




“I have come in order that you might have life – life in all its fullness.”
John 10:10

Health and Safety Policy

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| Policy accepted by FGB on: | <i>7/12/2016</i> |
| Next review: | <i>Autumn 2019</i> |
| Signed (Chair of Governors): |  |
| Statutory policy: <i>Yes/No</i> On school website: <i>Yes/No</i> | |

HEALTH AND SAFETY POLICY

(This policy is based on the Somerset County Council model policy for schools, Version 3: March 2015)

1. Introduction

Occupational health and safety in schools is governed by legislation and associated regulations. These 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 LA (as the employer) and on the headteacher and other school staff (as employees).

The role of the governing body

As the management body, the governing body must ensure that school staff and premises comply with the LA's health and safety policy and practices (e.g. reporting accidents, first aid provision). It has a duty:

- *to institute a health and safety policy and advise employees of it;*
- *to have a critical incident/emergency contingency plan;*
- *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; and the health and safety of visitors to schools, and volunteers involved in any school activity;*
- *to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks; and tell employees about those measures;*
- *to ensure that staff are competent and trained in their health and safety responsibilities, and are actively involved in health and safety;*
- *to 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. 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 school activities elsewhere.

2. Aims

- 2.1 To provide and maintain, as far as reasonably practicable, a safe and healthy environment with adequate facilities and arrangements for safeguarding at all times the welfare of all persons who work at, attend or visit the school.
- 2.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- 2.3 To endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities which it holds as employer.
- 2.4 To seek improvement to working conditions according to priorities within existing resources, and sustain a role to monitor standards at the school as an essential part of good safety management.
- 2.5 To 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.

- 2.6 To 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.
- 2.7 To support the Council's arrangements for effective consultation, through encouraging informal meetings and by making time available in staff meetings where health and safety issues can be raised.
- 2.8 To ensure that staff have access to training to ensure their competence for their tasks.
- 2.9 To 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.
- 2.10 To report all incidents/accidents using the Accident Reporting Module in EEC Safety Suite. Ensure that incident investigations are carried out in sufficient detail, and that appropriate follow up action has been carried out.
- 2.11 To review on an annual basis, all accidents and incidents reported to identify trends.
- 2.12 To consult with the School Council and inform pupils of their responsibilities for Health and Safety.
- 2.13 To recognise the role of safety representatives appointed by recognised trades unions and will cooperate 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:

(1) **Sara Lodge** (2) **Rupert Kaye** (3) **Emma Penney**

- 2.14 The governors and headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Name: John Price **Chair of Governors**

Signed: _____ Dated: _____

Name: Lucy Cattell **Designated Health and Safety Governor**

Signed: _____ Dated: _____

Name: Rupert Kaye **Headteacher**

Signed: _____ Dated: _____

3. **Organisation in support of health and safety**

3.1 The headteacher and governing body are the key members within the framework and are responsible for seeing that all staff follow the school's policy, and in particular in respect of the following:

3.1.1 The identification and control of risks associated with any hazardous or dangerous substances.

3.1.2 The selection of equipment which is suitable for its purpose, and ensuring that it is properly used.

3.1.3 Identifying and securing the training needs of members of their Area/Department.

3.1.4 The provision of suitable personal protective equipment when its need is identified, and ensuring that it is properly used.

3.2 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.

3.2.1 They will ensure that staff have the necessary skills and qualification on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

3.3 The Sites and Premises Governors are responsible for and will monitor the safety performance within the school. They will be responsible for premises issues and will carry out an annual premises check and report back to the full governing body.

3.4 The designated Health and Safety Governor shall have a watching brief for health and safety issues, and is responsible for bringing such issues to the attention of the governing body. **The designated Health and Safety Governor is Lucy Cattell.**

3.5 Assistance on health and safety issues is provided by the County Health and Safety Unit, Somerset County Council.

4. **Appointment of appropriate persons**

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

5. **Guidance for schools**

The following guidance, produced by Somerset County Council, is available for schools to use for their own standards:

- Guidance for Schools Volume 4
- Guidance for Schools Volume 5
- Outdoor Education and External Visits Website:
<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

The Governors adopt the standards of the following publications and resources which are endorsed by Somerset County Council.

Publications

- *Safe Practice in Physical Education* (2004, BAALPE)
- *Fire Safety – Managing School Facilities – Guide 6* (2000, DfES)
- *Health and Safety of Pupils on Educational Visits: A Good Practice Guide* (1988, DfES)
- *Standards for Adventure: Part 2 of a 3-Part Supplement to Health and Safety of Pupils on Educational Visits.* (2002, DfES)
- *Supporting Pupils with Medical Needs* (October 2010, DfES)
- *Guidance on First Aid for Schools* (2014, DfE)

Online resources

- Health and Safety: advice on legal duties and powers – February 2014:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf
- 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>
- Statutory Guidance on Supporting Pupils at School with Medical Conditions: published by Department for Education, 2014; link: [https://slp.somerset.org.uk/ipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions\[1\].pdf](https://slp.somerset.org.uk/ipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions[1].pdf)

The school has established its own policies:

- Accessibility Plan
- Anti-bullying
- Arson Prevention and Fire Safety
- Child Protection and Safeguarding
- Children with Medical Conditions
- Children Missing in Education
- Data Protection and Information Security
- Dignity at Work
- e-Safety
- Equality
- First Aid
- ICT Acceptable Use (incl. Internet, email, video, photographs and social media)
- Lone Working
- Manual Handling
- Medicine
- Off-Site Visits and Activities
- PSHCE (incl. Drug Education)
- Work Placements

6. Arrangements for communicating with employees

Arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change which might affect the health and safety of those involved) are as follows:

- Guidance for Schools – Volumes 4 and 5
- CHSU H & S Circulars and Guidance notes to schools
- *Exposure* magazine
- Identified person/persons responsible for Health and Safety
- Health & Safety Policy
- Staff meetings

7. Reviewing the policy

The Health and Safety Policy will be reviewed annually by the School Business Manager and Health and Safety Governor.

TABLE A: Delegated areas of responsibility within the school

Name of School: Christ Church C of E First School

Headteacher:

Delegated Senior Manager:

Caretaker:

| Area | Location of Policy/Guidance | Name of person responsible |
|---|--|----------------------------|
| ACCIDENTS/INCIDENTS (NEAR MISSES): | | |
| Incidents/Injuries | Accident Reporting (EEC Safety Suite) | Sara Lodge |
| EMERGENCY PROCEDURES: | | |
| Emergency Procedures | School Closures | Rupert Kaye |
| Critical/Major Incidents and updating your Contingency Plan | Updating your Contingency Plan | Sara Lodge |
| | Critical Incidents in Schools | Rupert Kaye |
| EXTERNAL VISITS: | | |
| External Visit Co-ordinator | Outdoor Education and External Visits Website | Sarah Daffurn |
| | EEC Safety Suite>External Visits Management | Sarah Daffurn |
| | Policy for Offsite Visits and Activities – in school | Rupert Kaye |
| MEDICAL: | | |
| Hygiene Control | Guidance for Schools: Volume 4 | Rupert Kaye |
| Infection Control | Public Health England Guidance | Sara Lodge |
| Medicines in school | Guidance for Schools: Volume 4 | Ali Bowden SENCO |

| Area | Location of Policy/Guidance | Name of person responsible |
|---|---|------------------------------|
| Needlestick Injuries | H & S Policy Manual - HS007 | Rupert Kaye |
| New and Expectant Mothers | H & S Policy Manual - HS017 | Sara Lodge |
| Pupils with medical needs | Statutory guidance on supporting pupils with medical needs Supporting pupils with medical conditions - templates | Ali Bowden Ali Bowden |
| RISK MANAGEMENT: | | |
| Computer Use | DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions | Rupert Kaye |
| COSHH | H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08) | Kay Throup |
| Employee or Volunteer Driver | Driver Risk Assessment HS014 | N/A |
| First Aid | H & S Policy Manual HS012 | Caroline Stedman |
| SITES AND BUILDINGS: | | |
| SCC Overarching Guidance document | Corporate Property Standards and Guidance including construction work/contractors on school site | Rupert Kaye |
| Asbestos | Asbestos Register - in School | Rupert Kaye |
| Electrical Safety • Portable Appliance Testing | Guidance for Schools: Volume 4 | Kay Throup |

| Area | Location of Policy/Guidance | Name of person responsible |
|--|---|----------------------------|
| Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV | Contact Property Services - Contracts available for purchase by schools | Rupert Kaye |
| Fire Safety <ul style="list-style-type: none"> • Arson Prevention | Fire H&S010 Contact insurance for more advice https://slp.somerset.org.uk/sites/insurance/ | Rupert Kaye |
| Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen | Contact Property Services: Contracts available for purchase. School responsibility unless Special. | Rupert Kaye |
| Minibus Safety | Outdoor Education Advisors Panel – National Guidance | N/A |
| Pressure systems e.g. steam ovens /stills | School responsibility - contact Insurance https://slp.somerset.org.uk/sites/insurance/ | Rupert Kaye |
| Safety Glazing | http://www.six.somerset.gov.uk/sixv3/content/view.asp?did=13346 | Kay Throup |

TABLE B: Christ Church C of E First School (establishment)

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

| Document | Location (e.g. office, web address) |
|---|---|
| Asbestos Register | In school office |
| Critical Incidents Plan | In school office cupboard in (blue) Health and Safety Current Certificates file. |
| Electrical Equipment (PAT) | In school office in filing cabinet, filed as "Electrical Tests" |
| Emergency contact numbers for gas, electricity, Police, fire alarms and buildings maintenance services | In school office – "Useful Telephone Numbers" sheet on noticeboard |
| Emergency contact numbers for parents | |
| First Aid and Manual Handling policies | In school office in (purple) policy file. P-Drive >> Governing Body & Policies >> Policies |
| Fire Practice Record | In school office cupboard in (blue) Health and Safety Current Certificates file. |
| Guidance for Schools | In school office and on SLP |
| Incident Reporting File | In school office in filing cabinet, filed as "Flamefast"/"EEC" |
| Infectious diseases/Infection control | On SLP |
| Medicines in school - paperwork | In school office cupboard in (blue) file. |
| Policies | In school office in Policy File. P-Drive >> Governing Body & Policies >> Policies |
| Play Equipment Safety Check Record | In school office cupboard in (blue) Health and Safety Current Certificates file. |
| Pupils with medical needs – guidance | On SLP |
| Risk Assessments | In school office cupboard in (blue) file. P-Drive |
| Water Hygiene Records, e.g. Legionella | In school office |

Document Prepared by

(Signature)

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(Print Name) RUPERT KAYE

Title: Headteacher

Date: 18/11/2016

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TABLE C: The monitoring/review arrangements in place at CCFS

Active Monitoring

External monitoring

- Safety Audit/Inspection Report (CHSU)
- Annual Review Meeting Report (LSDA)
- Periodic Risk Assessment Status Electronic Report (DSLO)
- Periodic Self-Evaluation Status Electronic Report (Section 6)
- Accident/Incident Investigation Report (various)
- Safety Representation Reports (Recognised Trade Union/Professional Association)
- Property Services Report – Capital Support
- Special Educational Needs Report
- Protocol Reports (Schools causing concern)
- Fire Risk Assessment

Internal monitoring

- Site Walks – Sites and Premises Committee
- Risk Assessments

Reactive Monitoring

External monitoring

- HMI Ofsted Report
- HMI Health and Safety Executive Report
- Community Protection Report
- Fire Service Report
- Environmental Health Report
- Contractors Report
- Occupational Health Service Report
- Insurer's Report
- Accident/Incident Investigations
- Escalation procedure

Internal Monitoring

- Accident Book
- Incident Reports

Planned Review

- Annual Safety Self Review
- Audits