

Long Sutton C of E Primary School

The logo for Long Sutton Church of England Primary School. It features a central cross surrounded by a circle of 16 stylized human figures, representing a diverse group of children. The text 'Long Sutton C of E' is arched over the top, and 'Primary School' is written below the figures.

Health and Safety Policy

THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools, community special schools and voluntary controlled schools** statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the headteacher and other school staff (as employees).

As the management body, **the governing body** must ensure that school staff and premises comply with the LA's health and safety policy and practices (e.g., reporting accidents, first aid provision), and:

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan that considers emergency scenarios;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

In **voluntary aided schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees).

The governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

COVERAGE

A list of all the issues to be covered by a school's health and safety policy is given on pages 6 - 8 of this document with electronic links to the relevant County Council or other appropriate guidance.

MODEL HEALTH AND SAFETY POLICY

1. **THE GOVERNORS OF: Long Sutton Church of England (VA) Primary School SCHOOL will**
 - 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
 - 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
 - 1.3 Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
 - 1.4 Seek improvement to working conditions according to priorities within existing resources.
 - 1.5 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
 - 1.6 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g., EEC Safety Suite) and to review as appropriate.
 - 1.7 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
 - 1.8 Ensure that staff can access training to ensure their competence for their tasks.
 - 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and **will** seek assistance from the Council's Property Services or Hookway Partnership/Diocese when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
 - 1.10 Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
 - 1.11 Review on an annual basis, all accidents and incidents reported to identify trends.
 - 1.12 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
 - 1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) Mrs Reynolds (2) Mrs Wooten

Trade Union

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed: Chair of Governors:

Dated:

Signed: Headteacher:

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:
 - 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings.
- 2.4 With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the school's Asset Management Plan (AMP). Also ensuring that appropriate training needs of person responsible for premises is delivered.
- 2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis. [Model policy](#) included in Burgundy Pack.
- 2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention

Assistance on health and safety issues is provided by
The Corporate Health and Safety Unit, Somerset County Council

3. Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A for areas which need including in your policy). They should ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

4. Guidance for Schools

The following guidance, produced by the Local Authority, is available for schools to use for their own standards:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset County Councils Learning and Achievement service as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2008 Edition
- Health and Safety: advice on legal duties and powers June 2013 Link
<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf>
- Health and Safety Executive risk-assessment and policy template link:
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link:
http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:
<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departmental-advice-on-health-and-safety-for-schools>
- Guidance on First Aid for Schools: published by Department for Education, 2011; link:
<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- Statutory Guidance on Supporting Pupils at School with Medical Conditions: published by Department for Education, 2014; link:
[https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions\[1\].pdf](https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions[1].pdf)

The School has established its own policies on *[complete as relevant]*

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Long Sutton Church Of England (VA) Primary School

Headteacher

Mrs Lizzie Reynolds

Delegated Senior Manager:

Mrs Kirstie McKenzie/Mrs Gabi Manzi

Premises Manager:

Mr Neal Barton

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite) First Aid Policy - pdrive	Head Teacher
EMERGENCY PROCEDURES:		
Emergency Procedures Critical/Major Incidents and updating your Contingency Plan	School Closures Updating your Contingency Plan Critical Incidents in Schools	Head Teacher & Chair of Governors
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities – in school External Visits Policy - pdrive	Head Teacher and Governors
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Head Teacher and H & S Governor
Infection Control	Health Protection Agency Guidance	Head Teacher and Governor in charge of medical policy
Medicines in school	Guidance for Schools: Volume 4 Medicines in School policy - pdrive	Head Teacher and Governor in charge of medical policy
Needlestick Injuries	H & S Policy Manual - HS007	Head Teacher and Governor in charge of medical policy
New and Expectant Mothers	H & S Policy Manual - HS017	Head Teacher and H & S Governor

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	Physical Impairment and Medical Support Team – Medical Guidance	Head Teacher and Governor with responsibility for Medical Support
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions Acceptable Use Policy - pdrive	Office Manager
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	H & S Governor
Employee or Volunteer Driver	Driver Risk Assessment HS014	Head Teacher
First Aid	H & S Policy Manual HS012 First Aid Policy - pdrive	Office Manager and Governor with responsibility for Medical Support
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Head Teacher & Chair of Governors
Asbestos	Asbestos Register - in School	Head Teacher and H & S Governor
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	Office manager
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Hookway Partnership - Contracts available for purchase by schools.	Office Manager
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 Contact insurance for more advice https://slp.somerset.gov.uk/insurance/default.aspx Fire Policy - pdrive	Head Teacher & Office Manager
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Boilers – office Manager/Premises Manager Kitchen – Parrett Catering
Minibus Safety	Transporting Somerset Vehicle guide	Head Teacher
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Head Teacher

Area	Location of Policy/Guidance	Name of person responsible
Oversight and audit	H & S file & action plan	H & S Governor

ESTABLISHMENT

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (E.g. office, web address)
Critical Incident Plan	File in Heads office (bookshelf)
Incident Reports	EEC Suite File in Head's Office (cupboard)
External Visits and Associated Risk Assessments	File in Head's Office (cupboard) Governors Minutes
H & S Manual	SLP
Risk Assessments	EEC Suite File in Office (cupboard)
Asbestos Register	Head's office (cupboard)
Legionella Risk Assessment	Head's Office (cupboard)
Electrical Safety Check record	Office
External Visits Policy	Policy File/SLP/Website
Lift Safety Certificate	Office H & S file
Fire Log & risk assessment	Office H & S file
Governors Annual H & S Check	H & S file in Head's office
First Aid Policy	Policy File/SLP/Website
Public Liability Insurance Certificate	Office

Document Prepared by

(Signature)

.....
(Print Name)

Title:
(eg, Headteacher/Governor)

Date:

TABLE B

The monitoring/review arrangements in place are summarised below:

Monitoring	Who	Frequency
External		
H & S audit	LA	3 years
H & S Premises Inspection	LA	4 years
Property Review	Hookway	Annually
PAT testing	LA	3 years
Legionella	LA	3 monthly
Internal		
H & S walkabout	H & S Governor & premises manager	Termly
Fire checks	Premises Manager	weekly
Emergency Lighting checks	Office Staff	monthly
First Aid Kits checks	Office Staff	Monthly
CoSHH monitoring	H & S Governor	Termly
First aid monitoring	Medical Governor	Termly
Fire Log book monitoring & Review of Fire Risk Assessment	H & S Governor	Termly
H & S policy	H & S Governor	Annually
Training	H & S Governor	Annually
H & S Management Self Assessment	Head Teacher	Annually