



HEALTH AND SAFETY POLICY

2019

Headteacher: Ms V May

Chair of Governors: Ms Anne-Marie Devlin



HEALTH AND SAFETY POLICY 2019

- 1. THE GOVERNORS OF: RECKLEFORD SCHOOL & NURSERY 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) JANICE JAMES (2)

Trade Union UNISON

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/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

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/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
The School has established its own policies on *[complete as relevant]*

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: RECKLEFORD SCHOOL & NURSERY

Headteacher

VANESSA MAY

Delegated Senior Manager:

Premises Manager:

VANESSA MAY / TINA WHITE

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	VANESSA MAY
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	VANESSA MAY / TINA WHITE
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	RUTH CULHAM
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	VANESSA MAY
Infection Control	Public Health England Guidance	VANESSA MAY
Medicines in school	Guidance for Schools: Volume 4	VANESSA MAY
Needlestick Injuries	H & S Policy Manual - HS007	VANESSA MAY
New and Expectant Mothers	H & S Policy Manual - HS017	VANESSA MAY
Pupils with medical needs, useful links	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	
RISK MANAGEMENT:		

Area	Location of Policy/Guidance	Name of person responsible
Computer Use	DSE Assessment Form - HS030 Managers Guide, User Guide and also training course and descriptions	VANESSA MAY
COSHH	H & S Policy Manual - HS008 Hazardous substances COSHH Assessment Form (F08)	SCOTT CLIFTON
Employee or Volunteer Driver	Driver Risk Assessment HS014	VANESSA MAY
First Aid	H & S Policy Manual HS012	DEE KIDDLE
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	VANESSA MAY TINA WHITE
Asbestos	Asbestos Register - in School	VANESSA MAY
Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	VANESSA MAY TINA WHITE
Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	Contact Property Services - Contracts available for purchase by schools.	VANESSA MAY TINA WHITE
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/	VANESSA MAY
Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	VANESSA MAY TINA WHITE
Minibus Safety	Outdoor Education Advisors Panel - National Guidance	
Pressure systems - eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.org.uk/sites/insurance/	
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN 27 L40 Safety Glazing	VANESSA MAY

ESTABLISHMENT

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

Document	Location (Eg, office, web address)
FIRE – RISK ASSESSMENT	HT OFFICE – FIRE FOLDER
ARSON	Within Fire Folder
FIRST AID	Policy folder / P-drive
RISK ASSESSMENTS	RA folder – HT office – EEC site
EMERGENCY PROCEDURES	All staff / emergency folder – office Staff Handbook
ACCIDENT FORMS	Copies in accident folder in office – completed kept in HT office – put on-line - EEC
MEDICAL GUIDANCE	New parent folder Policy file
ASBESTOS REGISTER	HT office
CRITICAL INCIDENTS	Policy file – office
DISASTER RECOVERY PLAN	Policy file – office
DATA PROTECTION POLICY	Policy folder – P-drive
E-SAFETY POLICY	Policy folder – P-drive
OFF-SITE VISITS	Policy Folder – P-drive

Document Prepared by (Signature)

(Print Name)

Title:
(eg, Headteacher/Governor)

Date:

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