



Health and Safety Policy

Approved May 2026

## 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 (as the employer) and on the Head Teacher and other school staff (as employees).

As the management body, **the Governing Body** must ensure that school staff and premises follow policies and procedures set by the Local Authority for health and safety (eg 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 activity on the school site or managed by the school
- 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 (including TeamTeach techniques where necessary) 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
- Promote and support sensible health and safety management through discussion at Governor or Senior Leadership Team meetings
- Seek advice and guidance from the Health and Safety Service when required

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

The Governing Body, and Head Teacher, 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 off-site school activities.

In **academy schools, free schools, foundation schools and voluntary aided 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 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) 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 cooperate 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.

## HEALTH AND SAFETY POLICY

The Governors of Long Sutton C of E Primary School will:

- Provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the school
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities
- Endorse and support the safety policy of Somerset Council, and assist the Council in discharging those responsibilities, which it holds as employer
- Seek improvement to working conditions according to priorities within existing resources
- 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
- Ensure that Risk Assessments are carried out within the school using a recognised method of recording (eg EEC Safety Suite); Risk Assessments are communicated to all staff and reviewed as appropriate
- Promote and engage health and safety through discussion and informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised
- Ensure that staff can access training to ensure their competence for their tasks
- 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

- Report all incidents/accidents, using the Accident Reporting Module on the EEC Safety Suite, and ensure appropriate follow-up action has been carried out
- Review, on an annual basis, all accidents and incidents reported to identify trends
- Consult with the school council and inform pupils of their responsibilities for health and safety
- 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.

Mrs Lizzie Reynolds  
Mrs Clare Cole

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

Signed:  Chair of Governors (Mr Mike Hampson)

20 May 26

Signed:  Head Teacher (Mrs Lizzie Reynolds)

20 May 26

## ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

Schools can be organised in a variety of ways, eg Head Teacher/Governing Body/Senior Management Team. The key members are responsible for seeing that their area of responsibility or recognised staff follow the school's policy, and the following measures:

- Identification and control of risks associated with any hazardous or dangerous substances
- Selection of equipment suitable for its purpose and ensuring that it is properly used
- Identifying and securing the training needs of members of their area/department
- Provision of suitable personal protective equipment when required, and ensuring that it is properly used

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.

The Governors will monitor safety performance within the school against the standards set by Somerset Council, and provide an annual summary of their findings.

The Governors will ensure that regular School Premises Management checks are completed in line with the Premises Managers checklist alongside guidance from the School's Area Building Surveyor and Local Authority, and that appropriate training needs of the person responsible for premises is delivered.

The Governors will agree delegation for approval of off-site visits and activities (Category A) and review this on an annual basis.

The Governors have appointed Mr Mike Hampson to monitor 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 Health and Safety Service.

## **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.

## **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](#)

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 (Sep 16):  
[Safe Practice 2016 Association for Physical Education](#)
- Health and Safety: Responsibilities and Duties for Schools (Nov 18):  
<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 (Mar 14):  
<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 Aug 00, latest update Feb 14):  
<https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting Pupils at School with Medical Conditions (Dec 15):  
[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)

## 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 Coordinator: Mrs Lizzie Reynolds

| Area                                                        | Location of Policy/Guidance                                                                                                                                                                             | Name of person responsible              |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| ACCIDENTS/INCIDENTS (NEAR MISSES):                          |                                                                                                                                                                                                         |                                         |
| Incidents/Injuries                                          | <a href="#">Accident Reporting</a> (EEC Safety Suite)                                                                                                                                                   | Mrs Cole<br>Mrs Bowditch                |
| EMERGENCY PROCEDURES:                                       |                                                                                                                                                                                                         |                                         |
| Emergency Procedures                                        | <a href="#">Business Continuity Plan template for Schools</a>                                                                                                                                           | Mrs Reynolds<br>Chair of Governors      |
| Critical/Major Incidents and updating your Contingency Plan | <a href="#">School Closures</a>                                                                                                                                                                         |                                         |
|                                                             | <a href="#">Updating your Contingency Plan</a>                                                                                                                                                          |                                         |
| EXTERNAL VISITS:                                            |                                                                                                                                                                                                         |                                         |
| External Visit Co-ordinator                                 | <a href="#">Outdoor Education and External Visits Website</a><br><a href="#">EEC Safety Suite&gt;External Visits Management</a><br><a href="#">Policy for Offsite Visits and Activities - in school</a> | Mrs Reynolds                            |
| INDUCTION/TRAINING:                                         |                                                                                                                                                                                                         |                                         |
| SC Training Policy (HS031)                                  | <a href="#">H&amp;S Induction Checklist (Schools)</a>                                                                                                                                                   | Mrs Reynolds                            |
| MEDICAL:                                                    |                                                                                                                                                                                                         |                                         |
| Hygiene Control                                             | <a href="#">Guidance for Schools: Volume 4</a>                                                                                                                                                          | Mrs Cole<br>Mrs Bowditch                |
| Infection Control                                           | <a href="#">Public Health England Guidance</a>                                                                                                                                                          | Mrs Cole<br>Mrs Bowditch                |
| Medicines in school                                         | <a href="#">Guidance for Schools: Volume 4</a>                                                                                                                                                          | Mrs Cole<br>Mrs Bowditch                |
| Needlestick Injuries                                        | <a href="#">H &amp; S Policy Manual - HS007</a>                                                                                                                                                         | Mrs Cole<br>Mrs Bowditch                |
| New and Expectant Parents                                   | <a href="#">H &amp; S Policy Manual - HS017</a>                                                                                                                                                         | Mrs Reynolds                            |
| Supporting Pupils with medical conditions                   | <a href="#">Supporting pupils with medical conditions</a>                                                                                                                                               | Mrs Cole<br>Mrs Bowditch<br>Mrs Moseley |

| <b>RISK MANAGEMENT:</b>                                                                                                                             |                                                                                                                                                                                                                       |                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Computer Use                                                                                                                                        | <a href="#">DSE Assessment Form - HS030</a> Managers Guide, User Guides and DSE1 assessment form for schools                                                                                                          | Mrs Cole                                        |
| COSHH                                                                                                                                               | <a href="#">H &amp; S Policy Manual - HS008</a> Hazardous substances<br><br><a href="#">COSHH Risk Assessment Form (F08)</a>                                                                                          | Mr Barton<br>Mrs Bowditch                       |
| Employee or Volunteer Driver                                                                                                                        | <a href="#">Driver Risk Assessment HS014</a>                                                                                                                                                                          | Mrs Reynolds                                    |
| First Aid                                                                                                                                           | <a href="#">H &amp; S Policy Manual HS012</a>                                                                                                                                                                         | Mrs Cole<br>Mrs Bowditch                        |
| Minibus Safety                                                                                                                                      | Minibus Info Sheet <a href="#">Guidance for schools</a>                                                                                                                                                               | N/A                                             |
| Violence at Work                                                                                                                                    | <a href="#">Work-related Violence HS011</a>                                                                                                                                                                           | Mrs Reynolds                                    |
| <b>SITES AND BUILDINGS:</b>                                                                                                                         |                                                                                                                                                                                                                       |                                                 |
| SC Overarching Guidance document                                                                                                                    | <a href="#">Corporate Property Standards and Guidance</a> including construction work/contractors on school site                                                                                                      | Mrs Reynolds<br>Chair of Governors              |
| Asbestos                                                                                                                                            | Asbestos Register - in School<br>Email: <a href="mailto:asbestosteam@somerset.gov.uk">asbestosteam@somerset.gov.uk</a>                                                                                                | Mrs Reynolds<br>Mrs Cole<br>Mr Barton           |
| Electrical Safety <ul style="list-style-type: none"> <li>Portable Appliance Testing</li> </ul>                                                      | <a href="#">Guidance for schools</a>                                                                                                                                                                                  | Mrs Cole<br>Mrs Bowditch                        |
| Equipment Maintenance <ul style="list-style-type: none"> <li>Lifting Equipment</li> <li>PE Equipment</li> <li>CDT Equipment</li> <li>LEV</li> </ul> | Contact <a href="#">Property Services</a><br><br>Contracts available for purchase by schools                                                                                                                          | Mrs Cole<br>Mrs Bowditch                        |
| Fire Safety <ul style="list-style-type: none"> <li>Arson Prevention</li> </ul>                                                                      | <a href="#">Fire H&amp;S010</a><br><br>School responsibility <a href="#">Arson Policy</a><br><br>Contact Insurance<br>Email: <a href="mailto:InsuranceMailbox1@somerset.gov.uk">InsuranceMailbox1@somerset.gov.uk</a> | Mrs Reynolds<br>Mr Barton                       |
| Gas Appliances <ul style="list-style-type: none"> <li>Boilers</li> <li>Kitchen</li> </ul>                                                           | Contact <a href="#">Property Services</a><br><br>Contracts available for purchase<br><br>School responsibility unless Special School                                                                                  | Mrs Cole<br>Mrs Bowditch                        |
| Premises Managers checklist                                                                                                                         | <a href="#">Premises Managers Task List</a>                                                                                                                                                                           | Mrs Reynolds<br>Mr Barton<br>Chair of Governors |
| Pressure systems eg steam ovens/stills                                                                                                              | School responsibility - contact Insurance<br>Email: <a href="mailto:InsuranceMailbox1@somerset.gov.uk">InsuranceMailbox1@somerset.gov.uk</a>                                                                          | N/A                                             |
| Safety Glazing                                                                                                                                      | Refer to legacy SC Property Standards <a href="#">SC Glazing Standards and Guidance PDF</a>                                                                                                                           | Mrs Reynolds<br>Mr Barton                       |



## TABLE B - DOCUMENTS RELATING TO POLICY

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

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

Most of the below documents are found in the [Health & Safety](#) folder on SharePoint.  
Policies are found in the [Policies](#) folder on SharePoint.

| Document                                        | Location<br>(eg office, web address)                                                                                                                       |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Critical Incident Plan                          | File in Head Teacher's Office, Staff Room<br>Dealing with Major Incidents<br>'Business Continuity Plan' (SharePoint folder)                                |
| Incident Reports                                | EEC Suite<br>File in Head Teacher's Office                                                                                                                 |
| External Visits and associated Risk Assessments | EEC Suite<br>File in Head Teacher's Office<br>Minutes of Full Governing Body meetings                                                                      |
| Health and Safety Manual                        | <a href="http://extranet.somerset.gov.uk/health-and-safety/">http://extranet.somerset.gov.uk/health-and-safety/</a>                                        |
| Risk Assessments                                | EEC Suite<br>File in Main Office                                                                                                                           |
| Asbestos Register                               | Main Office<br>'Asbestos' (SharePoint folder)                                                                                                              |
| Legionella Risk Assessment                      | File in Main Office<br>'Legionella' (SharePoint folder)                                                                                                    |
| Electrical Safety Check record                  | Main Office<br>'Electrics' (SharePoint folder)                                                                                                             |
| External Visits Policy                          | Policy for Off-Site Visits and Activities                                                                                                                  |
| Lift Safety Certificate                         | Main Office (Health and Safety file)                                                                                                                       |
| Fire Log and Risk Assessment                    | Main Office<br>'Fire' (SharePoint folder)<br>'Inspection Records' (SharePoint folder)                                                                      |
| Governor Annual Health and Safety Check         | 'Health and Safety' (SharePoint folder)<br>'2025 Reviews' (SharePoint folder)<br>Health and Safety Management - Annual<br>Health and Safety Checklist 2025 |
| First Aid Policy                                | 'Policies' (SharePoint folder)                                                                                                                             |
| Public Liability Insurance Certificate          | Main Office                                                                                                                                                |

Document Prepared by  (Signature)

Mrs Lizzie Reynolds  
Head Teacher  
28 Apr 26



## TABLE C - MONITORING/REVIEW ARRANGEMENTS

The monitoring/review arrangements in place are summarised below:

### External Monitoring

H&S Safety Audit (Health and Safety Service saved to [EEC](#) - every 3 years)  
Inspection Report (purchased by way of SSE Health and Safety Management Package)  
Accident/Incident Report  
Safety Representation Reports (recognised Trade Union/Professional Association)  
Property Services Report/Condition Survey - Capital Support (on [Civica](#))  
Fire Risk Assessment - (Health and Safety Service saved on Civica - every 5 years)  
Legionella Risk Assessment (on Civica)

### Internal Monitoring

Activity Planning ([Burgundy Pack](#))  
Annual Declaration of Risk Assessments (Civica)  
Annual Declaration Self-Audit of Health & Safety (Civica)  
EEC Management Report  
Full Governing Body meetings with standing Health and Safety agenda item  
[Governors Premises walkabout](#) with feedback report  
Head Teacher/Premises Manager Annual Checklist (Burgundy Pack)  
Senior Leadership Team Meeting with standing Health and Safety agenda item  
[Staff Induction](#) and Inset Day training