

## HEMINGTON PRIMARY SCHOOL

### HEALTH & SAFETY POLICY

See also the independent Health and Safety Policy of Hornbeams Pre-school

#### 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 Hemington Primary School 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 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/emergency contingency plan;
- 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**

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.

### **1. The Governors of Hemington 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 Governors and Headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

## **2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

- 2.1 In our school the Headteacher is responsible for seeing that their staff follow the school's policy, and in particular in respect of
  - 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.
  - 2.1.2 The selection of equipment which is 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 The provision of suitable personal protective equipment when its need is identified, 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.

- 2.2.1 They will ensure that staff have the necessary skills and qualification on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.
- 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. 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 schools AMP.
- 2.4 The Governors have appointed the following working group to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention: Property Group.

Assistance on health and safety issues is provided by  
The County Health and Safety Unit, Somerset County Council

### 3. Appointment of Appropriate Persons

Our school has appointed appropriate persons for their delegated areas of responsibility within the school. We ensure that new staff have 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 Council, 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 the Children and Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2008 Edition
- Health and Safety: advice on legal duties and powers June 2013 Link  
<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf>
- Health and Safety Executive risk-assessment and policy template link:  
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link:  
[http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100\\_onlineversion.pdf](http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf)
- Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:

<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departmental-advice-on-health-and-safety-for-schools>

- Guidance on First Aid for Schools: published by Department for Education, 2011; link:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

- Supporting Pupils with Medical Needs: published by Department for Education, 2011; link:

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/PPY19>

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**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**

Name of School: **Hemington Primary School**

Appointment of Appropriate Persons:

Delegated Senior Manager: **Miss N de Chastelain**

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)	
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	<a href="#">School Closures</a>	
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>	
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	
Infection Control	<a href="#">Health Protection Agency Guidance</a>	
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	
Pupils with medical needs	<a href="#">Physical Impairment and Medical Support Team – Medical Guidance</a>	
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form – HS030</a> Managers Guide, User Guide and also training course and descriptions	

Area	Location of Policy/Guidance	Name of person responsible
COSHH	<a href="#">H &amp; S Policy Manual – HS008</a> Hazardous substances COSHH Assessment Form (F08)	
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> including construction work/contractors on school site	
Asbestos	Asbestos Register - in School	
Electrical Safety <ul style="list-style-type: none"> <li>• Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	
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.	
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://slp.somerset.gov.uk/insurance/default.aspx">https://slp.somerset.gov.uk/insurance/default.aspx</a>	
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.	
Minibus Safety	<a href="#">Transporting Somerset Vehicle guide</a>	
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance <a href="https://slp.somerset.gov.uk/insurance/default.aspx">https://slp.somerset.gov.uk/insurance/default.aspx</a>	
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>	

**TABLE B****ESTABLISHMENT: Hemington 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)
Guidance for Schools	School Office
Asbestos Register	School Office
Play Equipment Inspection Log Book	School Office
Fire Equipment Safety Check	School Office - Filing Cabinet
Electrical Testing	School Office - Filing Cabinet
Fire Drill Log	On back wall of School Office
Risk Assessment	School Office
Asset Management Plan	On Six Document Store for Hemington School

The monitoring/review arrangements in place are summarised below:

**External Monitoring**

Safety Audit

Inspection report (CHSU)

Accident/Incident Report

Property Services Report - Capital Support

Fire risk Assessment

Legionella Risk Assessment

**Internal Monitoring**

- H and S Governor inspection
- Annual Safety Self review
- Self-Audits
- Headteacher's Reports

## **ARRANGEMENTS**

The framework and arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change which might affect the health and safety of those involved) are as follows:

Guidance for Schools – Volumes 4 and 5.

CHSU H & S Circulars and Guidance notes to schools.

Exposure Health and Safety Circular

Identified person/persons responsible for Health and Safety.

Health & Safety Policy.

Staff meetings.

**Adopted: March 2014**

**Review Date: 2016**