



West Pennard C of E Primary School

# Health and Safety Policy

**November 2017**

**Jo Hale**  
**Headteacher**

**Sylvia Smith**  
**Chair of Governors**

Ratified by: .....  
Chair of Governors

Date: .....

Review date:

November 2018

## **Our school vision...**

**'Since God so loved us, so we must love one another'  
(1 John 4 v11)**

**Valuing our Christian foundation, we care for each other and our world.**

**We develop resilience, confidence, creativity and independence through our innovative and diverse curriculum; inspiring and motivating everyone to thrive.**

**Our motto, 'To Try is to Triumph' and growing Christian Values, are central to all that we do.**

We link this policy with our Christian values of:

- ❖ **Truthfulness**
- ❖ **Compassion**
- ❖ **Friendship**
- ❖ **Thankfulness**
- ❖ **Respect**
- ❖ **Forgiveness**

We are fully committed to each day a fresh start in the spirit of forgiveness and Christian love.

1. **THE GOVERNORS OF: West Pennard CE Primary 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) Headteacher (Miss Jo Hale) (2) Deputy Headteacher (Tony Wheat)  
(3) H&S Governor

Trade Union .....

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.
  - 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
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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](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: West Pennard CE Primary School

Headteacher	Miss Jo Hale
Delegated Senior Manager:	Mr Tony Wheat
Premises Manager:	Mrs Lyn Ware

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Accident Reporting</a> (EEC Safety Suite)	Jo Hale (Headteacher)
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	<a href="#">School Closures</a>	Jo Hale (Headteacher) Sylvia Smith (Chair of Governors)
Critical/Major Incidents and updating your Contingency Plan	<a href="#">Updating your Contingency Plan</a> <a href="#">Critical Incidents in Schools</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> <a href="#">Policy for Offsite Visits and Activities – in school</a>	Jo Hale (Headteacher)
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Jo Hale (Headteacher) Tony Wheat (Deputy Headteacher)
Infection Control	<a href="#">Health Protection Agency Guidance</a>	Jo Hale (Headteacher) Tony Wheat (Deputy Headteacher)
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Jo Hale (Headteacher) Tony Wheat (Deputy Headteacher)
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	Caroline Masters (First Aid)
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Jo Hale (Headteacher)

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	<a href="#">Statutory guidance on supporting pupils with medical needs</a> <a href="#">Supporting pupils with medical conditions - templates</a>	Jo Hale (Headteacher) Tony Wheat (Deputy Headteacher) Lorraine Clarke (SENCo)
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form – HS030</a> Managers Guide, User Guide and also training course and descriptions	Jo Hale (Headteacher) Tony Wheat (Deputy Headteacher)
COSHH	<a href="#">H &amp; S Policy Manual – HS008</a> Hazardous substances COSHH Assessment Form (F08)	Lyn Ware Premises manager
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	Jo Hale (Headteacher)
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	Jo Hale (Headteacher)
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> including construction work/contractors on school site	Jo Hale liaising with Area Buildings Surveyor
Asbestos	Asbestos Register - in School	Jo Hale (Headteacher)
Electrical Safety • Portable Appliance Testing	<a href="#">Guidance for Schools: Volume 4</a>	Jo Hale (Headteacher) (H&S Governor)
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services  - Contracts available for purchase by schools.	Jo Hale (Headteacher) (H&S Governor)
Fire Safety • Arson Prevention	<a href="#">Fire H&amp;S010</a>  Contact insurance for more advice <a href="https://slp.somerset.org.uk/sites/insurance/">https://slp.somerset.org.uk/sites/insurance/</a>	Jo Hale (Headteacher)
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Jo Hale (Headteacher)
Minibus Safety	<a href="#">Outdoor Education Advisors Panel – National Guidance</a>	Jo Hale (Headteacher)

Area	Location of Policy/Guidance	Name of person responsible
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance <a href="https://slp.somerset.org.uk/sites/insurance/">https://slp.somerset.org.uk/sites/insurance/</a>	Amanda Webster (Head of kitchen) Jo Hale (Headteacher)
Safety Glazing	<a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346</a>	Jo Hale (Headteacher)



## ESTABLISHMENT: WEST PENNARD CE PRIMARY 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)
Asbestos Register	Office
Accident Report Book (Bump Book)	Medical Room
General School Policies	School Website Headteacher's office
Risk Assessments File	Office
Medical File	Office
Premises File	Office
Fire Evacuation Procedure	Office/HT Office and around school
Food Policy/Packed Lunch Policy	Office
Critical Incidents Policy	School Office

Document Prepared by ..... (Signature)

(Print Name) ..... Jo Hale

Title: Headteacher .....

Date: November 2017 .....

The monitoring/review arrangements in place are summarised below:

**External Monitoring**

Safety Audits  
Inspection Report (CHSU)  
Accident/Incident Report  
Property Services Report – Capital Support  
Legionella Risk Assessment

**Internal Monitoring**

Headteacher's Report to Governors  
Headteacher and Health & Safety Governors Termly Meetings and Report to Governors  
Headteacher updates on RAMIS Live

## Health and Safety Policy in Schools (Somerset LA) Appendix A

### 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.