HEALTH AND SAFETY - Statement of Intent

The WSAPC Governing Body has adopted the West Sussex County Council's Corporate Health & Safety Policy, acting as Local Education Authority and employer, 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&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	dthomas@wsapc.co.uk Tel: 01444 232 771
Chief Operating Officer	Samantha Channon	schannon@wsapc.co.uk Tel: 01444 232 771
Burgess Hill	Marion Mitchell	mmitchell@wspac.co.uk Tel: 01444 232 771
Chichester	Mary Mallock	mmallock@wsapc.co.uk Tel: 01243 695 6976
Crawley	Lynne Smith	lysmith@wsapc.co.uk Tel: 01293 883209
Lancing	Martin Playle	mplayle@wsapc.co.uk Tel: 01903 958 968
Littlehampton	Katherine Lock	klock@wsapc.co.uk Tel: 01903 278 210
Medical (BL & Spring Tide)	Rick Brookes	rbrookes@wsapc.co.uk Tel: 01444 232 771
Worthing	Dannie Smith	dsmith@wsapc.co.uk Tel: 01903 895 465
Governor	Gina Webb	hrcentral@wsapc.co.uk

		c/o - Clerk to the Governors, Vanessa Brown

CHAIR OF GOVERNORS: Bob Smytherman

INTRODUCTION

WSAPC is 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 to promote high standards of health and safety and will actively encourage union representatives' attendance and participation in the WSAPC Health & Safety Committee meetings.

1. 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 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 to comply with regulatory controls.

Executive Head Teacher

The Executive 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 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

Heads of School & Curriculum Leads

Heads of School 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 Executive Head Teacher or Governing Body and detailed in the organisation section of the policy. Heads of School are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters 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 Head of School.

Premise Officer

The Site Premise Officer 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.

2. MANAGEMENT

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

- The Chief Operations Officer will co-ordinate Health & Safety across the WSAPC and will report to the Executive Head Teacher accordingly. The Chief Operations Officer 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 Chief Operations Officer, 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 Chief Operations Officer. The Health & Safety Committee members will be the focus for advice and information on health and safety matters within the establishment. Full names are maintained within our statutory training record.
- 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.

3. 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 Manager and Union representatives. All meetings will be managed by the Chief Operations Officer and records of the meetings will be kept on the Schools Share Point.

Health & Safety Committee Members as at May 2026:

Bob Smytherman	Chair of Governors
Gina Webb	Governor and H & S
Doug Thomas	Executive Head Teacher
Sam Channon	Chief Operations Officer
Danni Smith	Anxiety Centre at Worthing
Marion Mitchell	Burgess Hill Centre Representative
Mary Mallock	Chichester Centre Representative
Lynne Smith	Crawley Centre Representative
Martin Playle	Lancing Centre Representative
Katherine Lock	Littlehampton Centre Representative
Rick Brookes	Medical Representative (Spring Tide & Blended Learning)

4. 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 b). 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.

The Heads of School will monitor accidents and incidents to identify trends and report at Leadership meetings who will then in turn report to the Governing Body.

5. ADMINISTERING MEDICINES

The WSAPC's Managing Medicines Policy details the procedures followed by the college and is based on WSCC policy and procedures. A copy of the policy is available on SharePoint.

6. 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 Premises Manager is responsible for asbestos management.

7. 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.

Heads of School in liaison with the Premises Officer are the designated persons for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff at their respective Centres.

8. 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 the above and an induction pack which includes relevant WSAPC policies, procedures and risk assessments. WSAPC adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site.

The Premises Manager is responsible for the overall management of contractors, but on a daily operational basis the individual Heads of School are responsible for contractors attending their respective sites.

9. 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 maintained within our statutory training record.

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.

10. 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, 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.

11. ELECTRICITY

All portable electrical equipment within the WSAPC is to be tested bi-annually and records of these tests will be held on SharePoint.

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 Manager with support from the Premises Team.

12. 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 can take the appropriate action if required. The emergency plan is regularly monitored and reviewed.

13. FIRE SAFETY

The Chief Operations Officer supported by the designated person for fire safety within the establishment. The designated persons 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.

14. FIRST AID

The lead First Aider for each Centre is held within our statutory training register. 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 HR Manager 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 always provided 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.

15. GLAZING

The WSAPC holds an up-to-date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Premise Officers are responsible for monitoring glazing and for bringing areas of concern to the attention of the Premises Manager. The Premises Manager is responsible for glazing management.

16. FOOD SAFETY

The WSAPC follows the Safer Food, Better Business standards.

The Chief Operations Officer is responsible for the overall management of Food Safety, but on a daily operational basis the Food Safety Lead for each centre is held in the statutory training register.

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 to pupils again.

All incidents are to be reported to the Food Safety Lead.

17. GAS SAFETY

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

18. INDUCTION

All new employees are informed of the WSAPC's health and safety arrangements and procedures using the induction checklist. Staff will also complete the eLearning module "Schools Health & Safety Induction" and records will be kept. The Line Managers are responsible for the induction of staff they have responsibility for. The Chief Operations Officer is responsible for overall management of staff induction.

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 Public Health England, 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 a 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.

19. 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.

Heads of School in liaison with the Business Manager are responsible for risk assessing and producing lone working procedures for their individual Centres and teams.

20. PLAY EQUIPMENT

External gym equipment is serviced by Calloo Limited and internal play, and physical education (P.E.) equipment is serviced by ROSPA Play Safety. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head of School and by reporting via the Premises Help Desk. The Premises Officers regularly monitor external play equipment, and defects are reported immediately to the Assistant Head Teacher and Chief Operations Officer. Faulty equipment is immediately decommissioned.

21. PREMISES MAINTENANCE

The internal and external premises will be inspected at regular intervals by the Premise Officers; the inspections are recorded and resulting issues reported to the Premises Manager. 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 Premises Co-Ordinator via the Premises Helpdesk. The Premises Manager will sign, and date completed actions in the log.

22. 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 Curriculum Leads / Heads of School, 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.

23. 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 Executive 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 Head of School is responsible for developing and reviewing moving and manual handling risk assessment at their respective Centre, reporting to the Premises Manager any concerns.

24. NEW AND EXPECTANT MOTHERS

Any staff member who becomes pregnant is to inform their Head of School and HR 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.

25. OFF SITE ACTIVITIES

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

The Lead EVC for WSAPC is responsible for the overall management of off-site visits, but on a daily operational basis the local EVC's and Heads of School assume responsibly. Responsible persons for each centre are held in the statutory training register.

26. OIL

WSAPC uses oil fired heating. The oil is stored in accordance with regulations, and the oil tank is regularly inspected by the Premise Officers and is serviced and maintained by Enerveo.

27. RISK ASSESSMENTS

Risk assessments are a legal requirement under health and safety law and the Executive 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.

28. STAFF WELFARE/STRESS

The Governing Body considers staff welfare of paramount importance and seeks to promote a work/life balance amongst their staff. The Executive 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 utilises the services of Health Assured 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 Heads of School / Teachers in Charge 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.

29. 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.

30. TRANSPORT

WSAPC's 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 minibus and made aware of the Driving Policy. Please refer to the Driving Policy for restrictions and training requirements. Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated and communicated to staff.

31. WATER QUALITY

The Premise Officers 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 Tony Baxter from Martyn Abbott Services.

32. WORKING AT HEIGHT

All staff are trained annually on safe working at height. Teaching staff are not permitted to use ladders, unless they are Personnel who have received certificates in ladder training. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

33. 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 / Safeguarding 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.

34. Violence and Aggression

The Executive Head Teacher ensures that 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, WSSfS.

The Executive Head Teacher will 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 recorded and kept within retention schedules.

35. 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.

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

In addition to the above the Premises Manager and Premises Officers 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 Head of School.

36. USEFUL LINKS

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

CREATED	March 2026 (Reviewed Annually)
REVIEW DATE:	March 2027

APPENDIX A - Health & Safety Committee Members

NAME	ROLE	CENTRE REPRESENTATIVE	CONTACT DETAILS
Doug Thomas	Head Teacher	ALL	dthomas@wsapc.co.uk Mob: 07506 548 280
Samantha Channon	Chief Operations Officer	ALL	schannon@wsapc.co.uk Mob: 07506 548 322
Bob Smytherman	Governor - Chair	ALL	hcentral@wsapc.co.u Clerk to the Governors
Gina Webb	Governor	ALL	hcentral@wsapc.co.uk Clerk to the Governors
Marion Mitchell	HLTA	Burgess Hill	smcmeeking@wsapc.co.uk 01444 232 771
Lynne Smith	Business Support Assistant	Crawley	lysmith@wsapc.co.uk 01293 883 209
Mary Mallock	Business Support Assistant	Chichester	mmallock@wsapc.co.uk 01243 956 976
Martin Playle	Teacher	Lancing	mplayle@wsapc.co.uk 01903 958 968
Katherine Lock	HLTA	Littlehampton	klock@wsapc.co.uk 01903 278 210
Rick Brookes	Teacher	Medical	rbrookes@wsapc.co.uk 01444 441 805

Danielle Smith	**Centre Manager**	**Anxiety Centre Worthing**	**dsmith@wsapc.co.uk** **01903 895 465**

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