





**Abbas and Templecombe
Church of England Primary School**
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Health and Safety Policy

Version Number	1		
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Published	October 2022	Signed:  Head Teacher	 Chair of Governors
Review Date	October 2023		
Consultation	This Policy has been prepared in line with the latest Somerset guidance from SSE and is broadly derived from Somerset County Councils 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 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 both 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. At Abbas and Templecombe this responsibility is delegated to a team including the Head Teacher, Site Manager and Premises Governor.

The governing body, and Head Teacher, 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 practises. The Head Teacher, 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 5-6 of this document with electronic links to the relevant County Council or other appropriate guidance.

Policy

1. The governors 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 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 through appropriate channels 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 Head Teacher will draw this policy to the attention of all staff, and review annually.

2. Organisation in support of health and safety

- 2.1 The Head Teacher is responsible for seeing that all staff follow the school's policy, particularly 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 school staff.
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Head Teacher 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 Premises Governor will monitor safety performance within the school, against the standards of Somerset County Council and provide an annual summary of the findings in a report shared with the main governing body.
- 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 the person responsible for premises is delivered.
- 2.5 Governors have delegated approval of off-site visits and activities to the Head Teacher, who will report any incidents or near misses to the main governing body.
- 2.6 The Governors have appointed Vicky Hukins (Premises Governor) to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention.

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

3. Appointment of Appropriate Persons

The Head Teacher will ensure appropriate persons have delegated areas of responsibility within the school (see Table A for areas of responsibility), ensuring that existing and new staff have the necessary skills and qualifications, or are able to receive the necessary training and certification.

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
- 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

5. Risk Assessments

Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them. In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Head Teacher is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

5.1 A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by the Site Manager on arrival at the school and will be completed before any children arrive. During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Head Teacher and ensure that a record is made in the Incident Record Book.

The Head Teacher is then responsible for ensuring that any necessary action is taken, along with amending any risk assessments and policies.

5.2 A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

- 1: Identify the hazards
- 2: Decide who might be harmed and how
- 3: Evaluate the risks and decide on precautions
- 4: Record your findings and implement them
- 5: Review your assessment and update if necessary

5.3 A hazard is anything which can cause harm, e.g. electricity, chemicals, etc. With a risk being the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Having spotted the hazards, staff then have to decide what to do about them. The law requires staff to do everything 'reasonably practicable' to protect people from

harm. By comparing what staff are planning to do against good practice staff can be sure they are infact doing everything reasonably practicable.

Delegated areas of responsibility within the school

Head Teacher: James Webb

Premises Governor: Vicky Hukins

Premises Manager: Andrew Greene

Area	Location of Policy/Guidance	Responsible Person
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	RIDDOR recording sheet – notify County	J Webb
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	J Webb
Critical/Major Incidents and updating your Contingency Plan	Updating your Contingency Plan	J Webb
	Critical Incidents in Schools	J Webb
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website	J Webb
	Risk Assessments and Visit applications	J Webb
	Policy for Offsite Visits and Activities – in school	J Webb
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	M Greene
Infection Control	Public Health England Guidance	M Greene
Medicines in school	Guidance for Schools: Volume 4	M Greene
Needlestick Injuries	H & S Policy Manual - HS007	M Greene
New and Expectant Mothers	H & S Policy Manual - HS017	M Greene
Pupils with medical needs, useful links	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	M Mewett
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	J Webb
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	A Greene
Employee or Volunteer Driver	Driver Risk Assessment HS014	J Webb
First Aid	H & S Policy Manual HS012	M Greene
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	J Webb
Asbestos	Asbestos Register – in School	A Greene
Premises Risk Assessments	Internal system and tracking documentation	J Webb

Area	Location of Policy/Guidance	Responsible Person
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	J Webb
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	J Webb
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 Contact insurance for more advice https://slp.somerset.org.uk/sites/insurance/	A Greene
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	A Greene
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	J Webb
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.org.uk/sites/insurance/	N/A
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN_27_L40_Safety_Glazing	A Greene

TABLE B

The monitoring/review arrangements in place are summarised below:

<p>External Monitoring</p> <p>Safety Audit 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</p> <p>Internal Monitoring</p> <p>Governors Annual Report H & S Governor Inspection Annual Safety Self review Self-Audits</p>
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