



## Croscombe and Stoke St Michael Primary Federation

# Health and Safety Policy

**Croscombe is a Church of England School and this policy has been written with reference to its Christian Foundation**

### **THE LAW**

Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

*As a voluntary aided school statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees).*

*The governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):*

- *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 the measures;*
- *to ensure that staff are trained in their health and safety responsibilities; and,*
- *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 schools. **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 headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

### **The Governors will, as far as possible,:**

- 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 Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.



- 1.3 Seek improvement to working conditions according to priorities within existing resources.
- 1.4 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.
- 1.5 Ensure that Risk Assessments are carried out within the school using an identified method for recording (eg, EEC Safety Suite) and to review as appropriate.
- 1.6 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.7 Ensure that staff have access to training to ensure their competence for their tasks.
- 1.8 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 Hookway Diocesan Surveys or Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.9 Report all incidents/accidents by following the procedure contained within the Incident Reporting (IR1) Guide and ensure appropriate follow up action has been carried out.
- 1.10 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.11 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- 1.12 Recognise the role of safety representatives appointed by recognised trades 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 Headteacher is recognised as safety representative at the schools.

The Governors and Headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

## **2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

- 2.1 The Safety representatives are responsible for seeing the policy is followed and in particular respect of:
  - 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.

- 2.1.2 The selection of equipment which is 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 The provision of suitable personal protective equipment when its need is identified, 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 of Somerset County Council and provide an annual summary of their findings. With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the school's AMP.
- 2.4 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 Paul Hodge

Assistance on health and safety issues is provided by  
The County 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 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 Council, 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 the Children and Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2004 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007
- Health and Safety of Pupils on Educational Visits: published by DCSF 1998



## Health and Safety



- Guidance on First Aid for Schools: published by DCSF
- Supporting Pupils with Medical Needs: published by DCSF

The School has established its own policies/risk assessments on: DSE, expectant mothers and accessibility

Signed: ..... Chair of Governors: .....

Dated: .....

Signed: ..... Headteacher: .....

Dated: .....

Adopted: 2015  
Review: 2017



**TABLE A**

**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**

**Name of School:** Croscombe and Stoke St Michael Primary Federation

**Headteacher**

Steve Heath

**Delegated Senior Managers:**

Jo Bushell and Lesley Rainsford

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Incident Report Form (IR1)</a> and <a href="#">Guide</a> on SiX: Quicklinks - Health and Safety	Victoria Groves April Powell
<b>EMERGENCY PROCEDURES:</b>		
Critical/Major Incidents	<a href="#">Critical Incidents in Schools</a>	Head Teacher
Emergency Procedures	<a href="#">School Closures</a>	
Updating your Contingency Plan	<a href="#">Dealing with Major Incidents</a> <a href="#">Major Incidents Out of Hours</a>	
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a> <a href="#">EEC Safety Suite&gt;External Visits Management</a>	Headteacher
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Headteacher
Infection Control	<a href="#">Health Protection Agency Guidance</a>	Headteacher
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Headteacher
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	Headteacher
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Headteacher

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	<a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629</a>	Headteacher
<b>RISK ASSESSMENTS:</b>		
Computer Use	<a href="#">DSE Assessment Form</a> , Managers Guide, User Guide and also training course and descriptions	Headteacher
COSHH	<a href="#">H &amp; S Policy Manual</a> Hazardous substances COSHH Assessment Form (F08)	Elaine Meaden
First Aid	<a href="#">H &amp; S Policy Manual</a>	Headteacher
<b>SITES AND BUILDINGS:</b>		
Asbestos	Asbestos Register - in School	Headteacher
Construction Work/ Contractors on School Site	Corporate Property Standards and Guidance - School Building Projects <a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775">www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775</a>	Hookway Property Surveyors Property Services
Electrical Safety • Portable Appliance Testing	<a href="#">Guidance for Schools: Volume 4</a>	Headteacher
Fire Safety • Arson Prevention	<a href="#">H &amp; S Policy Manual</a>  Contact Dawn Barrowman, ext 5548, e-mail: <a href="mailto:dbarrowman@somerset.gov.uk">dbarrowman@somerset.gov.uk</a>	Headteacher
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	N/A
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services  - contracts available for purchase by schools.	LA
Minibus Safety	<a href="#">Guidance for Schools: Volume 4</a>	N/A
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance	N/a



**TABLE B**

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

**External Monitoring**

Safety Audit  
Inspection Report (CHSU)  
Accident/Incident Report  
Safety Representation Reports (Recognised Trade Union/Professional Association)  
Property Services Report – Capital Support  
Fire Risk Assessment  
Legionella Risk Assessment

**Internal Monitoring**

Governors Annual Report  
H & S Committee Inspection  
Annual Safety Self review  
Self Audits