



# Health & Safety Policy

REVIEWED SEPTEMBER 2022

HELEN SINGLETON



# St Cuthbert's CofE Junior School

## Health and Safety Policy

Policy History	Date
First draft	Dec 2010
Presented to staff	
Second draft	
Presented to Governors	June 2011
Review	2013
Reviewed	March 2015
Reviewed	January 2020
Presented to governors	30 <sup>th</sup> January 2020
Reviewed	November 2021
Reviewed & presented to governors	September 2022

### THE AIMS OF THE SCHOOL

1. Ensure that our school is a happy, secure and supportive place, where everyone is valued.
2. Provide a rich, varied and stimulating curriculum, which is accessible to all.
3. Encourage a love of learning and the desire to expand their knowledge and skills throughout life.
4. Foster spiritual awareness and a sense of awe and wonder.
5. Develop the understanding and skills needed to become responsible and effective members of the school and as part of the wider community.

This policy will set out how these aims will be practically realised by staff and governors around the school and in the classroom with reference to **Health and Safety**

# Health and Safety Policy 2022

## 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 OUR 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.

## HEALTH AND SAFETY POLICY

- 1. THE GOVERNORS OF: St Cuthbert's C of E Junior 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 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) Helen Mullinger (2) Ian Jones

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 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

**Pete Townsend**

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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

**TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**

**Name of School:** St Cuthbert's C of E Junior School

**Headteacher**

Helen Mullinger

**Delegated Senior Manager:**

Alison Allen

**Premises Manager:**

Ian Jones

**External Visit Coordinator:**

Helen Singleton

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)	Helen Singleton
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	<a href="#">Business Continuity Plan template for Schools</a>	Helen Mullinger
Critical/Major Incidents and updating your Contingency Plan	<a href="#">School Closures</a>	Helen Mullinger
	<a href="#">Updating your Contingency Plan</a>	Helen Mullinger
	<a href="#">Critical Incidents in Schools</a>	Helen Mullinger
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a>	Helen Singleton
	<a href="#">EEC Safety Suite&gt;External Visits Management</a>	Helen Singleton
	<a href="#">Policy for Offsite Visits and Activities – in school</a>	Helen Singleton
<b>INDUCTION/TRAINING:</b>		
SCC Training Policy (HS031)	<a href="#">H&amp;S Induction Checklist (Schools)</a>	Helen Mullinger
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Helen Singleton
Infection Control	<a href="#">Public Health England Guidance</a>	Helen Singleton
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Helen Singleton



Area	Location of Policy/Guidance	Name of person responsible
Needlestick Injuries	H & S Policy Manual - HS007	Helen Singleton
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Helen Singleton
Supporting Pupils with medical conditions,	<a href="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">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</a>	SENCO
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form – HS030</a> Managers Guide, User Guides and DSE1 assessment form for schools	Helen Mullinger
COSHH	<a href="#">H &amp; S Policy Manual – HS008</a> Hazardous substances COSHH Assessment Form (F08)	Ian Jones
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	Helen Singleton
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	Helen Singleton
Violence at Work	<a href="#">Work-related Violence HS011</a>	Helen Mullinger
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> Including construction work/contractors on school site	Ian Jones
Asbestos	Asbestos Register - in School	Ian Jones
Electrical Safety <ul style="list-style-type: none"> <li>Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	Ian Jones
Equipment Maintenance <ul style="list-style-type: none"> <li>Lifting Equipment</li> <li>PE Equipment</li> <li>CDT Equipment</li> <li>LEV</li> </ul>	Contact Property Services  - Contracts available for purchase by schools.	Ian Jones
Fire Safety <ul style="list-style-type: none"> <li>Arson Prevention</li> </ul>	<a href="#">Fire H&amp;S010</a> Contact insurance for more advice <a href="https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx">https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx</a>	Ian Jones
Gas Appliances <ul style="list-style-type: none"> <li>Boilers</li> <li>Kitchen</li> </ul>	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Ian Jones
Premises Managers checklist	<a href="#">Premises Managers Task List</a>	Ian Jones
Safety Glazing	Please refer to SCC Corporate Property Standard – <a href="#">BDN 27 L40 Safety Glazing</a>	Ian Jones

## ESTABLISHMENT St Cuthbert's C of E Junior 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)

Document Prepared by ..... (Signature)

(Print Name) .....

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

Date:

**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.

