Cleaning/Caretaking Duties	<ul style="list-style-type: none"><li>• Cleaners work under the supervision of the Cleaning Supervisor and are the responsibility of Estates Manager. WSCC guidelines are to be followed.</li></ul>
Control of	<ul style="list-style-type: none"><li>• All hazardous substances stored and used within the school are to be risk</li></ul>

Substances Hazardous to Health (COSHH)	assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in Departmental 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. Senior Leaders are the designated persons for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.
Contractors	<ul style="list-style-type: none"> <li>• Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements.</li> <li>• Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments.</li> <li>• The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.</li> <li>• Estates Manager is responsible for the management of contractors</li> </ul>
Curriculum Safety	<p>The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.</p> <ul style="list-style-type: none"> <li>○ Subject Leader – responsible for Design and Technology</li> <li>○ Subject Leader – responsible for Drama and Theatre Arts</li> <li>○ Subject Leader – responsible for Physical Education</li> <li>○ Subject Leader – responsible for Science</li> </ul> <p>Hard copies of these can be found in departments and also in the Premises Managers Office.</p>
Display Screen Equipment (DSE)	<ul style="list-style-type: none"> <li>• Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly.</li> <li>• It is the responsibility of Line Manager to ensure assessments are completed by relevant staff.</li> <li>• 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 WSGfL).</li> <li>• DSE user risk assessments will be reviewed periodically by Line Manager at least annually, or if there have been any significant changes to the workstation. Concerns raised are then discussed with the I.T Manager, who will then initiate a 'Work Station Assessment'.</li> <li>• 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.</li> </ul>
Electricity	<ul style="list-style-type: none"> <li>• All portable electrical equipment within the School is to be tested annually and records of these tests will be held within the School.</li> <li>• Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.</li> <li>• A 5yearly check of the fixed electrical installation is up to date and records kept. Electrical safety is managed by Estates manager. Next check Due 2028</li> </ul>
Emergency	<ul style="list-style-type: none"> <li>• The Emergency Plan details procedures and arrangements to be used in the</li> </ul>

Provision/Business Continuity	<p>event of an emergency.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required.</li> <li>• The emergency plan is regularly monitored and reviewed by Head Teacher / Estates Manager.</li> </ul>
Fire Safety	<p>Estates Manager is the designated person for fire safety within the establishment. The designated person will ensure that:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• There is reasonable fire-fighting equipment in the School, it is maintained and maintenance records are kept</li> <li>• The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.</li> <li>• 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.</li> <li>• Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.</li> <li>• Personal emergency evacuation plans (PEEP) have been prepared for pupils who require additional assistance to evacuate the premises.</li> <li>• 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 can be safely evacuated.</li> </ul> <p>Where necessary, the Emergency Fire Plan will include the following features:</p> <ul style="list-style-type: none"> <li>• Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)</li> <li>• The location of assembly point roll call.</li> <li>• Liaison with emergency services.</li> <li>• Identification of key escape routes.</li> <li>• The type and location of fire-fighting equipment provided.</li> <li>• Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation).</li> <li>• Training (In house fire safety awareness training is carried out annually for all staff).</li> <li>• Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.</li> </ul> <p><b>See 'Emergency Plan' available via Staff Website.</b></p>
First Aid	<ul style="list-style-type: none"> <li>• The responsibility of school first aid is held with the Lead Cover Supervisor and Premises Manager. We have above average numbers of trained staff in the school (3 FAW and 3 EFAW being the requirement for this school size). Assistant Headteacher (Student Welfare) monitors first aid training to ensure</li> </ul>

	<p>certification remains in date.</p> <ul style="list-style-type: none"> <li>• 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. After School clubs are responsible for ensuring first aid cover is readily available and staff members are aware of the arrangements in place.</li> <li>• The Lead Cover Supervisor is the designated person for ensuring the first aid kits are kept fully stocked and items are in date, checks of first aid kits recorded as completed.</li> </ul>
Food Safety	<ul style="list-style-type: none"> <li>• A risk assessment is in place for lunchtime meals (hot &amp; cold). Midday Meals Supervisors must cordon off a spillage, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.</li> </ul>
Glazing	<ul style="list-style-type: none"> <li>• The school holds an up to date Glazing Survey and regularly monitors glazing as part of our annual PDP (Premises Development Plan) Estates Manager is responsible for glazing management.</li> </ul>
Gas Safety	<ul style="list-style-type: none"> <li>• The school ensures that the gas boilers and other gas appliances are serviced and maintained annually. Estates Manager is responsible for gas safety.</li> </ul>
The School Health and Safety Committee. Union representation, HST, Estates Manager, Senior Admin Officer	<ul style="list-style-type: none"> <li>• Hold regular meetings to discuss H&amp;S issues</li> <li>• Report H&amp;S concerns and investigate mitigation measures.</li> <li>• Advise impact of hazard on staff.</li> </ul>
Hiring Premises	<ul style="list-style-type: none"> <li>• Hirers of any part of the school premises do so through Estates Manager and the Lettings Co-ordinator. Hirers are provided with all necessary information concerning health and safety while on the premises.</li> </ul>
Individual members of staff	<ul style="list-style-type: none"> <li>• Conform to and implement H&amp;S policy and procedures.</li> <li>• Recognise and report potential hazards.</li> <li>• Report any accidents or injuries sustained at school and on offsite visits and trips.</li> <li>• Notify any medical or physical condition that may affect H&amp;S.</li> <li>• Are familiar with the school premises and knowledge of the plant, substances and facilities available / used in their department / faculty.</li> <li>• Are expected to plan activities with the safety of all in mind. Whilst ensuring risk assessments are in place, taking account, the needs of all students and people who work in the School.</li> </ul>
Induction	<ul style="list-style-type: none"> <li>• 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. Assistant Headteacher with responsibility for staff development</li> </ul>
Infection Control	<ul style="list-style-type: none"> <li>• The school seeks to manage the spread of infection to prevent ill health from disease i.e. coronavirus, norovirus, hepatitis etc.</li> <li>• The school follows the exclusion periods for all infectious diseases set by Public Health England and these are communicated to parents.</li> <li>• Risk assessments are completed for infection control and specific diseases and communicated to staff. These risk assessments are supported by</li> </ul>



	<p>infection control procedures i.e. hand washing, increased hygiene and cleaning potentially infectious pupil, visitors or member of staff.</p> <ul style="list-style-type: none"> <li>As required under the reporting of incidents disease 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.</li> </ul>
Lifts	<ul style="list-style-type: none"> <li>Clear procedures are in place for use and maintenance of lifts.</li> </ul>
Lone Working	<ul style="list-style-type: none"> <li>Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place. Lone Working is covered as part of induction.</li> <li>Subject Leader is responsible for risk assessment</li> </ul>
Other users (e.g. external societies)	<ul style="list-style-type: none"> <li>Are cognizant of the need for especial care with their conduct in unfamiliar environment and reliance on stewards and school staff for knowledge of the school premises, plant and facilities.</li> <li>Comply with instructions and directives given by staff for their access/egress.</li> <li>Report any H&amp;S concerns, including potential hazards.</li> <li>Report any accidents or injuries sustained whilst on the School premises.</li> </ul>
Play equipment	<ul style="list-style-type: none"> <li>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 any defects are reported immediately the PE Technician, who regularly monitors external play equipment and defects are reported immediately to the Estates Manager. Faulty equipment is immediately decommissioned.</li> </ul>
Premises Maintenance	<ul style="list-style-type: none"> <li>The internal and external premises are inspected daily by Staff and Sites team whilst going about their duties. Any defects are reported and recorded on the 'SITES' job log system. Which is monitored by the Estates Manager. Major issues are brought to the attention of the Head Teacher. The school is kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to Sites department via E-Mail or using the defects log. Sites Team will sign and date completed actions in the log.</li> </ul>
Monitoring, Audit & Review	<ul style="list-style-type: none"> <li>The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises.</li> <li>Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority.</li> <li>The operational practice and procedure shall be constantly monitored by the head/local safety officer.</li> <li>The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teacher@ annual report.</li> </ul>
Moving and Handling of Customers and the Manual Handling of Inanimate Loads	<ul style="list-style-type: none"> <li>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).</li> <li>Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk</li> </ul>

	<p>assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.</p> <ul style="list-style-type: none"> <li>Individual Departments are responsible for developing and reviewing specific manual handling within the department. With guidance from the Estates Manager, as required.</li> </ul>
New and Expectant Mothers	<ul style="list-style-type: none"> <li>Any staff member who becomes pregnant informs the Head Teacher of this and an appropriate risk assessment is undertaken. 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.</li> </ul>
Off-site Activities	<ul style="list-style-type: none"> <li>Staff who take students off site follow the County's guidelines on off-site activities and school's own policy and practice. Advice and guidance are available from the EVC.</li> </ul>
Risk Assessments	<ul style="list-style-type: none"> <li>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.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>The statutory and WSCC regulations and guidelines are followed. The school has a named Safeguarding Lead and all instances of known or suspected abuse are referred to them.</li> <li>A separate Safeguarding Policy is in place, of which the Governors receive regular information.</li> <li>The school liaises closely and regularly with other agencies including Social Services and Police.</li> </ul>
Staff Welfare/Stress	<ul style="list-style-type: none"> <li>The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff.</li> <li>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.</li> <li>The school also utilizes the services of Health Assured and Occupational Health.</li> </ul>
Students and / or their parents	<ul style="list-style-type: none"> <li>Conform to and implement H&amp;S policy and procedures, so far as they are competent to do so.</li> <li>Report potential hazards and issues, so far as they are able to do so.</li> <li>Report any accident or injuries sustained at school.</li> <li>Notify any medical or physical condition that may affect H&amp;S.</li> <li>Are familiar with the school premises and may have limited knowledge of the plant, substances and facilities used in different departments/faculties.</li> <li>Notices posted highlighting particular hazards.</li> </ul>
Student Accessibility	<ul style="list-style-type: none"> <li>The School site is reviewed regularly. Focusing on potential hazards that may affect physical and or sensory impaired Students.</li> <li>External consultants are invited to review / support when appropriate.</li> <li>Student voice is a key part of the review process.</li> </ul>

Student safety	<ul style="list-style-type: none"> <li>• The safety of students, individually and collectively, is of paramount importance and is the responsibility of all staff who work at the school. Teachers are in loco parentis and when responsible for students should always act professionally and as a reasonable parent would act.</li> <li>• As part of the school principles and practices students are encouraged to take responsibility for their own and other people's safety, as far as they are competent to do so.</li> </ul>
Student welfare	<ul style="list-style-type: none"> <li>• The Year Team system of pastoral care is the formal means of monitoring student welfare, but the welfare of students is everyone's responsibility.</li> </ul>
Swimming pool	<ul style="list-style-type: none"> <li>• Estates Manager is responsible for the maintenance and servicing of the swimming pool and associated plant. The Sites Team attend pool maintenance training provided by the WSCC Caretaking service every 3 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 WSSfS.</li> <li>• Separate Policy highlighting Hydro Pool use for School and Lettings</li> </ul>
Training / Inset	<ul style="list-style-type: none"> <li>• 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 stored in Bromcom and reviewed as part of the Annual Performance Management process.</li> <li>• All arrangements for staff training are the responsibility of the line manager and assistant head teacher with responsibility for staff development.</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• The school's minibus is checked daily by Sports / LNC / Nominated Drivers and records are kept and reviewed by the premises administrative team.</li> <li>• The premises administrative team ensure the vehicles are maintained and serviced in accordance with the law and records kept. Only staff that have completed MIDAS training are permitted to drive the mini bus and are made aware of WSCC driving policy. Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated and communicated to staff.</li> <li>• Staff Minibus drivers are to follow guidelines laid down in the school's minibus instructions. All drivers hold an up to date WSCC "Driving Certificate of Competence" which is be updated every 3 years.</li> </ul>
Violence & Aggression	<ul style="list-style-type: none"> <li>• The Premises Manager ensures that there is a suitable and sufficient violence at work risk assessment for staff drawing upon violence at work corporate guidance. Guidance can be found under the violence and aggression section, A-Z health and safety pages, WSSfS.</li> <li>• The assistant head with behavioural responsibility must also ensure that appropriate behaviour managements 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 safety pages, WSSfS.</li> </ul>

Visitors (including parents)	<ul style="list-style-type: none"> <li>• Are aware of the need for special care with their conduct in unfamiliar environment and reliance on staff/students for knowledge of the school premises, plant and facilities.</li> <li>• In order to safeguard property, equipment and security of personnel, all visitors to the school are required to report to reception, sign in and collect and wear a visitor's badge while they remain on the school premises.</li> <li>• Comply with instructions and directives given by staff for their access/egress.</li> <li>• Are encouraged to report any H&amp;S concerns, including potential hazards.</li> <li>• Report any accidents or injuries sustained whilst on the School premises.</li> <li>• Report any accident or injury sustained by their child(ren) at school.</li> <li>• Notify any medical or physical condition that may affect H&amp;S.</li> </ul>
Water quality	<ul style="list-style-type: none"> <li>• The premises administration team are 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.</li> </ul>
Working at height	<ul style="list-style-type: none"> <li>• Teaching staff are not permitted to work at height to put up displays. Specific Department Technicians have been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained. Staff who regularly need to work at height are appropriately trained and staff are advised not to work at height wherever possible.</li> </ul>

## **Specific Role Responsibilities.**

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

<b>Reporting incidents</b>	<b>The responsible member(s) of staff</b>
Staff welfare	Headship Team
Fire safety	Premises Manager
First aid	First Aid Coordinator & LSA Team
Minibus	Individual drivers of the minibuses Sites & Buildings Team PE Lav Norf Centre tail-lift buses (LNC Leader)
Off-site activities Off-site trips and visits, and adventurous Activities on school premises	All off site activities are risk assessed using the WSCC system. The school's systems are audited by WSCC Outdoor Education Advisor. (EVC) is the schools Educational Visit Co-ordinator
Cleaning/caretaking duties	Estates Manager
Permits Maintenance	Estates Manager
Reprographics	IT Manager
Science	Senior Leader: Science
Technology	Subject Leader: Design & Technology
P.E.	Senior Leader: PE & Sport
Lifting / Handling. Intimate care	SENCO
Other areas of the curriculum	Senior Leader & Subject Leaders
Hiring premises	Premises Manager
Contractors on site	Premises Manager
Training/Inset	Assistant Headteacher with responsibility for staff development
Compliance with specific safety requirements	Health and Safety Officer (Premises Manager)
Accessibility Health + Safety For Students + Staff with Physical / Sensory Impairment.	LNC Team + H+S Officer
Control of	Senior Leader: Science

substances hazardous to health	Premises Manager Other Directors of Studies if they are using materials that are covered by COSHH
Electricity at work regulations	Premises Manager ICT Manager
Visitors to the school	Estates Manager/ Senior Admin Officer
Student safety	Year Team Leaders/Headship Team
Student welfare	Year Team Leaders/Headship Team
Child protection	Assistant Headteacher (DSL)

## **GLOSSARY OF TERMS AND ABBREVIATIONS**

Explanation of the terms and abbreviations used in this document:

<i>Term / Abbreviation</i>	<i>Explanation</i>
COSHH	Regulations for the Control of Substances Hazardous to Health
CYPS	Children and Young Persons
FPHR	Food Preparation and Hygiene Regulations
H&S	Health and Safety
H&SA	Health and Safety at Work Act, 1974 (as amended)
LMS	Local Management of Schools
PAT	Portable Appliance Testing
WSCC	West Sussex County Council (the Education Authority)
CAPITA	WSCC Outsourced Solutions