





Health and Safety Policy
(Learning and Growing Together)

Date ratified by Governing Body	2nd May 2023
Review Cycle	Every year, or when there is a change in statutory guidance or legislation
Review Date	May 2024
Signed Headteacher	
Signed COG	



1. The Law

- a. Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).
- b. 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).
- c. 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:
 - i) Implement a health and safety policy and advise employees of it.
 - ii) Have a Critical Incident/Business Continuity plan that considers emergency scenarios.
 - iii) 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.
 - iv) Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures.
 - v) 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.
 - vi) 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.
 - vii) 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.
- d. In practice, the governing body may delegate specific health and safety tasks to others at the school.
- e. 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.

2. 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.



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3. The Governing Body accepts the model policy presented by Somerset County Council and will ensure this is applied to our school.

4. The Governors of the Federated Board of Merriott Primary School and Haselbury Plucknett Primary School will;

- a. Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- b. Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- c. Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
- d. Seek improvement to working conditions according to priorities within existing resources.
- e. 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.
- f. 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.
- g. Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- h. Ensure that staff can access training to ensure their competence for their tasks.
- i. 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.
- j. Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
- k. Review on an annual basis, all accidents and incidents reported to identify trends.
- l. Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- m. 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.

5. The Headteacher and Deputy Headteacher are recognised as safety representatives at the school. The Governors and Headteacher will draw this policy to the attention of all staff.

6. Organisation In Support of Health and Safety

- a. Schools can be organised in a variety of ways, i.e., on a Headteacher / Governing Body / Senior Leadership Team. 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:
 - i) Identification and control of risks associated with any hazardous or dangerous substances.
 - ii) Selection of equipment suitable for its purpose, and ensuring that it is properly used.
 - iii) Identifying and securing the training needs of members of their Area/Department.
 - iv) Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- b. 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.
- c. The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings.
- d. Ensure that regular School Premises Management checks are completed in line with the Premises Management 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.
- e. Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.
- f. The Governors have appointed a member of the board to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention.
- g. Assistance on health and safety issues is provided by the Corporate Health and Safety Unit, Somerset County Council.

7. 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.



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8. Guidance for Schools

- a. The following guidance, produced by the Local Authority, is available for schools to use for their own standards: [Outdoor Education and External Visits Website](#)
- b. 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:
 - i) Association for Physical Education - afPE, published 2016
 - ii) Health and Safety Responsibilities and duties for schools: November 2018
 - iii) <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
 - iv) 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>
 - v) Learning Outside of the Classroom: <http://www.lotc.org.uk/>
 - vi) 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>
 - vii) Supporting Pupils at School with Medical Conditions published by Department for Education, December 2015.
 - viii) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf
 - ix) The school has established its own policy on Supporting Pupils at school with a medical condition/conditions.

10. Delegated Areas of Responsibility within the school

Area	Location of Policy / Guidance	Responsible Person
ACCIDENTS/INCIDENTS (NEAR MISSES)		
Incidents / Injuries	Accident Reporting	Headteacher
EMERGENCY PROCEDURES		
Emergency Procedures	Business Continuity Plan template for Schools	Delegated Governor
Critical / Major Incidents and updating your Contingency Plan	School Closures	



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	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	Headteacher
MEDICAL		
Hygiene Control	Guidance for Schools: Volume 4	Headteacher
Infection Control	Public Health England Guidance	Headteacher
Medicines in school	Guidance for Schools: Volume 4	SENDCo
Needlestick Injuries	H & S Policy Manual - HS007	Headteacher
New and Expectant Mothers	H & S Policy Manual - HS017	Headteacher
Supporting Pupils with medical conditions.		SENDCo



RISK MANAGEMENT		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and DSE1 assessment form for schools	Headteacher
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Caretaker
Employee or Volunteer Driver	Driver Risk Assessment HS014	Headteacher
First Aid	H & S Policy Manual HS012	Delegated Governor / HLTA
SITES AND BUILDINGS		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work / contractors on school site	Headteacher / Caretaker
Asbestos	Asbestos Register - in School	Caretaker
Electrical Safety / Portable Appliance Testing	Guidance for Schools: Volume 4	Caretaker
Equipment Maintenance (Lifting Equipment, PE Equipment, CDT Equipment, LEV)	Contact Property Services - Contracts available for purchase by schools.	Caretaker
Fire Safety / Arson Prevention	Fire H&S010 Contact insurance for more advice Site Pages - All Pages (somerset.org.uk)	Caretaker
Gas Appliances (Boilers, Kitchen)	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Caretaker



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Minibus Safety	Outdoor Education Advisors Panel – National Guidance	n/a
Pressure systems – e.g., steam ovens / stills	School responsibility - contact Insurance SCC Insurance - Property Insurance (someset.org.uk)	Headteacher
Safety Glazing	BDN 27 L40 Safety Glazing Refer to SCC Corporate Property Standard	Caretaker

TABLE A

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

Document	Location (eg, office, web address)
Staff Handbook	Office, Sharepoint
Behaviour Policy	Office, Sharepoint
Supporting Pupils with Medical Conditions Policy	Office, Sharepoint
Supporting Pupils with Medical Conditions File (documentation regarding administering medicines)	Office, Sharepoint
Anti-Bullying Policy	Office, Sharepoint
Drugs Policy	Office, Sharepoint
Food Policy	Office, Sharepoint
Security Policy	Office, Sharepoint
Site Security Policy	Office, Sharepoint
Risk Assessment File Including school visits and coach travel	EEC Live
Evacuation Procedure	Office, Sharepoint



TABLE B

The monitoring / review arrangements in place are summarised below:

External Monitoring

Health and Safety Audit (CHSU - every three years)

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

Annual declaration (RAMIS)

Activity planning (Burgundy pack)

Annual review (RAMIS)

EEC Management report

Governor's meetings with standing Health and Safety agenda item

Governors Premises walkabout with feedback report (three times a year)

Headteachers Self-assessment (Burgundy pack)

Senior Leadership Meeting with standing Health and Safety agenda item

Staff induction and INSET day training.



PROCEDURES

FIRE	RESPONSIBILITY
Daily Visual check including escape routes	Site staff
Weekly testing of fire alarm.	Caretaker
Monthly Firefighting equipment checks.	Caretaker
Firefighting equipment checked annually.	Caretaker
Evacuation procedures carried out termly for all school. Assemble on the school playground at both sites.	Headteacher
Awareness of fire precautions must be part of routine everyday work.	Headteacher
Awareness of escape routes are clear and must be part of routine everyday work. To be reviewed annually at staff meetings.	Headteacher
Regular checks on fire precautions (build- up of combustible materials etc.)	Caretaker

FIRST AID	RESPONSIBILITY
A list of qualified First Aiders' names is on display in the school office and is updated as necessary. It also includes the location of all First Aid boxes in the school.	Office Manager Delegated Governor
First Aid boxes are situated in disabled toilet, school hall cupboard, school kitchen, classrooms, log cabin at Merriott. At Haselbury, they are situated in office and each classroom. Their contents are checked and replenished as necessary. First Aider completes regular checks but any member of staff can report missing items from kits.	All
All children's medicines will be stored in the secure cupboard in the staffroom at Merriott, secure cupboards in the classrooms at Haselbury or in the staff fridge (staffroom) if requiring refrigeration. Asthma inhalers and Epi-pens in a safe, easily, accessible place within classrooms	Headteacher Teachers Support Staff
Parents of children who are allergic to certain makes of plasters are requested to supply their own.	Teachers to ask, parents to supply.
Emergency service to be summoned when appropriate.	Headteacher / Office team or another responsible adult.

ACCIDENTS	RESPONSIBILITY
All accidents / incidents reported to staff are recorded in the Bumps and Bruises books and if necessary, using the accident reporting facility on EEC. https://www.eeclive.co.uk/public/plogon.asp?aid=14	Member of staff Headteacher
All accidents requiring medical attention are reported to the teacher and Headteacher / qualified First-aider. Parents	Headteacher / Teacher / First Aider Headteacher



informed, and if necessary, using the accident reporting facility on EEC. https://www.eeclive.co.uk/public/plogon.asp?aid=14	
In relevant cases the Head Injury Advice Sheet will be sent home with the injured party. If this happens out of lesson time e.g., playtime Teacher or support staff of class will be informed.	All staff
An updated list of pupil records and their contacts is held in the office – ‘Pupil Records’ folder.	Office Staff
In the case of injuries to Staff they should report all personal injuries in the workplace to the Headteacher, and it should be recorded in the Staff Accident Book, located in the office and if necessary, reported via https://www.eeclive.co.uk/public/plogon.asp?aid=14	All staff Headteacher

TREATMENTS	
Gloves	Disposable gloves should be worn whenever appropriate when dealing with bleeding, vomit and other excretions. They can be found in each of the first aid boxes.
Wounds	Minor cuts and grazes should be cleaned with sterile gauze and cold water . If necessary, wounds should be dressed with sterile dressings. Minor abrasions may be dressed with individually wrapped waterproof plasters or the child’s own.
Bruises	Bruises should be treated with cold packs or cold water only.
Foreign Bodies	Foreign bodies should not be removed. The patient should receive treatment at the hospital casualty department, if necessary. Contact parents and if necessary, call an ambulance.
Suspected Fractures	Immobilise limb and call an ambulance. Contact parents.

PORTABLE ELECTRICAL EQUIPMENT	RESPONSIBILITY
All equipment is recorded in the computerised Equipment Register which is part of the FMS (financial management in schools’ system) (Over £100 in value)	Office Manager
Awareness of defects/inspection are part of regular general use.	Caretaker All Staff
PAT Tests are carried out by qualified technicians annually for the domestic equipment and 3 yearly for all other portable electrical appliances.	Caretaker

COSHH	RESPONSIBILITY
All cleaning materials are stored in a safe and secure place, and if necessary, appropriately labelled.	Cleaners
All potentially hazardous substances as identified in the Health and Safety inspection are stored in a secure place.	Site Staff Cleaners
COSHH sheets are completed by the School Manager or the Caretaker, depending on the use of the relevant substance.	Caretaker Cleaners