

Long Sutton C of E  
Primary School



Health and Safety Policy

Approved May 2023

# LONG SUTTON C OF E PRIMARY SCHOOL HEALTH AND SAFETY POLICY adapted from Somerset Council model policy for 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 **Academy schools, free schools, foundation schools and voluntary-aided (VA) schools**, statutory health and safety responsibilities fall on the governing body (as the employer) and on the Head Teacher and staff (as employees). Governing Bodies may be constituted in one of the following formats:

- An Academy Trust
- The Governing Body of a VA or foundation school
- The owners or trustees of an Academy, foundation, VA or free school

At Long Sutton Primary School there is a Governing Body.

The Governing Body, as employer, has a duty (as required by the Management of Health and Safety at Work Regulations, 1999) to:

- Implement a health and safety policy and advise employees of it
- Have a Critical Incident/Business Continuity Plan in place
- 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
- 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 co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Head Teacher, who has delegated responsibility for the day-to-day management of the school, has a role of making sure 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 at Table A, with electronic links to the relevant County Council or other appropriate guidance.

**1. THE GOVERNORS OF: LONG SUTTON C OF E 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 Council, and 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 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 a recognised method of recording (eg EEC Safety Suite), and communicated to all staff and reviewed as appropriate; the appointed Health and Safety Governor (see below) will conduct a sample check of Risk Assessments during the termly Health and Safety Walkabout
- 1.7 Promote and engage health and safety through discussion and informal meetings and ensure that 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 seek assistance from the Council's Corporate Property Group when necessary; ensure that volunteers receive adequate instruction and supervision to work safely
- 1.10 Report all incidents/accidents using the Accident Reporting Module on the EEC Safety Suite and ensure appropriate follow-up action has been carried out
- 1.11 Review, on an annual basis, all reported accidents and incidents 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) <b>Mrs Lizzie Reynolds</b> -----	(2) <b>Mrs Clare Cole</b> -----
Trade Union	-----	-----

The Governors and Head Teacher will draw this policy to the attention of all staff and review it annually.

Signed   
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Chair of Governors: **Mrs Emily Bowditch**

Dated 17 May 23  
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Signed   
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Head Teacher: **Mrs Lizzie Reynolds**

Dated 17 May 23  
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## 2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, eg on a Head Teacher/Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their area of responsibility or recognised staff follow the school's policy, and the following measures:
- 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
  - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used
- 2.2 The Head Teacher 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 set by Somerset Council, and provide an annual summary of their findings
- 2.4 Regular School Premises Management checks are to be completed in line with the [Premises Managers Task List](#) alongside guidance from the School's Area Building Surveyor and Local Authority; appropriate training needs of those responsible for premises is to be delivered
- 2.5 Governors are to agree the delegation for approval of off-site visits and activities (Category A) and review this on an annual basis (see [Scheme of Delegation](#))
- 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:

**Mr Mike Hampson**  
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Assistance on health and safety issues is provided by the Corporate Health and Safety Unit, Somerset Council.

### 3. APPOINTMENT OF APPROPRIATE PERSONS

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A). 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

4.1 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 Advice website](#)

4.2 The Governors adopt the standards of the following publications, which are endorsed by Somerset Council's Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE (September 2016)
- [Health and Safety: Responsibilities and Duties for Schools](#) (April 2022)
- [Building Bulletin 100: Design for Fire Safety in Schools](#) (March 2014)
- [Council for Learning Outside the Classroom](#)
- [First Aid in Schools, Early Years and Colleges](#) (February 2022)
- [Supporting Pupils at School with Medical Conditions](#) (December 2015)

The school has established its own policies on SharePoint.

### 5. RISK ASSESSMENT

5.1 Key Risk Assessments are reviewed annually and shared with staff each September, with most reviewed on a 3-yearly basis. Whilst the Head Teacher completes the majority of Risk Assessments, other staff members complete Risk Assessments for school trips and their own areas/specialisms such as music, cooking (ELSA) etc. The Head Teacher maintains a register of Risk Assessments and when each is due to be reviewed. Risk Assessments are completed using the EEC Safety Suite application.

5.2 A specialist Risk Assessment for legionella is completed by an external contractor. Water checks are completed half-termly by Somerset Council (as part of the Core Offer) for which they provide documentation which is retained by the school. The Premises Manager completes other checks which are recorded in a school file.

**TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**

**Name of School:** LONG SUTTON C OF E PRIMARY SCHOOL

**Head Teacher:** Mrs Lizzie Reynolds

**Delegated Senior Manager:** Mrs Gabi Manzi

**Premises Manager:** Mr Neal Barton

**External Visit Co-ordinator:** Mrs Lizzie Reynolds

Area	Location of Policy/Guidance	Responsible Person
<b>ACCIDENTS/INCIDENTS (NEAR MISSES)</b>		
Incidents/injuries	<a href="#">Accident Reporting</a> (EEC Safety Suite)	Mrs Cole Mrs O'Malley
<b>EMERGENCY PROCEDURES</b>		
Emergency procedures Critical/Major incidents Contingency Plan	<a href="#">Business Continuity Plan Template</a> <a href="#">Policies</a> (SharePoint folder) <a href="#">Managing School Closures (Info Sheet 62)</a> <a href="#">Dealing With Major Incidents and Updating Your Contingency Plan</a> <a href="#">Dealing with Major Incidents</a>	Mrs Reynolds Chair of Governors
<b>EXTERNAL VISITS</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education Advice website</a> <a href="#">External Visits Management</a> (EEC Safety Suite) <a href="#">Model Policy for Off-Site Visits and Activities</a>	Mrs Reynolds
<b>INDUCTION/TRAINING</b>		
Induction training	<a href="#">Health and Safety Induction Checklist</a>	Mrs Reynolds
<b>MEDICAL</b>		
Hygiene control	<a href="#">Guidance for Schools, Volume 4</a>	Mrs Cole Mrs O'Malley
Infection control	<a href="#">Health Protection in Children and Young People Settings, Including Education</a>	Mrs Cole Mrs O'Malley
Medicines in school	<a href="#">Guidance for Schools, Volume 4</a>	Mrs Cole Mrs O'Malley
Needlestick injuries	<a href="#">SCC Health and Safety Manual - HS007 - Blood Borne Viruses</a>	Mrs Cole Mrs O'Malley
New/expectant mothers	<a href="#">SCC Health and Safety Manual - HS017 - New and Expectant Mothers at Work</a>	Mrs Reynolds
Supporting pupils with medical conditions	<a href="#">Supporting Pupils with Medical Conditions: Links to Other Useful Resources</a>	SENDCo Mrs Cole Mrs O'Malley

	<b>RISK MANAGEMENT</b>	
Computer use	<a href="#">SCC Health and Safety Policy Manual - HS030 - Display Screen Equipment</a>	Mrs Cole
COSHH	<a href="#">SCC Health and Safety Policy Manual - HS008 - Hazardous Substances08</a> - including Form HS F08 (COSHH Assessment)	Mrs Gundry
Employee or volunteer driver	<a href="#">SCC Health and Safety Manual - HS014 - Driving for Work</a>	Mrs Reynolds
First aid	<a href="#">SCC Health and Safety Policy Manual - HS012 - First Aid</a>	Mrs Cole Mrs O'Malley
Minibus safety	<a href="#">Outdoor Education Advisors' Panel National Guidance - 4 - Good Practice</a>	N/A
Violence at work	<a href="#">SCC Health and Safety Policy Manual - HS011 - Work Related Violence</a>	Mrs Reynolds
	<b>SITES AND BUILDINGS</b>	
SCC Corporate Property Design Standards and Guidance	<a href="#">SCC Property Design Standards and Guidance - Property Maintenance Checklist (GDN SCC 014)</a> including construction/contractors on school site	Mrs Reynolds Chair of Governors
Asbestos	Asbestos Register - in school	Mrs Reynolds H&S Governor
Electrical safety Portable Appliance Testing	<a href="#">Guidance for Schools, Volume 4</a>	Mrs O'Malley
Equipment maintenance • Lifting equipment • PE equipment • CDT equipment LEV	Contact Property Services Contracts available for purchase by schools	Mrs Cole
Fire safety Arson prevention	<a href="#">SCC Health and Safety Policy Manual - HS010 - Fire Safety in the Workplace</a> Contact insurance for more advice: <a href="mailto:insurance@somerset.gov.uk">insurance@somerset.gov.uk</a>	Mrs Reynolds Mr Barton H&S Governor
Gas appliances • Boilers Kitchen	Contact Property Services Contracts available for purchase by schools School responsibility unless Special	Mrs Cole
Premises Manager's checklist	<a href="#">Premises Managers Task List</a>	Mrs Reynolds Mr Barton H&S Governor
Pressure systems, eg steam ovens/stills	School responsibility - contact insurance: <a href="mailto:insurance@somerset.gov.uk">insurance@somerset.gov.uk</a>	Mrs Cole
Safety glazing	<a href="#">SCC Property Design Standards and Guidance - Safety Glazing (GDN SCC 018)</a>	Mrs Reynolds Mr Barton

**TABLE B - DOCUMENTS RELATING TO HEALTH AND SAFETY POLICY**

<b>Document</b>	<b>Location (eg, office, web address)</b>
Critical Incident Plan	File in Head Teacher's office, Staff Room <a href="#">Dealing with Major Incidents</a> <a href="#">Business Continuity Plan</a> (SharePoint folder)
Incident Reports	EEC Suite File in Head Teacher's Office
External Visits and associated Risk Assessments	EEC Suite File in Head Teacher's Office Minutes of Governing Body meetings
Health and Safety Manual	<a href="#">Somerset Council Health and Safety site</a>
Risk Assessments	EEC Suite File in Main Office
Asbestos Register	Main Office <a href="#">Asbestos</a> (SharePoint folder)
Legionella Risk Assessment	File in Main Office <a href="#">Legionella</a> (SharePoint folder)
Electrical Safety Check record	Main Office <a href="#">Electrics</a> (SharePoint folder)
External Visits Policy	<a href="#">Policy for Off-Site Visits and Activities</a>
Lift Safety Certificate	Main Office (Health and Safety file)
Fire Log and Risk Assessment	Main Office <a href="#">Fire</a> (SharePoint folder) <a href="#">Inspection Records</a> (SharePoint folder)
Governor Annual Health and Safety Check	Main Office (Health and Safety file) <a href="#">Health and Safety</a> (SharePoint folder) <a href="#">2023 Reviews</a> (SharePoint folder) <a href="#">Health and Safety Management - Annual Health and Safety Checklist 2023</a>
First Aid Policy	<a href="#">First Aid Policy</a>
Public Liability Insurance Certificate	Main Office

**Document prepared by**  (signature)

(Print Name) Mrs Lizzie Reynolds

Title Head Teacher

Dated 17 May 23



## TABLE C - MONITORING/REVIEW ARRANGEMENTS

### External Monitoring

- H&S Safety Audit (Corporate Health and Safety Unit - every 3 years)
- Inspection Report (purchased via SSE Health and Safety Management Package)
- Accident/Incident Report
- Safety Representation Reports (recognised Trade Union/professional association)
- Property Services Report - Capital Support
- Fire Risk Assessment (Corporate Health and Safety Unit - every 5 years)
- Legionella Risk Assessment

### Internal Monitoring

- Activity planning ([Burgundy Pack](#))
- Annual Declaration (RAMIS)  
Annual Review (RAMIS)
- Health and Safety Management - Annual Health and Safety Checklist (including Annual Review Health and Safety Self Audit for Schools) ([Burgundy Pack](#))
- Governing Body meetings with standing Health and Safety agenda item (monthly)
- Health and Safety Governor Walkabout (Visit Report Form including Health and Safety Walkabout Check List and Report) (termly)
- Senior Leadership Team meetings with standing Health and Safety agenda item
- Staff induction and INSET Day training