




“Let your light shine brightly.”

Matthew 5:16

Health and Safety Policy

Policy accepted by FGB on:	20/11/2019
Next review:	Autumn 2020
Signed (Chair of Governors):	
Statutory policy: <u>Yes/No</u> On school website: <u>Yes/No</u>	

HEALTH AND SAFETY POLICY

(This policy is based on the Somerset County Council model policy for schools, Version 4: March 2017.)

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 implement 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 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.*

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.

1. The governors of Christ Church C of E First School and Nursery will:

- 1.1** 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.
- 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, and sustain a role to monitor standards at the school as an essential part of good safety management.
- 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 an identified method for recording (e.g. EEC Safety Suite) and to review as appropriate.
- 1.7 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.8 Ensure that staff have access to 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 Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 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.
- 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 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: **20th November 2019**

Name: **Rupert Kaye**

Headteacher

Signed: 

Dated: **20th November 2019**

2. Organisation in support of health and safety

- 2.1 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:
 - 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 headteacher and governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings.
- 2.4 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 Asset Management Plan (AMP). Also ensuring that appropriate training needs of person responsible for premises is delivered.
- 2.5 Governors agree delegation for approval of off-site visits and activities and review on an annual basis.
- 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: **Margaret Nicholls.**

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 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.

4. **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
- Outdoor Education and External Visits Website:
<https://www.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

4.1 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	Ali Bowden
	Supporting pupils with medical conditions - templates	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 Ives
Employee or Volunteer Driver	Driver Risk Assessment HS014	N/A
First Aid	H & S Policy Manual HS012	Sara Lodge
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 <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	Kay Ives

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 	<u>Fire H&S010</u> 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	<u>Outdoor Education Advisors Panel – National Guidance</u>	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 Ives

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	In school office
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)

(Print Name) RUPERT KAYE

Title: Headteacher

Date: 20/11/2019

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

Active Monitoring

External monitoring

- Safety Audit
- Inspection Report (CHSU)
- Accident/Incident Investigation Report (various)
- Annual Review Meeting Report (LSDA)
- Periodic Risk Assessment Status Electronic Report (DSLO)
- Periodic Self-Evaluation Status Electronic Report (Section 6)
- 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
- Legionella Risk Assessment

Internal monitoring

- Site Walks by Health and Safety Governor and Caretaker
- Self-Audits
- Risk Assessments
- Governors' Annual Report

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