



Haselbury Plucknett Church of England First School

Health and Safety Policy

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England First School.

Date completed: September 2017 (Reviewed by Head/H&S Governor)

Reviewed by Governors: 25th September 2017

Date for next review: September 2018 Review by Head/FGB

To: Schools for Action

MODEL HEALTH AND SAFETY 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 (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 comply with the LA's health and safety policy and practices (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 school activity;
- 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 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.

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.

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.

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.

Haselbury Plucknett CE First School HEALTH AND SAFETY POLICY

1. THE GOVERNORS of: Federation of Merriott First School and Haselbury Plucknett First 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 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 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 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 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) Philip Smith (2) Lois Bowery (3) Anna Drew (pre-school)

Trade Union

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed: Chair of Governors: Louise Frackiewicz

Dated:

Signed: Headteacher: Philip Smith

Dated:

(Signed version in Policy Folder)

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/Department staff follow the school's policy, and in particular in respect of:
 - 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 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 to agree delegation for approval of off-site visits and activities and review on an annual basis. [Model policy](#) included in Burgundy Pack.
- 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 (Hil Daynes)

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 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 County Councils Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, published 2012 (reprinted 2014)
- 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 on *[complete as relevant]*

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Haselbury Plucknett CE First School

Headteacher

Philip Smith

Delegated Senior Manager:

Premises Manager:

Philip Smith

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Philip Smith
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	Philip Smith Sharon Channing
Critical/Major Incidents and updating your Contingency Plan	Updating your Contingency Plan Critical Incidents in Schools	
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities - in school	Philip Smith Sharon Channing
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Philip Smith
Infection Control	Public Health England Guidance	Philip Smith
Medicines in school	Guidance for Schools: Volume 4	Philip Smith
Needlestick Injuries	H & S Policy Manual - HS007	Philip Smith
New and Expectant Mothers	H & S Policy Manual - HS017	Philip Smith

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	Statutory guidance on supporting pupils with medical needs Supporting pupils with medical conditions - templates	Philip Smith Supported by SENCO Maria McLelland
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form - HS030 Managers Guide, User Guide and also training course and descriptions	Philip Smith
COSHH	H & S Policy Manual - HS008 Hazardous substances COSHH Assessment Form (F08)	Philip Smith Fred Obern
Employee or Volunteer Driver	Driver Risk Assessment HS014	Philip Smith
First Aid	H & S Policy Manual HS012	Philip Smith
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Philip Smith
Asbestos	Asbestos Register - in School	Philip Smith
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	Philip Smith Supported Sharon Channing and Fred Obern
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	Sharon Channing
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/	Philip Smith Supported by Fred Obern
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Philip Smith. There is no gas in the school currently
Minibus Safety	Outdoor Education Advisors Panel - National Guidance	N/A
Pressure systems - eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.org.uk/sites/insurance/	Philip Smith

Area	Location of Policy/Guidance	Name of person responsible
Safety Glazing	http://intranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=11702&type=full&servicetype=Attachment	Philip Smith

ESTABLISHMENT Haselbury First School

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

Document	Location (Eg, office, web address)
Staff Handbook	Office, SLP, Staffroom
Behaviour Policy	Office, SLP
Supporting Pupils with Medical Conditions Policy	Office, SLP
Supporting Pupils with Medical Conditions File (documentation regarding administering medicines)	Office
Anti-Bullying Policy	Office, SLP
Drugs Policy	Office, SLP
Food Policy	Office, SLP
Security Policy	Office, SLP
Site Security Policy	Office, SLP
Risk Assessment File Including school visits and coach travel	EEC Live
Evacuation Procedure	Office, SLP and staffroom

Document Prepared by (Signature)

(Print Name)

Title:
(eg, Headteacher/Governor)

Date:

The monitoring/review arrangements in place are summarised below:

<p>External Monitoring</p> <p>Safety Audit Inspection Report (CHSU) Accident/Incident Investigations Safety Representation Reports (Recognised Trade Union/Professional Association) Property Services Report - Capital Support Environmental Health Report Fire Risk Assessment Legionella Risk Assessment</p> <p>Internal Monitoring</p> <p>Governor monitoring reports Review of accident book Risk assessment/EEC Live reports Annual Safety Self review Self-Audits</p>

HEALTH & SAFETY POLICY

PROCEDURES

FIRE	RESPONSIBILITY
Daily Fire Visual checks	Head/Caretaker
Weekly testing of fire alarm.	Head/Caretaker
Monthly Checks of Fire Equipment	Head/Caretaker
Firefighting equipment checked annually.	Coombers Contract
Evacuation procedures carried out termly for all school. Assemble on the school playground.	Head/All staff
Awareness of fire precautions must be part of routine everyday work.	All staff
Awareness of escape routes are clear and must be part of routine everyday work. Daily checks made by caretaker. To be reviewed annually at staff meetings.	All staff
Regular checks on fire precautions (build- up of combustible materials etc.)	Head/Caretaker

FIRST AID	
A list of qualified First Aiders' names is on display in the school office and is updated as necessary. It also includes the location of all First Aid boxes in the school.	School Administrator manages this list
First Aid boxes are situated in each classroom and high cupboards next to staff kitchen. Their contents are checked by Lisa Wakeman and replenished as necessary.	Teaching Assistants or Lunchtime Supervisors Lisa Wakeman
All children's medicines will be stored in the office or in the fridge (kitchen) if requiring refrigeration by the teachers in a safe, easily accessible place. Asthma	Headteacher Teachers and support Staff

inhalers and Epi-pens in a safe, easily, accessible place within classrooms or pre-school.	(Lisa is named assistant who coordinates medicines)
Emergency service to be summoned when appropriate.	Headteacher/School Office team or other responsible adult.

ACCIDENTS	
All accidents/incidents reported to staff are recorded in the Accident book and if necessary using the accident reporting facility on EEC. https://www.eeclive.co.uk/public/plogon.asp?aid=14	Member of staff Headteacher
All accidents requiring medical attention are reported to the teacher and Headteacher/qualified First-aider. Parents informed, and if necessary using the accident reporting facility on EEC. https://www.eeclive.co.uk/public/plogon.asp?aid=14	Headteacher/Teacher/First Aider Headteacher
In relevant cases the Head Injury Advice Sheet will be sent home with the injured party. If this happens out of lesson time e.g. playtime Teacher or support staff of class will be informed by staff on duty.	All staff
An updated list of pupil records and their contacts is held in the office and on SIMS	Office Staff
In the case of injuries to Staff they should report all personal injuries in the workplace to the Headteacher, and it should be recorded in the Staff Accident Book, located in the office and if necessary reported via https://www.eeclive.co.uk/public/plogon.asp?aid=14	All staff Headteacher

TREATMENTS	
Gloves	Disposable gloves should be worn whenever appropriate when dealing with bleeding, vomit and other excretions. They can be found in each of the first aid boxes.
Wounds	Minor cuts and grazes should be cleaned with sterile gauze and cold water . If necessary wounds should be dressed with sterile dressings. Minor abrasions may be dressed with individually wrapped waterproof plasters.
Bruises	Bruises should be treated with cold packs or cold water only.
Foreign Bodies	Foreign bodies should not be removed. The patient should receive treatment at the hospital casualty department, if necessary. Contact parents and if necessary call an ambulance.
Suspected Fractures	Immobilise limb and call an ambulance. Contact parents.

PORTABLE ELECTRICAL EQUIPMENT	
All equipment is recorded in the computerised Equipment Register which is part of the FMS (financial management in schools system) (Over £100 in value)	Office Team
Awareness of defects/inspection are part of regular general use.	Member of staff/user
PAT Tests are carried out by qualified technicians annually for the domestic equipment and 3 yearly for all other portable electrical appliances.	School contract organised by Office staff Wadham School Contract

COSHH	
All cleaning materials are stored in a safe and secure place, and if necessary appropriately labelled.	Member of staff/ caretaker
All potentially hazardous substances as identified in the Health and Safety inspection are stored in a secure place.	Member of staff/ caretaker
COSHH sheets are completed by the Office team or the Caretaker, depending on the use of the relevant substance.	Office team/ Caretaker

Haselbury Plucknett Pre-school

Our pre-school follows this policy as it is part of our school and governor led. However, specific guidance and procedures operates within our pre-school. This is detailed within our separate procedures and a copy of this is kept within the pre-school. **Philip Smith** as headteacher and premises manager for the whole site has overall responsibility for Health and Safety and within our pre-school **Anna Drew** has day to day responsibility.