

## Meare Village Primary School Health and Safety Policy adapted from the SCC model policy



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### 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 school's** 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 follow policies and procedures set by the Local Authority for health and safety (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 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 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 off-site school activities.

### 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 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 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: Meare Village 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 a recognised method of recording (e.g., 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 **will** 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) Jan Fellows - Headteacher (2) Mark Hicks - Governor

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 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 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 set by Somerset County 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. [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:

Mark Hicks

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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 cHannah Stevens Stevensge 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 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) – 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)  
The School has established its own policies on *[complete as relevant]*

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

**Name of School:** Meare Village Primary School

**Headteacher:**

**Delegated Senior Manager:**

**Premises Manager:**

**External Visit Coordinator:**

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Accident Reporting</a> (EEC Safety Suite)	Clare Pappin/Glenda Jones With First Aider
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	<a href="#">Business Continuity Plan template for Schools</a>	Jan Fellows/Hannah Stevens/Clare Pappin
Critical/Major Incidents and updating your Contingency Plan	<a href="#">School Closures</a>	Jan Fellows/Clare Pappin
	<a href="#">Updating your Contingency Plan</a>	Jan Fellows/Clare Pappin
	<a href="#">Critical Incidents in Schools</a>	Jan Fellows/Hannah Stevens/Clare Pappin
		Jan Fellows/Hannah Stevens/Clare Pappin
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a>	Jan Fellows/Glenda Jones
	<a href="#">EEC Safety Suite&gt;External Visits Management</a>	Jan Fellows/Glenda Jones
	<a href="#">Policy for Offsite Visits and Activities – in school</a>	Jan Fellows/Glenda Jones
<b>INDUCTION/TRAINING:</b>		
SCC Training Policy (HS031)	<a href="#">H&amp;S Induction Checklist (Schools)</a>	Jan Fellows/Clare Pappin
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Clare Pappin/Karl Dyga

Area	Location of Policy/Guidance	Name of person responsible
Infection Control	<a href="#">Public Health England Guidance</a>	Clare Pappin/Karl Dyga
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Jan Fellows/Hannah Stevens
Needlestick Injuries	<a href="#">H &amp; S Policy Manual - HS007</a>	First Aiders
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual - HS017</a>	Clare Pappin
Supporting Pupils with medical conditions,	<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>	Kate Rogers (SENCO)
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form – HS030</a> Managers Guide, User Guides and DSE1 assessment form for schools	Clare Pappin
COSHH	<a href="#">H &amp; S Policy Manual – HS008</a> Hazardous substances COSHH Assessment Form (F08)	Clare Pappin/Karl Dyga
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	Jan Fellows/Clare Pappin
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	First Aiders
Minibus Safety	<a href="#">Outdoor Education Advisors Panel – National Guidance</a>	N/A
Violence at Work	<a href="#">Work-related Violence HS011</a>	Jan Fellows
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> Including construction work/contractors on school site	Jan Fellows/Clare Pappin With Clive Tighe - County Building Surveyor
Asbestos	Asbestos Register - in School	Jan Fellows/Clare Pappin/Karl Dyga
Electrical Safety <ul style="list-style-type: none"> <li>• Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	Karl Dyga – PAT Testing trained.
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 Property Services  - Contracts available for purchase by schools.	Arranged via SSE bought in services.
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://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx">https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx</a>	Clare Pappin/Karl Dyga/ Fire Wardens

Area	Location of Policy/Guidance	Name of person responsible
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.	N/A
Premises Managers checklist	<a href="#">Premises Managers Task List</a>	Clare Pappin/Karl Dyga
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance <a href="https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx">https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx</a>	N/A
Safety Glazing	Please refer to SCC Corporate Property Standard – <a href="#">BDN 27 L40 Safety Glazing</a>	Property Services/Karl Dyga

**ESTABLISHMENT** .....

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

<b>Document</b>	<b>Location (Eg, office, web address)</b>
First aid/medical needs policy	Office and school website
E-safety policy	Office and school website
Off site visits and activities policy	Office and school website
Critical incident plan	Staff room and office
Business continuity plan	Staff room and office

**Document Prepared by** ..... (Signature)

(Print Name) Clare Pappin .....

Title: School Business and Premises Manager  
(e.g., Headteacher/Governor)

Date: 11 November 2021 .....

**The monitoring/review arrangements in place are summarised below:**

**External Monitoring**

H&S Safety Audit (CHSU – 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 – Capital Support  
 Fire Risk Assessment – (CHSU - every 5-years)  
 Legionella Risk Assessment

**Internal Monitoring**

Activity Planning (Burgundy Pack)  
 Annual Declaration (RAMIS)  
 Annual Review (RAMIS)  
 EEC Management Report  
 EEC H&S Self-Audit questionnaire  
 Governors Meetings with standing Health and Safety agenda item  
 Governors Premises walkabout with feedback report  
 Headteachers Self-Assessment (Burgundy Pack)  
 H & S Committee Inspection  
 Senior Leadership Team Meeting with standing Health and Safety agenda item  
 Staff Induction and INSET day training.