

To: Schools for Action

## HEALTH AND SAFETY POLICY FOR LONG SUTTON PRIMARY SCHOOLS

### 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 **voluntary aided schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees). Governing bodies may be constituted in one of the following formats:

- An Academy Trust
- The Governing body of a voluntary aided or a foundation school
- The owners or trustees of an Academy, foundation, VA or Free school

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 VA PRIMARY 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 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 Wootten

Trade Union

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

Signed: Chair of Governors: Heather Pomeroy

Dated:

Signed: Headteacher: Elizabeth Reynolds

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:

- Association for Physical Education - afPE, published 2012 (reprinted 2014)
- Health and Safety: advice on legal duties and powers - February 2014:  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- Building Bulletin 100: Design for Fire Safety in Schools (March 2014) - Gov.UK link:  
<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>
- Learning Outside of the Classroom: <http://www.lotc.org.uk/>
- Guidance on First Aid for Schools: first published August 2000, latest update - 12 February 2014, link: <https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting Pupils at School with Medical Conditions: published by Department for Education, December 2015; link:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

## RESPONSIBILITY FOR HEALTH AND SAFETY IN SCHOOLS

This document clarifies responsibilities under health and safety legislation for school staff, pupils and others on school premises or educational activities, including visits. It sets out related powers under education legislation and the key elements that a health and safety policy should include.

The latest version of Health and Safety: advice on legal duties and powers (Feb 2014) is available via the following link: <https://www.education.gov.uk/publications/eOrderingDownload/DFES-0803-2001.pdf>

### What Health and Safety Law Requires (Health and Safety at Work etc Act 1974)

The Act sets out the general duties of employers and employees. What the law requires is what good management and common sense would lead employers to do anyway: that is, to:

- Secure the health, safety and welfare of persons (including non-staff) in the workplace
- Look at what the risks are and take sensible measures to tackle them.

## **EMPLOYERS**

Overall responsibility for health and safety lies with the employer. For Voluntary Aided (VA), the employer is the Governing body. The Diocese advises that governors of VA schools should follow Local Authority advice and if they do not, be very clear why.

Employers have a duty to 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, the health and safety of visitors to schools and volunteers involved in any school activity.

### **Employers Responsibilities**

- Carry out risk assessments – and tell staff and others the measures by which those risks can be managed.
- Appoint competent people (often themselves or colleagues) to help them to implement health and safety arrangements.
- Provide clear guidance and training to employees.
- Work together with other employers sharing the same workplace.
- Ensure that staff receive the health and safety training they need for their job

### **Employees Responsibilities:**

Employees also have responsibilities and must:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers;
- Carry out activities in accordance with training and instructions and inform the employer of any serious risks.
  - Complete their work in line with training and instructions

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

**Health and Safety Management Group: Lizzie Reynolds, Heather Pomeroy, Tim Creegan and Neal Barton**

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries First Aid boxes	<a href="#">Accident Reporting</a> (EEC Safety Suite)	Heather Wootten and Clare Cole
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures  Critical/Major Incidents and updating your Contingency Plan	<a href="#">School Closures</a>  <a href="#">Updating your Contingency Plan</a>  <a href="#">Critical Incidents in Schools</a>	Lizzie Reynolds plus Chair of Governors
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a>  <a href="#">EEC Safety Suite&gt;External Visits Management</a>  <a href="#">Policy for Offsite Visits and Activities - in school</a>	Lizzie Reynolds
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Heather Wootten and Clare Cole
Infection Control	<a href="#">Public Health England Guidance</a>	Heather Wootten and Clare Cole
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Heather Wootten and Clare Cole
Needlestick Injuries	H & S Policy Manual - HS007	Heather Wootten and Clare Cole
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Head Teacher

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs, useful links	<a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2</a>	Head Teacher Heather Wootten and Clare Cole
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form - HS030</a> Managers Guide, User Guide and also training course and descriptions	Heather Wootten
COSHH	<a href="#">H &amp; S Policy Manual - HS008</a> Hazardous substances COSHH Assessment Form (F08)	Chris Gundry
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	Lizzie Reynolds
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	Heather Wootten and Clare Cole
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> including construction work/contractors on school site	Head Teacher and Chair of Governors
Asbestos	Asbestos Register - in School	Head Teacher and H & S Governor
Electrical Safety <ul style="list-style-type: none"> <li>Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	Clare Cole
Equipment Maintenance <ul style="list-style-type: none"> <li>Lifting Equipment</li> <li>PE Equipment</li> <li>CDT Equipment</li> <li>LEV</li> </ul>	These are organised by the school. See file.	Heather Wootten
Fire Safety <ul style="list-style-type: none"> <li>Arson Prevention</li> </ul>	<a href="#">Fire H&amp;S010</a> Contact insurance for more advice <a href="https://slp.somerset.org.uk/sites/insurance/">https://slp.somerset.org.uk/sites/insurance/</a>	Lizzie Reynolds Neal Barton H & S Governor
Gas Appliances <ul style="list-style-type: none"> <li>Boilers</li> <li>Kitchen</li> </ul>	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Heather Wootten
Minibus Safety	<a href="#">Outdoor Education Advisors Panel - National Guidance</a>	CLP
Pressure systems - eg, steam ovens/stills	School responsibility - contact Insurance <a href="https://slp.somerset.org.uk/sites/insurance/">https://slp.somerset.org.uk/sites/insurance/</a>	Heather Wootten
Safety Glazing	Please refer to SCC Corporate Property Standard – <a href="#">BDN 27 L40 Safety Glazing</a>	Lizzie Reynolds

TABLE B

## ESTABLISHMENT

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

<b>Document</b>	<b>Location (E.g. office, web address)</b>	<b>Who is responsibly</b>
<b>Critical Incident Plan</b>	File in Heads office, staff room	Head and Chair of Governors
<b>Incident Reports</b>	EEC Suite File in Head's Office (cupboard)	Heather Wootten and Clare Cole
<b>External Visits and Associated Risk Assessments</b>	EEC Suite File in Head's Office (cupboard) Governors Minutes	Lizzie Reynolds Teachers for each visit planned
H & S Manual	SLP <a href="http://extranet.somerset.gov.uk/health-and-safety/">http://extranet.somerset.gov.uk/health-and-safety/</a>	
Risk Assessments	EEC Suite File in Office (cupboard)	Lizzie Reynolds
Asbestos Register	Head's office (cupboard)	Lizzie Reynolds
Legionella Risk Assessment	School Office	Lizzie Reynolds
Electrical Safety Check record	Office	Clare Cole
External Visits Policy	Policy File/SLP/Website	Lizzie Reynolds
Lift Safety Certificate	Office H & S file	Heather Wootten
Fire Log & risk assessment	Office H & S file	Neal Barton Lizzie Reynolds
Governors Annual H & S Check	H & S file in Head's office	Tim Creegan
First Aid Policy	Policy File/SLP/Website	Lizzie Reynolds
Public Liability Insurance Certificate	Office	Heather Wootten



Document Prepared by ..... (Signature)

(Print Name) .....

Title: .....  
(eg, Headteacher/Governor)

Date: .....

TABLE B

The monitoring/review arrangements in place are summarised below:

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Monitoring	Who	Frequency
<b>External</b>		
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
Emergency Lighting	Coomber	Annual
Fire alarms	Coomber	Annual
<b>Internal</b>		
H & S walkabout	H & S Governor & premises manager	Termly
Fire checks	Premises Manager	weekly
Internal Fire Risk Assessment	Head Teacher & H & S Governors	Annually
Legionella Risk Assessment	Head Teacher	Annually
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
Termly report to governors	Head Teacher	Termly

**Health and Safety Activity Plan**

<b>ACTIVITY</b>	<b>Who</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>
Walkabouts	TC ER NB											
Walkabout report to FGB	TC											
Housekeeping tour (Fire doors, slips and trips)	NB											
Security Review (Gates, doors and fences)	NB											
Review of RA in Heads Report to FGB	ER											
H & S report to governors												
Review of accidents reported to governors												
Staff Meetings where H & S covered	ER											
Training	ER											
H & S updates to FGB	FGB											
Review of External visits	FGB											
Approval of residential/discussion	FGB											
H & S Audit	TC/ER											
H & S Policy review	TC/ER FGB											
Fire Audit/RA	NB/TC/ER											

