



HEALTH & SAFETY POLICY

Approved on behalf of Governing Body:

A handwritten signature in grey ink, appearing to be 'R. Jones'.

.....
(Chair of Governors)

Approved on behalf of School:

A handwritten signature in grey ink, appearing to be 'A. Holt'.

.....
(Headteacher)

March 2024

Review date: March 2025

The following individuals are recognised as safety representatives at the school.

Name (1) Chloe Holt (2) Dale Selley

Trade Union

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.



Signed:
Carpenter Chair of Governors

Pauline

Dated:



Signed:
Headteacher:

Chloe Holt

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, i.e., on a Head teacher/ 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 – Head teacher & Caretaker
 - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used – overseen by Head Teacher
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department – Head teacher & H&S Governor
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used – Head teacher
- 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 Governors will monitor safety performance within the school against the standards of Somerset 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

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

- 1 [Guidance for Schools Volume 4](#)
- 2 [Outdoor Education and External Visits Website](#)

- 4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset Councils Learning and Achievement service as standards for its schools:

- 1 Association for Physical Education - afPE, (Published September 2016)

- 1.7.1.1 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/>

- 3 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

The School has established its own policies on *[complete as relevant]*

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Nether Stowey Primary School

Headteacher

Chloe Holt

Delegated Senior Manager:

Chloe Holt

Premises Manager:

Chloe Holt Danny Hicks

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	CH
EMERGENCY PROCEDURES:		
Critical/Major Incidents	Critical Incidents in Schools	CH/PC/DS
Emergency Procedures	School Closures	
Updating your Contingency Plan	Dealing with Major Incidents Major Incidents Out of Hours	
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	CH HH (EVC trained) JM (EVC trained)
INDUCTION/TRAINING:		
SCC Training Policy (HS031)	H&S Induction Checklist (Schools)	CH
Hygiene Control	Guidance for Schools: Volume 4	CH
Infection Control	Health Protection Agency Guidance	CH
Medicines in school	Guidance for Schools: Volume 4	CH
Needlestick Injuries	H & S Policy Manual - HS007	CH
New and Expectant Mothers	H & S Policy Manual - HS017	CH

Area	Location of Policy/Guidance	Name of person responsible
Supporting Pupils with medical conditions,	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	CH
RISK ASSESSMENTS:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	CH
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	DH
Employee or Volunteer Driver	Driver Risk Assessment HS014	CH
First Aid	H & S Policy Manual HS012	CH
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	CH
Violence at Work	Work-related Violence HS011	CH
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714 including construction work/contractors on school site	CH
Asbestos	Asbestos Register - in School	CH
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	CH /HH
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	CH /HH
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	CH
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	CH /HH/DS
Premises Managers checklist	Premises Managers Task List	CH
Minibus Safety	Guidance for Schools: Volume 4	N/A

Area	Location of Policy/Guidance	Name of person responsible
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	CH /Govs (DS)
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN 27 L40 Safety Glazing	CH

ESTABLISHMENT Nether Stowey 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)
School Closures	Head's Office web
EEC live	Website/CH/Heather Hillman Jordan Meaker
COSHH	Head's office/caretakers cupboard

Document Prepared by C Holt (Signature)

(Print Name) C.Holt

Title: Headteacher

Date: 24/03/2024

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.

Appendix to Health & Safety Policy

Arrangements at Nether Stowey Primary School.

- **Risk Assessments.** Risk Assessments exist for those areas of school life for which a more serious risk has been evaluated. A common sense approach at school must prevail, but specific Risk Assessments are available on EEClive (Flamefast) for PE, DT etc. If you have trouble accessing these, speak to Ro or Heather.
- **Risk Assessments for visits, trips, any work with children outside of the school** grounds are mandatory. A number of model Risk Assessments exist for regular activities such as local walks are prepared on the EEClive site. Risk Assessments should be amended/annotated as necessary and brought to Chloe at least the day before your local walk for signing/approval. Visits by coach or minibus should be brought to Chloe a week before the visit.
- Any **concerns or questions regarding any Health & Safety issues** should be brought to Chloe's attention. Concerns can be raised more formally at Staff Meetings or TA meetings.
- In the absence of a permanent Caretaker, Chloe is responsible for **Hazardous substances**. Such substances will arrive in school with safety advice. A copy of such Safety notes are kept in a marked folder in the caretaking cupboard. If you have any concerns or questions regarding Hazardous substances in school, talk to Chloe.
- **First Aid.** We currently have 2 fully qualified First Aiders (Diane Prescott, Jordan Meaker). Most other staff in school have received 1 day training. If a child has an accident, and you are in any way concerned, please contact a fully qualified First Aider. Minor bumps and grazes etc must be recorded in a First Aid form (found in the First Aid cupboard outside Ash Class), and a copy placed in the file in the school office (on the shelves opposite Heather's desk).
- Chloe and Richard Marriott (Health & Safety Governor) make regular **Health and Safety walks** around the school site to monitor Health & Safety issues on the school site.
- **Emergency evacuation procedures, Fire alarms etc.** In the event of an emergency, including any sounding of the fire alarm, follow the nearest fire exit to the playground.

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