

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 school's** 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 follow policies and procedures set by the Local Authority for health and safety (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 activity on the school site or managed by the school;
- 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 (including TeamTeach techniques where necessary) 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.
- Promote and support sensible health and safety management through discussion at Governor or Senior Leadership Team meetings; advice and guidance from the Corporate Health and Safety Unit when required.

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 off-site school activities.

In **Academy schools, free schools, foundation schools and voluntary aided school's** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees). Governing bodies may be constituted in one of the following formats:

- An Academy Trust
- The Governing body of a voluntary aided or a foundation school
- The owners or trustees of an Academy, foundation, VA or Free school

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

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan in place;
- 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 the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- 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. **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 role of making sure 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.

GREENFYLDE CHURCH OF ENGLAND FIRST SCHOOL
including Sunny Ile and Cygnet Pre-Schools



Policy: Health & Safety

Date of review: January 2021

As the Governing Board we accept the model policy presented by Somerset County Council and will ensure this is applied to our school within the context of our agreed school ethos.

SCHOOL VISION

Our doors are open – everyone is welcome in Greenfylde C of E First School. As a school community we seek through shared service to support children, families and wider community; encouraging high expectation, hope and support for aspirations and an understanding that all deserve to receive and give respect and dignity.

'...life in all its fullness' John 10:10

1. THE GOVERNORS OF: Greenfylde Church of England 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 a recognised method of recording (e.g., EEC Safety Suite). Risk assessments are communicated to all staff and reviewed as appropriate.
- 1.7 Promote and engage health and safety through discussion and 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 Corporate Property Group when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 Report all incidents/accidents, using the Accident Reporting Module on the 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 relevant pupil groups 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) Miss Claire Oaten (2) Ms Tina Vallely

Trade Union n/a

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

Signed: virtual meeting Chair of Governors: Guy Adams

Dated: 11/02/21

Claire Oaten

Signed: _____ Headteacher: Claire Oaten

Dated: 11/02/21

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 or recognised staff follow the school's policy, and the following measures:
 - 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 set by Somerset County Council and provide an annual summary of their findings.
- 2.4 Ensure that regular School Premises Management checks are completed in line with the [Premises Managers checklist](#) alongside guidance from the School's Area

Building Surveyor and Local Authority. 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 (Category A) and review on an annual basis. [Scheme of Delegation](#).
- 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
Vernon Higgins
-

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 September 2016)
- Health and Safety: Responsibilities and duties for Schools: November 2018:
<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]*

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Greenfylde Church of England First School

Headteacher	Claire Oaten
Delegated Senior Manager:	Claire Oaten
Premises Manager:	Claire Oaten / Tina Vallely
External Visit Coordinator:	Simon Ashdown / Tina Vallely

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Claire Oaten
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	Tina Vallely Claire Oaten
Critical/Major Incidents and updating your Contingency Plan	School Closures Updating your Contingency Plan Critical Incidents in Schools	Tina Vallely Claire Oaten / Tina Vallely
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	Simon Ashdown Simon Ashdown Simon Ashdown
INDUCTION/TRAINING:		
SCC Training Policy (HS031)	H&S Induction Checklist (Schools)	Claire Oaten / Kerry Lewis
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Claire Oaten
Infection Control	Public Health England Guidance	Claire Oaten
Medicines in school	Guidance for Schools: Volume 4	Claire Oaten / Kerry Lewis

Area	Location of Policy/Guidance	Name of person responsible
Needlestick Injuries	H & S Policy Manual - HS007	Claire Oaten
New and Expectant Mothers	H & S Policy Manual - HS017	Claire Oaten / Tina Vallely
Supporting Pupils with medical conditions,	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	Kerry Lewis
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Claire Oaten Tina Vallely
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Tina Vallely
Employee or Volunteer Driver	Driver Risk Assessment HS014	Claire Oaten
First Aid	H & S Policy Manual HS012	Tina Vallely
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	n/a for own Simon Ashdown when booked for trips
Violence at Work	Work-related Violence HS011	Claire Oaten
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Claire Oaten Tina Vallely
Asbestos	Asbestos Register - in School	Claire Oaten
Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	Claire Oaten Tina Vallely Jon Broom
Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	Contact Property Services - Contracts available for purchase by schools.	Claire Oaten
Fire Safety <ul style="list-style-type: none"> • Arson Prevention 	Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	Claire Oaten
Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Claire Oaten

Area	Location of Policy/Guidance	Name of person responsible
Premises Managers checklist	Premises Managers Task List	Claire Oaten Tina Vallely
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	Claire Oaten
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN 27 L40 Safety Glazing	Claire Oaten

ESTABLISHMENT

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

Health & Safety files

File number	Description
1	AMP Asset Management Plan file
2	General Information
3	Inspection Reports
4	Electrical Inspections
5	Emergency Lighting Log Book
6	Grounds Maintenance
7	Fire Safety
8	Water Hygiene Record System
9	Legionella Risk Assessment
10	First aid / Medical issues
11	Equipment Inspection
12	Risk Assessments
13	COSHH
14	Display screen Equipment (DSE)
15	Safety Glazing
16	Catering / Cleaning assts
17	Asbestos Register
18	Construction Work
19	Swimming Pool
20	School Cleaning Folder

Document Prepared by (Signature)

(Print Name) CLAIRES OATEN

Title: HEADTEACHER
(e.g., Headteacher/Governor)

Date: 25th January 2021

The monitoring/review arrangements in place are summarised below:

External Monitoring

H&S Safety Audit (CHSU – every 3-years)
 Inspection Report (purchased by way of SSE Health and Safety Management Package)
 Accident/Incident Report
 Safety Representation Reports (Recognised Trade Union/Professional Association)
 Property Services Report – Capital Support
 Fire Risk Assessment – (CHSU - every 5-years)
 Legionella Risk Assessment

Internal Monitoring

Activity Planning (Burgundy Pack)
 Annual Declaration (RAMIS)
 Annual Review (RAMIS)
 EEC Management Report
 EEC H&S Self-Audit questionnaire
 Governors Meetings with standing Health and Safety agenda item
 Governors Premises walkabout with feedback report
 Headteachers Self-Assessment (Burgundy Pack)
 H & S Committee Inspection
 Senior Leadership Team Meeting with standing Health and Safety agenda item
 Staff Induction and INSET day training.

Health & Safety Calendar – Greenfylde Church of England First School



	September	October	November	December	January	February
Fire safety	Emergency Lighting Service Monthly emergency lighting check Fire point check weekly in rotation Emergency lighting tested weekly Weekly fire safety check Daily visual fire safety check Daily emergency lighting check Update of RAMIS ongoing	Fire drill (during Aut term) Monthly emergency lighting check	Monthly emergency lighting check	Fire drill (during Aut term) Monthly emergency lighting check	Review of Fire Risk Assessment Monthly emergency lighting check	Monthly emergency lighting check Fire drill (Spr term) Fire Alarm Service
Risk Assessments	EVC risk assessments to be completed as required throughout year.					
Electric/Gas/ Heating	PAT testing (not annual) Gas boiler check		Fan Convectors	Visual check when year that PAT testing not undertaken		
Water		Water temperature check		Water temperature check Mixing Valves Check	Water temperature check	
Playground equipment	Weekly check on playground equipment Playground inspection					
Misc	Daily check on premises undertaken by Site Supervisor School nurse to provide advice on care plans and training as required. Update to first aid training Lift insurance check hoist servicing	HT report to Gov including H&S update Lifts service Property Services meeting to review work to undertake (may change)	air-con servicing Governor Finance Committee includes H&S walk		Governor Date for review of H&S Policy HT report to Gov including H&S update Grounds inspection (awaiting confirmation) Lifts service PE equipment check	

	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>
Fire safety	Fire drill (Spr term) Monthly emergency lighting check Emergency Lighting Service	Monthly emergency lighting check	Fire drill Monthly emergency lighting check	Monthly emergency lighting check Fire Extinguisher Service	Fire Drill(others as required if circumstances change) Monthly emergency lighting check	Monthly emergency lighting check Fire Alarm Service
Risk Assessments	Review risk assessments					
Electric/Gas/ Heating		Pool boiler	Fan Coil Units			
Water	Water temperature check		Water temperature check	Water temperature check Mixing Valves Check Cold Water storage tanks		
Playground equipment						
Misc	hoist servicing	Governor Finance Committee	HT report to Gov including H&S update Lift service	Intruder alarm service Panic Alarm service Governor Finance Committee includes H&S walk	Air Supply ducting testing Servicing of changing bed Lifts service	

daily
weekly
completed as required

Dates may well change as new County schedule for checks and also changes due to Covid 19 pandemic