



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

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<b>Consultation</b>	This Policy has been prepared in line with the latest Somerset guidance from ipost and is broadly derived from Somerset County Councils Health and Safety Policy for Schools (June 2018).	

#### 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 Kerry Ellis (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](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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

## Delegated areas of responsibility within the school

**Head Teacher:** James Webb

**Premises Governor:** Kerry Ellis

**Premises Manager:** Andrew Greene

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

Area	Location of Policy/Guidance	Responsible Person
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.	J Webb
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.org.uk/sites/insurance/">https://slp.somerset.org.uk/sites/insurance/</a>	A Greene
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.	A Greene
Minibus Safety	<a href="#">Outdoor Education Advisors Panel – National Guidance</a>	J Webb
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance <a href="https://slp.somerset.org.uk/sites/insurance/">https://slp.somerset.org.uk/sites/insurance/</a>	N/A
Safety Glazing	Please refer to SCC Corporate Property Standard – <a href="#">BDN 27 L40 Safety Glazing</a>	A Greene

## TABLE B

The monitoring/review arrangements in place are summarised below:

<p><b>External Monitoring</b></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><b>Internal Monitoring</b></p> <p>Governors Annual Report  H &amp; S Committee Inspection  Annual Safety Self review  Self-Audits</p>
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