

## HEALTH AND SAFETY - Statement of Intent

The WSAPC Governing Body has adopted the West Sussex County Council's Corporate Health & Safety Policy and provides the following additional statement of intent to cover all WSAPC buildings, activities and undertaking for which it is responsible.

Under the Health & 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 (H and S) of staff, pupils, visitors, contractors and any other stakeholder authorised to use WSAPC premises.

The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the college and assists in providing a safe, caring and effective education for its pupils. It will be the Governor's 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.

To help in providing a safe and healthy environment, Governors request all employees take reasonable care of their own health and safety and that of others who may be affected by their actions.

To aid in the management of health & safety an H & S Committee has been formed consisting of the following members. Any concerns regarding health and safety should be referred to a Committee Member in the first instance.

CENTRE	CENTRE REPRESENTATIVE	CONTACT DETAILS
Head Teacher	Douglas Thomas	<a href="mailto:dthomas@wsgfl.org.uk">dthomas@wsgfl.org.uk</a> Tel: 07506 548280
Burgess Hill	Rick Brookes	<a href="mailto:rbrookes1@wsgfl.org.uk">rbrookes1@wsgfl.org.uk</a> Tel: 01444 232771
Chalkhill Education Centre	Nick Ellis	<a href="mailto:nellis13@wsgfl.org.uk">nellis13@wsgfl.org.uk</a> Tel: 01444 441805
Crawley	Jody Bray	<a href="mailto:jbray9@wsgfl.org.uk">jbray9@wsgfl.org.uk</a> Tel: 01293 883209
Lancing		Tel: 01903 270460
Littlehampton	Lisa Rose	<a href="mailto:Lrose17@wsgfl.org.uk">Lrose17@wsgfl.org.uk</a> Tel: 01903 278210
Chichester	TBC	Tel: 01243 642872
Worthing	Rosie O'Leary	<a href="mailto:Roleary4@wsgfl.org.uk">Roleary4@wsgfl.org.uk</a> Tel: 01903 201225
Premises Manager	John Chapman	<a href="mailto:Jchapman3@wsgfl.org.uk">Jchapman3@wsgfl.org.uk</a> Tel: 07951 451573
Governor	Vicki Illingworth	<a href="mailto:lrydon@wsapc.co.uk">lrydon@wsapc.co.uk</a> c/o - Clerk to the Governors, Louisa Rydon

Business Manager	Samantha Channon	<a href="mailto:schannon@wsgfl.org.uk">schannon@wsgfl.org.uk</a> Mob: 01444 232771
Assistant Business Manager (Admissions/Business Administration)	Lesley Meineck	<a href="mailto:lmeineck1@wsgfl.org.uk">lmeineck1@wsgfl.org.uk</a> Mob: 07951 451533
Assistant Business Manager (Premises, Policy and Health & Safety)	Clare Griffin	<a href="mailto:cgriffin@wsgfl.org.uk">cgriffin@wsgfl.org.uk</a> Mob: 07506 755284

**CHAIR OF GOVERNORS: Nick Dowling**

**1. INTRODUCTION**

WSAPC are committed to ensuring a safe and healthy work environment and for providing safe equipment and procedures for all staff, pupils and visitors, contractors and any other stakeholder, involved in college activities. To this end we believe in achieving our aims in partnership with all interested parties. The views, opinions and motivation of all persons who can contribute to the risk assessment and control of college activities and its environment will be actively sought.

WSAPC is committed to providing quality education. The development of all pupils to enhance their capabilities, to recognise hazards and manage risks associated with the hazards, both in and out of college, forms an important part of the WSAPC curriculum. In support of this, WSAPC wish to ensure that pupils are involved in decisions that affect their health and safety and are actively encouraged to recognise hazards and discuss the risks they may be exposed to via pupil voice/student council.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibilities. It is the intention of WSAPC that the established policies and procedures issued by West Sussex County Council shall be followed and developed locally to meet the specific needs of the college and its members. Guidance from the West Sussex County Council Health & Safety advisory department for schools will be actively sought and referred to.

WSAPC encourages the recognised professional associations and Trade Unions to exercise their legal rights to appoint safety representatives at the college, as provided for in the Health and Safety at Work Act 1974. The WSAPC will work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety and will actively encourage union representatives' attendance and participation in the WSAPC Health & Safety Committee meetings.

**2. RESPONSIBILITIES**

Governing Body

The Governing Body has strategic responsibility for health and safety within all areas of the WSAPC's undertakings and is answerable to the LEA for its actions. 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.

### Head Teacher

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 WSAPC'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.

The Head Teacher will:

- ✦ Ensure that those members of staff who have been delegated health and safety responsibilities are competent in their area of responsibility, and that they have adequate time and resources to fulfil their duties.
- ✦ Ensure that the Health and Safety Committee meets at least termly, minuting meetings and bringing areas of concern to the attention of SLT.
- ✦ Ensure that an annual health and safety report is submitted to the Governing Body for their consideration.
- ✦ Encourage the contribution and participation of all parties in the interest of improving performance and environmental safety.

### Health & Safety Representatives

H & S Representatives' roles and responsibilities in Centres are:

- ✦ To represent the workforce on health and safety generally
- ✦ Make representations on potential hazards and dangers
- ✦ Attend / disseminate specific training
- ✦ Have contact with health and safety inspectors from the HSE or the Local Authority
- ✦ Examine causes of accidents, investigate potential hazards and dangers (Union Representatives)

The commitment required as an H & S Representative is:

- ✦ To attend 6 meetings per year
- ✦ Attend / carry out specific H & S training
- ✦ Act as the communicator / representative for all H & S matters
- ✦ Carry out investigations as required
- ✦ Support and contribute to whole school H & S initiatives

### Assistant Headteachers

Assistant Head Teachers are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors based at their respective Centres, as delegated by the Head Teacher or Governing Body and detailed in the organisation section of the policy. Assistant Head Teachers 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.



### Teachers

Teachers shall encourage pupils to identify hazards within all areas of the curriculum and college Centre, to discuss the risks involved and the control measures needed to keep themselves and others safe. The curriculum managed and delivered by teachers will seek to promote risk education to ensure that "managing risk" is a transferable skill throughout life.

At the beginning of each term, teachers shall formally consider their areas of responsibilities and proposed activities and identify and control the hazards. Teachers are encouraged to involve the pupils by way of discussion, and shall refer significant hazards together with achieved or recommended solutions to the Assistant Head Teacher.

### Premise Officer/Caretakers

The Site Premise Officer/Caretakers shall ensure compliance with the Caretaking and Cleaning Service's Code of Safe Working Practices.

### All Employees

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.

Staff are required to comply with this policy, risk assessments and procedures, to ensure their own health and safety and that of others who may be affected by their acts or omissions, and to report any health and safety concerns to either nominated staff or directly to their line manager.

Staff are required to ensure compliance with training, issued guidance, good practice and risk assessments.

Staff are expected to respect resources provided for health and safety reasons.

### Pupils and Visitors

Pupils and visitors are expected to co-operate with all the arrangements that are made in the interest of their own and others health and safety.

## **3. MANAGEMENT**

The Head Teacher has made the following arrangements for the discharge of their duties:

- ✦ The Business Manager will co-ordinate Health & Safety across the WSAPC and will report to the Head Teacher accordingly. The Business Manager will assume responsibility for health and safety in the absence of the Head Teacher.
- ✦ A named member of staff has been designated as the Health & Safety Representative, coordinated by the Business Manager, for each WSAPC Centre and will meet termly as the WSAPC Health & Safety Committee. A nominated Governor will be a member of the Health & Safety Committee and the committee will be chaired by the Business Manager. The Health & Safety Committee members will be the focus for advice and information on health and safety matters within the establishment (see Appendix A).



- All staff are informed of health and safety responsibilities allocated to them in the local authority's policy and their conditions of service, on induction, and will be notified of changes through line managers.

#### 4. HEALTH AND SAFETY REPRESENTATIVE COMMITTEE

A Health & Safety Committee will be held termly to monitor and review health & safety practices and procedures. The Committee will consist of a staff representative from each Centre, a Governor, the Head Teacher, the Business Manager, the Assistant Business Managers and Union representatives. All meetings will be managed by the Business Manager and records of the meetings will be kept in the Business Manager's office.

Health & Safety Committee Members as at September 2018:

Nick Dowling	Chair of Governors
Vicki Illingworth	Governor, Safeguarding and H & S
Doug Thomas	Head Teacher
Sam Channon	Business Manager
	IT Manager
Lesley Meineck	Assistant Business Manager (Admissions and Business Administration)
Clare Griffin	Assistant Business Manager (Estates & H&S)
John Chapman	Premises Manager
Derrick Foster	Beechfield Secure Residential Centre Representative
Richard Brookes	Burgess Hill Centre Representative
Nick Ellis	Chalkhill Education Centre Representative
	Chichester Centre Representative
Jody Bray	Crawley Centre Representative
	Lancing Centre Representative
Lisa Rose	Littlehampton Centre Representative
Rosie O'Leary	Worthing Centre Representative

#### 5. ACCIDENT AND INCIDENT REPORTING

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system (See Appendix C). Minor incidents to pupils are recorded locally. Major injuries and direct visits to hospital are also reported to WSCC using the online system.

It is the responsibility of all staff to report accidents as they occur using the online system or the Centres Health & Safety log book.

The Assistant Head Teachers will monitor accidents and incidents in order to identify trends and report to the SLT who will then in turn report to the Governing Body.

#### 6. ADMINISTERING MEDICINES



The WSAPC's Managing Medicines Policy details the procedures followed by the college and is based on WSCC policy and procedures. The lead for the administration of medicines is Helen Ellis (Deputy Head Teacher). A copy of the policy is available on SharePoint, alternatively a copy can be obtained from the Business Administration team.

## **7. ASBESTOS**

The WSAPC holds an asbestos register at each Centre 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 Business Manager is responsible for asbestos management.

## **8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

All hazardous substances stored and used within the WSAPC 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 individual Centre'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.

Assistant Head Teachers in liaison with the Business Manager and Premise Officer/Caretakers are the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff at their respective Centres.






## **9. CONTRACTORS**

Maintenance and servicing contractors receive an induction to the WSAPC Centre (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 WSAPC policies, procedures and risk assessments. Contractors are continuously monitored whilst on site.

The Business Manager is responsible for the overall management of contractors, but on a daily operational basis the individual Assistant Head Teachers are responsible for contractors attending their respective sites.

## **10. CURRICULUM SAFETY**

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

-  Design and Technology
-  Drama and Theatre Arts
-  Physical Education
-  Science
-  Cook and Eat / Catering

The designated people responsible for these areas at individual Centres are listed in Appendix B.



All teachers and staff are encouraged to ensure that pupil health and safety and the transferable skill of risk assessment and control, forms an integral part of curriculum. The curriculum in this context will cover risks to mental and physical health and physical safety.

## **11. 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 line managers 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 method of assessment is encouraged by the WSAPC. The training is available on Health and Safety A-Z pages of the WSSFS.

DSE user risk assessments will be reviewed periodically by the Business 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.

## **12. ELECTRICITY**

All portable electrical equipment within the WSAPC is to be tested annually and records of these tests will be held at the college Centre.

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 Business Manager with support from the Assistant Business Managers and the Premise Officer/Caretakers.

## **13. 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 WSAPC business and arrangements to contact interested parties i.e. parents/carers 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 Business Manager.

## **14. FIRE SAFETY**

Samantha Channon is the designated person for fire safety within the establishment. The designated person will ensure that:

- ✦ The WSAPC'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 college Centres, 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 each College Centre 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.

## 15. FIRST AID

The lead First Aider for each Centre is as per Appendix B. All teaching and learning staff are trained in basic first aid. Details of the WSAPC's first aid trained staff is displayed in all possible areas of hazard (i.e. kitchens, Science and Art rooms) and in reception/staff room areas at all Centres. The Assistant Business Manager (North) 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 college clubs and all staff members are aware of the arrangements in place.

HLTAs on each Centre are the designated people for ensuring the first aid kits are kept fully stocked, are readily accessible, items are within date and checks of first aid kits are recorded as completed.

## 16. GLAZING

The WSAPC holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premise Officer and Caretakers are





responsible for monitoring glazing and for bringing areas of concern to the attention of the Business Manager/Assistant Business Managers. The Business Manager is responsible for glazing management.

## **17. FOOD SAFETY**

The WSAPC follows the Safer Food, Better Business standards.

The Business Manager is responsible for the overall management of Food Safety, but on a daily operational basis the Food Safety lead for each centre as per Appendix B.

The Food Safety lead 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 and records kept in line with procedures as detailed in the Safer Food, Better Business pack.

All staff share responsibility 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.

## **18. GAS SAFETY**

The WSAPC ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The Business Manager is responsible for gas safety.

## **19. INDUCTION**

All new employees are informed of the WSAPC'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 module 'Your Own and Others' and records will be kept. The Line Managers' are responsible for the induction of staff they have responsibility for.

## **20. 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.

Assistant Head Teachers in liaison with the Business Manager are responsible for risk assessing and producing lone working procedures for their individual Centres.

## **21. PLAY EQUIPMENT**

External and internal play and physical education (P.E.) equipment is serviced by Total Gym Services. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Assistant Head Teacher. The Premise Manager and/or Caretakers regularly monitor external play equipment and defects are reported immediately to the Assistant Head Teacher and Business Manager. Faulty equipment is immediately decommissioned.



## **22. PREMISES MAINTENANCE**

The internal and external premises will be inspected at regular intervals by the Premise Manager and/or Caretakers, the inspections are recorded and resulting issues reported to the Assistant Business Manager / Business Manager. The WSAPC is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to their respective Premise Manager/Caretaker or the Business Manager using the Maintenance log / [WSapcmaintenance@wsgfl.org.uk](mailto:WSapcmaintenance@wsgfl.org.uk) e-mail address. The Assistant Business Manager/Premise Manager/Caretaker will sign and date completed actions in the log.

## **23. MAINTENANCE AND INSPECTION OF MACHINERY/EQUIPMENT**

It is the policy of WSAPC that all machinery and equipment will be used maintained and tested in accordance with manufacturers/suppliers safety instructions services safety policy and statutory requirements; a copy of the instructions and maintenance/testing schedule will be displayed close to the equipment.

Where instructions are not readily available, the Assistant Head Teachers will prepare instructions for the machinery/equipment, in co-operation with the relevant safety representative.

No equipment or machinery is to be used unless it holds the relevant safety certificate or has undergone the appropriate safety tests. If there is any doubt about the safety of the equipment it will not be used.

No maintenance will be carried out on equipment except by competent persons using a safe system of work.

Safety training of all staff will begin with induction training given by the relevant designated officer and followed by on-the-job supervision/training and any external safety courses as may be appropriate.

## **24. 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 in consultation with the Head Teacher 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 Assistant Head Teacher is responsible for developing and reviewing moving and manual handling risk assessment at their respective Centre, reporting to the Business Manager any concerns.

## **25. 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 WSAPC recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the college will not pose any risk to their health and safety and that of their unborn child.

## **26. OFF SITE ACTIVITIES**

The schools Educational Visit Co-ordinator (EVC) for each Centre is as per Appendix B. All off site activities are risk assessed using the WSCC system. The WSAPC systems are audited by WSCC Outdoor Education Advisor.

## **27. OIL**

The WSAPC uses oil fired heating. The oil is stored in accordance with regulations and the oil tank is regularly inspected by the Premise Manager/Caretaker and is serviced and maintained by Pace Fuel Care.

## **28. 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 WSAPC undertakes. In accordance with corporate guidance, risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

## **29. 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 WSAPC also utilizes the services of Health Assured (formerly Right Management) and Occupational Health.

The WSAPC recognises that staff are more likely to flourish in a healthy environment and takes a whole college approach to creating a positive working environment that puts the wellbeing and effectiveness of staff right at the heart of the college.

It is the responsibility of each employee to keep their line manager informed of any health related issues that may impact on performance or colleagues.

It is the responsibility of Assistant Head Teachers or the SENCO to ascertain the health status of pupils at interview and to ensure that relevant information is made available to key personnel, i.e. allergies, asthma, ADHD, epilepsy, diabetes etc.

Individual risk assessments will be carried out where health needs are indicated and necessary steps will be taken to ensure the safety of all WSAPC members.

## **30. TRAINING**

The WSAPC 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, one to one supervision and mandatory training via the whole school CPD programme. Records are kept and reviewed by the Business Manager.



### **31. TRANSPORT**

The WSAPC's college vehicles are checked daily by the designated drivers and records are kept. It is 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 made aware of WSCC driving policy. Please refer to the Driving Policy for restrictions and training requirements for the People Carriers. Procedures are in place in the event of an emergency involving the minibus and the people carriers which are regularly reviewed, updated and communicated to staff.

### **32. WATER QUALITY**

The Premise Manager/Caretakers are responsible for monitoring and recording water temperatures at the WSAPC to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by 3C Environmental.

### **33. WORKING AT HEIGHT**

Teaching staff are not permitted to work at height to put up displays. Appendix B lists those personnel who have received certificates in ladder training 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.

### **34. SECURITY**

All visitors to WSAPC shall be directed to the reception area for respective locations. Staff receiving visitors shall ensure that visitors are signed in and informed of the child protection and emergency procedures. All visitors will either be accompanied or shall wear a visitor badge. Staff are required to challenge those visitors who are not accompanied or wearing a visitor badge.

The Assistant Head Teachers will ensure that on a termly basis, pupils are reminded that should they see a non-member of staff at their Centre, who is not accompanied or wearing a visitor badge, that they should inform a member of staff.

Parents/carers will be contacted should a pupil's absence not have been pre-indicated, and there has been no contact from the parent/carer within 1 hour of the child's programme commencement for the day.

### **35. MONITORING, AUDIT AND REVIEW**

The Governing Body will be represented at the Health & Safety Committee meetings and shall receive termly reports. Governors will ensure regular inspection and monitoring of premises. Regular review of procedure shall be undertaken by the Governing Body, SLT and Assistant Head Teachers 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 in consultation with the SLT shall prepare an annual action plan to address deficiencies in health and safety arising from the Co-Head Teachers' annual report and/or monitoring reports.

Health and safety practice within the WSAPC will be actively monitored on a daily basis by all staff and concerns reported to the Health & Safety Representative/Premises Team for their respective Centre.



In addition to the above the Business Manager/Premises Manager/Caretakers will undertake routine inspections whilst opening the college Centre each morning to ensure that communal areas are free from hazards, obstructions and defects. They will regularly inspect the building and address maintenance issues/defects in an appropriate manner to keep the Centre environmentally safe, reporting concerns to the Business Manager and/or the Assistant Head Teacher.

### 36. USEFUL LINKS

H & S Executive	<a href="http://www.hse.gov.uk/services/education/index.htm/">http://www.hse.gov.uk/services/education/index.htm/</a>
H & S for School Children (DfE):	<a href="https://www.gov.uk/health-safety-school-children">https://www.gov.uk/health-safety-school-children</a>
H & S in Schools (DfE)	<a href="https://www.gov.uk/government/collections/health-and-safety-in-schools">https://www.gov.uk/government/collections/health-and-safety-in-schools</a>
Safety in Schools & Colleges (ROSPA):	<a href="http://www.rospa.com/schoolandcollegesafety/">http://www.rospa.com/schoolandcollegesafety/</a>
ATL	<a href="http://www.atl.org.uk/health-and-safety/legal-framework/health-safety-legislation.asp">http://www.atl.org.uk/health-and-safety/legal-framework/health-safety-legislation.asp</a>

CREATED	January 2015 (Updated Sept 16 / Mar 17 / Sept 17 / Sept 18)
APPROVED BY H & S COMMITTEE	June 2016
ADOPTED BY THE GB:	September 2016
CIRCULATED TO STAFF:	09/2015 - 06/2016 – 09/2017
REVIEW DATE:	September 2019



**APPENDIX A - Health & Safety Committee Members**

<b>NAME</b>	<b>ROLE</b>	<b>CENTRE REPRESENTATIVE</b>	<b>CONTACT DETAILS</b>
<b>Doug Thomas</b>	<b>Head Teacher</b>	<b>ALL</b>	<a href="mailto:dthomas@wsgfl.org.uk">dthomas@wsgfl.org.uk</a> Tel: 07506 548280
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<b>Vacancy</b>	<b>IT</b>	<b>ALL</b>	
<b>Clare Griffin</b>	<b>Assistant Business Manger</b>	<b>ALL</b>	<a href="mailto:cgriffin@wsgfl.org.uk">cgriffin@wsgfl.org.uk</a> Tel: 07506 755284
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<b>Derrick Foster</b>	<b>Education Manager</b>	<b>Beechfield Secure Centre</b>	<a href="mailto:dfoster3@wsgfl.org.uk">dfoster3@wsgfl.org.uk</a> 01342 712309 option 4
<b>Richard Brookes</b>	<b>Deputy Assistant Headteacher</b>	<b>Burgess Hill</b>	<a href="mailto:rbrookes1@wsgfl.org.uk">rbrookes1@wsgfl.org.uk</a> 01444 232771
<b>Nick Ellis</b>	<b>Teacher</b>	<b>Chalkhill Education Centre</b>	<a href="mailto:nellis13@wsgfl.org.uk">nellis13@wsgfl.org.uk</a> 01444 441805



<b>Jody Bray</b>	<b>Teacher</b>	<b>Crawley</b>	<b><a href="mailto:Jbray9@wsgfl.org.uk">Jbray9@wsgfl.org.uk</a> 01293 883209</b>
<b>Vacancy</b>		<b>Chichester</b>	<b>01243 642872</b>
<b>Vacancy</b>		<b>Lancing</b>	<b>01903 270460</b>
<b>Lisa Rose</b>	<b>Teacher</b>	<b>Littlehampton</b>	<b><a href="mailto:lrose17@wsgfl.org.uk">lrose17@wsgfl.org.uk</a> 01903 278210</b>
<b>Roisin O'Leary</b>	<b>Teacher</b>	<b>Worthing</b>	<b><a href="mailto:Roleary4@wsgfl.org.uk">Roleary4@wsgfl.org.uk</a> 01903 201225</b>



**APPENDIX B – Safety Lists**
**SUBJECT RESPONSIBILITY:**

<b>NAME</b>	<b>SUBJECT</b>	<b>CENTRE</b>
Jim Lee	Physical Education (EVC)	Littlehampton
Derrick Foster	Physical Education (EVC)	Burgess Hill
Alex Jones	Physical Education (EVC)	Worthing
Laura Bull	Physical Education (EVC)	Lancing
Clinton Groves	Physical Education (EVC)	Crawley
James West	Physical Education (EVC)	Inclusion
Francesca Gilding	Design and Technology	Burgess Hill
Steve Newton	Design and Technology	Crawley
Liz Ward	Science	Burgess Hill
Sue McMeeking	Science	Crawley
Jim Thomas	Science	Worthing
Vacancy (Deborah Johnson-Cadwell)	Science	Lancing
Vacancy (James Walters)	Science	Littlehampton
Will Draper	Science	Chalkhill
	Drama and Theatre Arts	N/a
Clarissa Varza	Food Safety	Lancing
Sarah Green	Food Safety	Burgess Hill
Mary Charlwood	Food Safety	Crawley
Maria Somes	Food Safety	Worthing



Angie Barnes	Food Safety	Littlehampton
Sue Daniels	Food Safety	Chalkhill

**FIRST AID LEADERS:**

NAME	CENTRE
TBC	Beechfield
Liz Ward	Burgess Hill
Jackie Clack	Chalkhill
Teresa Lavender	Crawley
Clarissa Varza	Lancing
Matt Justice	Littlehampton
Chris Relf	Chichester
Alex Jones	Worthing

**LADDER TRAINED:**

NAME	CENTRE
John Chapman	Lancing
Mark Dawes	Crawley
Roger West	Burgess Hill
TBC	Chichester
TBC	Littlehampton



**Appendix C****REPORTING AN ACCIDENT, INCIDENT OR NEAR MISS VIA THE WSCC PORTAL**

All Accidents, Incidents and Near Misses must be reported using the WSCC portal  
(A login is not required to access this part of the site)

Search for: West Sussex Services for Schools

Click on: Services

Click on: Health and Safety

Click on the link marked: Schools Online Accident Reporting Form

