



## Milverton Community Primary and Pre-School Health and Safety Policy

<b>Reviewed and Approved</b>	<b>May 2023</b>
<b>Due for Next Review</b>	<b>May 2024</b>

### 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, such as ours** 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; seek 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.

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 head teacher, 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.

## MODEL HEALTH AND SAFETY POLICY

### 1. THE GOVERNORS OF Milverton Community Primary and Pre-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) Richard Stead (2) Marian Barlow

Trade Union No Union.Reps.at.the.time.of.writing

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

Signed: \_\_\_\_\_ Chair of Governors: Linda Burton

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Headteacher: Richard Stead

Dated: 10/05/2023

## 2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 The safety representatives named above, the caretaker and the SLT are responsible for seeing that the 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.
  - 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 staff.
  - 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.
- 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:

**Andy Powell**

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: July 2021:  
<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)

The School has established its own policies on:

- Anti- Bullying
- Safer Internet Use
- Critical Incident Policy
- Business Continuity Plan
- SEND
- PE
- Medical Needs Policy

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

Name of School: Milverton Community Primary School and Pre-School

<b>Headteacher</b>	Richard Stead
<b>Delegated Senior Manager:</b>	Richard Stead
<b>Premises Manager:</b>	Richard Stead/Marian Barlow (Officer Manager)/ Robin Smith (Caretaker)
<b>External Visit Coordinator:</b>	Richard Stead

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)	Marian Barlow
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	<a href="#">Business Continuity Plan template for Schools</a>	SLT
Critical/Major Incidents and updating your Contingency Plan	<a href="#">School Closures</a>	Richard Stead
	<a href="#">Updating your Contingency Plan</a>	SLT
	<a href="#">Critical Incidents in Schools</a>	Richard Stead
<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>	Richard Stead
<b>INDUCTION/TRAINING:</b>		
SCC Training Policy (HS031)	<a href="#">H&amp;S Induction Checklist (Schools)</a>	Richard Stead
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Richard Stead
Infection Control	<a href="#">NHS guidance including link to latest Spotty Book</a>	Richard Stead
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Meera Pow
Needlestick Injuries	H & S Policy Manual - HS007	Richard Stead

Area	Location of Policy/Guidance	Name of person responsible
New and Expectant Mothers	<a href="#">Guidance for Schools: Volume 4</a>	Richard Stead
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>	Meera Pow
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools</a>	Richard Stead
COSHH	<a href="#">H &amp; S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)</a>	Robin Smith
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	Richard Stead
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	Richard Stead
Minibus Safety	<a href="#">Outdoor Education Advisors Panel – National Guidance</a>	Richard Stead
Violence at Work	<a href="#">Work-related Violence HS011</a>	Richard Stead
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> Including construction work/contractors on school site	Richard Stead / Marian Barlow
Asbestos	Asbestos Register - in School, although there is now no asbestos detected in school so no locations recorded. <a href="#">Guidance for Schools: Volume 4</a>	Richard Stead
Electrical Safety <ul style="list-style-type: none"> <li>• Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	Richard Stead / Marian Barlow
Equipment Maintenance <ul style="list-style-type: none"> <li>• Lifting Equipment</li> <li>• PE Equipment</li> </ul>	Contact Property Services - Contracts available for purchase by schools.	Richard Stead / Marian Barlow
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>	Richard Stead / Marian Barlow
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.	Richard Stead / Marian Barlow
Premises Managers checklist	<a href="#">Premises Managers Task List</a>	Richard Stead / Marian Barlow
Safety Glazing	Please refer to SC Corporate Property Standard – <a href="#">BDN 27 L40 Safety Glazing</a>	Richard Stead / Marian Barlow

**ESTABLISHMENT** Milverton Community Primary School and Pre-School

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

<b>Document</b>	<b>Location (Eg, office, web address)</b>
Asbestos Register	Bookcase outside Headteacher's Office
Guardian Pest Prevention Services File	Bookcase outside Headteacher's Office
Risk Assessment Forms File	Bookcase outside Headteacher's Office (paper copies) / EEClive (electronic copies)
Water Hygiene Record System	Bookcase outside Headteacher's Office
Play Equipment Inspection Log	Bookcase outside Headteacher's Office
COSHH forms	Bookcase outside Headteacher's Office
IR1 Incident Reporting File	Bookcase outside Headteacher's Office (paper copies) / EEClive (electronic copies)
Inspection and Servicing Certificates File (e.g. boiler, fire alarms, intruder alarm etc)	Bookcase outside Headteacher's Office
Fire Safety Log Book	Bookcase outside Headteacher's Office
Legionella Risk Assessment File	Bookcase outside Headteacher's Office
Asset Management Plan	On request from the Finance Officer

**Document Prepared by** ..... **(Signature)**

(Print Name) Richard Stead .....

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

Date: 10/05/2023



**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.