



Health and Safety Policy

Approved May 2024

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 **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; advice and guidance from the Corporate Health and Safety Unit 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 Local Authority 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 foundation school
- The owners or trustees of an Academy, foundation, voluntary aided 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.

COVERAGE

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

MODEL HEALTH AND SAFETY POLICY

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 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 a recognised method of recording (eg EEC Safety Suite); risk assessments are communicated to all staff and reviewed as appropriate
- 1.7 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
- 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 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 Lizzie Reynolds (2) Mrs Clare Cole

Trade Union _____

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

Dated: 15 May 24

Signed:  _____

Head Teacher: Mrs Lizzie Reynolds

Dated: 15 May 24

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/department
 - 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 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; 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 (Category A) and review 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

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

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 Councils Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, (published September 2016)
- Health and Safety: Responsibilities and Duties for Schools (November 2018):
<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):
<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):
<https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting Pupils at School with Medical Conditions (December 2015):
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

The school has established its own policies on SharePoint.

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOLName 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
ACCIDENTS/INCIDENTS (NEAR MISSES)		
Incidents/injuries	Accident Reporting (EEC Safety Suite)	Mrs Cole Mrs Bowditch
EMERGENCY PROCEDURES		
Emergency procedures Critical/Major incidents Contingency Plan	Business Continuity Plan Template for Schools Policies (SharePoint folder) School Closures Updating your Contingency Plan Critical Incidents in Schools	Mrs Reynolds Chair of Governors
EXTERNAL VISITS		
External Visit Co-ordinator	Outdoor Education and External Visits website External Visits Management Policy for Off-Site Visits and Activities	Mrs Reynolds
INDUCTION/TRAINING		
Induction training	Health and Safety Induction Checklist	Mrs Reynolds
MEDICAL		
Hygiene control	Guidance for Schools: Volume 4	Mrs Cole Mrs Bowditch
Infection control	Public Health England Guidance	Mrs Cole Mrs Bowditch
Medicines in school	Guidance for Schools: Volume 4	Mrs Cole Mrs Bowditch
Needlestick injuries	Health and Safety Policy Manual - HS007	Mrs Cole Mrs Bowditch
New/expectant mothers	Health and Safety Policy Manual - HS017	Mrs Reynolds
Supporting pupils with medical conditions	Supporting Pupils at School With Medical Conditions	Mrs Moseley Mrs Cole Mrs Bowditch

RISK MANAGEMENT		
Computer use	DSE Assessment Form - HS030 Managers Guide, User Guides and DSE1 Assessment Form for Schools	Mrs Cole
COSHH	Health and Safety Policy Manual - HS008 (Hazardous Substances COSHH Assessment Form (F08))	Mrs Reynolds Mrs Gundry
Employee or volunteer driver	Driver Risk Assessment - HS014	Mrs Reynolds
First aid	Health and Safety Policy Manual - HS012	Mrs Grice Mrs Cole Mrs Bowditch
Minibus safety	Outdoor Education Advisors Panel - National Guidance	N/A
Violence at work	Work-Related Violence - HS011	Mrs Reynolds
SITES AND BUILDINGS		
Somerset Council overarching guidance document	Corporate Property Standards and Guidance, including construction work/contractors on school site	Mrs Reynolds Chair of Governors
Asbestos	Asbestos Register - in school	Mrs Reynolds H&S Governor
Electrical safety <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	Mrs Cole Mrs Bowditch
Equipment maintenance <ul style="list-style-type: none"> • Lifting equipment • PE equipment • CDT equipment • LEV 	Contact Property Services Contracts available for purchase by schools	Mrs Cole Mrs Bowditch
Fire safety Arson prevention	Fire H&S010 Contact insurance for more advice: SCC Insurance	Mrs Reynolds Mr Barton H&S Governor
Gas appliances <ul style="list-style-type: none"> • Boilers • Kitchen 	Contact Property Services Contracts available for purchase School responsibility unless Special	Mrs Cole Mrs Bowditch
Premises Managers checklist	Premises Managers Task List	Mrs Reynolds Mr Barton H&S Governor
Pressure systems, eg steam ovens/stills	School responsibility - contact insurance: SCC Insurance	N/A
Safety glazing	Refer to Somerset Council Corporate Property Standard BDN 27 L40 Safety Glazing	Mrs Reynolds Mr Barton

TABLE B - DOCUMENTS RELATING TO HEALTH AND SAFETY POLICY

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

Document	Location (eg, office, web address)
Critical Incident Plan	File in Head Teacher's office, Staff Room Dealing with Major Incidents Business Continuity Plan (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	http://extranet.somerset.gov.uk/health-and-safety/
Risk Assessments	EEC Suite File in Main Office
Asbestos Register	Main Office Asbestos (SharePoint folder)
Legionella Risk Assessment	File in Main Office Legionella (SharePoint folder)
Electrical Safety Check record	Main Office 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 Fire (SharePoint folder) Inspection Records (SharePoint folder)
Governor Annual Health and Safety Check	Main Office (Health and Safety file) Health and Safety (SharePoint folder) 2024 Reviews (SharePoint folder) Health and Safety Management - Annual Health and Safety Checklist 2024
First Aid Policy	First Aid Policy
Public Liability Insurance Certificate	Main Office

Document prepared by  (signature)

(Print Name) Mrs Lizzie Reynolds

Title Head Teacher

Dated 30 Apr 24

TABLE C - MONITORING/REVIEW ARRANGEMENTS

The monitoring/review arrangements in place are summarised below:

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 (Civica)
- Annual Review (Civica)
- 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