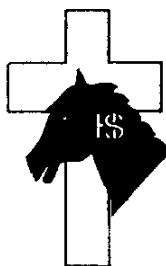


# HORSINGTON CHURCH SCHOOL



## HEALTH & SAFETY POLICY

### THE LAW

Occupational Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

*In voluntary controlled schools statutory health and safety responsibilities fall on the LA (as the employer) and on the headteacher and other school staff (as employees).*

### ***The role of the governing board***

*As the management board, the governing board 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).*

- *to institute a health and safety policy and advise employees of it;*
- *to have a critical incident/emergency contingency plan;*
- *to 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;*
- *to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;*
- *to ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;*
- *to 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 board may delegate specific health and safety tasks to others at the school.*

*The governing board, and headteacher, must comply with any direction given to them by the MAT concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.*

### THE ROLE OF EMPLOYEES

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 board's health and safety policies and procedures are carried out.

## **1. AIMS/OBJECTIVES OF THE GOVERNORS OF:**

### **Horsington Church School**

- 1.1 To provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 To endorse and support the safety policy of the MAT, and to assist the MAT to discharge those responsibilities, which it holds as employer.
- 1.3 To ensure their roles and the duties of the MAT are linked as regards work related safety issues, and that the Scheme of Delegation published by the MAT establishes the basis of devolved management and accountability for these.
- 1.4 To seek improvement to working conditions according to priorities within existing resources, and sustain a role to monitor standards at the school as an essential part of good safety management.
- 1.5 To 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 To recognise the role of safety representatives appointed by recognised Trades Unions and will 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.  
**(No union members were prepared to be appointed as safety representatives.)**
- 1.7 To support the MAT's arrangements for effective consultation, through encouraging informal meetings and by making time available in staff meetings where health and safety issues can be raised.
- 1.8 To ensure that staff have access to training to ensure their competence for their tasks.
- 1.9 To accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the MAT's guidance for the selection of competent contractors and will seek assistance from the MAT when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 To report all incidents/accidents by following the procedure contained within the Incident Reporting (IR1) Guide.
- 1.11 To ensure that Risk Assessments are carried out within the school using an identified method for recording and to review as appropriate.
- 1.12 With the Headteacher, to review on an annual basis, all accidents and other incidents reported to the school to identify trends and make a summary available to parents.
- 1.13 To ensure that incident investigations are carried out in sufficient detail.
- 1.14 To inform pupils of their responsibilities for Health and Safety.

The Governors and Headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Signed:

Chair of Governors: .....

.....  
Dated: .....

Signed: ..... Headteacher: .....

Dated: .....

## **2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

- 2.1 Schools can be organised in a variety of ways, ie on a Headteacher/ Governing Board/Senior Management Team basis. In consequence the key members within the framework are responsible for seeing that staff follow the school's policy, and in particular in respect of:
- 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.
  - 2.1.2 The selection of equipment which is suitable for its purpose, and ensuring that it is properly used.
  - 2.1.3 Identifying and securing the training needs of members of staff
  - 2.1.4 The provision of suitable personal protective equipment when its need is identified, 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.
- 2.2.1 They will ensure that staffs have the necessary skills and qualification on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.
- 2.3 The Governors will monitor safety performance within the school against the standards of the MAT and provide an annual summary of their findings. 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 schools AMP.
- 2.4 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 COUNTY HEALTH AND SAFETY UNIT, SOMERSET COUNTY COUNCIL**

## **3. APPOINTMENT OF APPROPRIATE PERSONS**

All 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).

## **4. GUIDANCE FOR SCHOOLS**

The Governors adopt the standards of the following publications which are endorsed by the Children and Young People's Directorate as standards for its schools:

- “Safe Practice in Physical Education” published by BAALPE - 2004 Edition
- Fire Safety - Managing School Facilities Guide 6
- Teachernet site
- “Health and Safety of Pupils on Educational Visits” published by DfES
- “Guidance on First Aid for Schools” published by DfES
- “Supporting Pupils with Medical Needs” published by DfES

Adopted: September 2007

Reviewed: May 2009

Reviewed: May 2010

Reviewed: September 2011

Reviewed: May 2012

Reviewed: October 2012

Reviewed: November 2014

**TABLE A**

**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**

**Name of School:** Horsington Church School

**Appointment of Appropriate Persons: Headteacher**

Ian Rumbelow

**Delegated Senior Manager:**

Mary Alexander

<b>Aspect</b>	<b>Policy Frequency/Regularity</b>	<b>Name of person responsible</b>
Air conditioning systems	Annual or bi-annual	Building Surveyor
Asbestos Register	When circumstances dictate e.g. if changes to the premises have been made	Ian Rumbelow
Arson Prevention	Arson Prevention Bureau Booklet	Ian Rumbelow
Bullying/ Harassment	Behaviour Policy & Bullying and Harassment Policy	Ian Rumbelow
Computer use	Guidance for Schools	Laurence Canning – ICT Co-ordinator
Construction Work/Contractors on school sites	Corporate Property Standards and Guidance ‘School building projects’ <a href="https://slp.somerset.gov.uk/somersetipost">https://slp.somerset.gov.uk/somersetipost</a> Documents/Corporate Property Standards and Guidance.doc	Ian Rumbelow
Construction (Design and Regulations) 2007	As required	Ian Rumbelow/ Building Surveyor
Control of Substances Hazardous to health	Annual (best practice) Guidance for Schools	Ian Rumbelow
Critical/Major Incidents	See attached also SiX – Admin & Support Services>SEN Group>Critical Incidents	MAT Ian Rumbelow
Disability Discrimination Act	Checks to be made whenever alterations/ changes are made to the building or external environment.	Governors
Electrical – PAT	Variable but can be up to annual	SSTEP

<b>Aspect</b>	<b>Policy Frequency/Regularity</b>	<b>Name of person responsible</b>
Electrical – Fixed electrical installations	Annual Guidance for Schools	Building Surveyor
Electrical Safety	Guidance for Schools	Judith Ham
Emergency Lighting	Variable but recommend checks by premises manager to check functionality, RCD test.	Judith Ham
Emergency Procedures	Guidance for Schools	Ian Rumbelow
Fire Risk assessment and Management Plan	Whenever any changes are made that will impact on the original assessment. Guidance for Schools	Ian Rumbelow
Fire Detection and Alarm Systems	Weekly test with formal quarterly and annual inspections Guidance for Schools	Ian Rumbelow
Fire Fighting Equipment`	Annual Guidance for Schools	Ian Rumbelow
First Aid Equipment	Regular checks to ensure no equipment is outside of expiry date. Guidance for Schools	Gail Padfield
Fuel Oil Storage	Annual	Building Surveyor SCC
Gas Safety	Annual	Building Surveyor SCC
Gas Appliances	Annual	Building Surveyor SCC
Gas Pipe Work	Annual	Building Surveyor SCC
Glazing	Initial survey of building to identify areas where safety glazing should be in place. On going checks that any glazing replacements are with safety glass as required.	Ian Rumbelow
Head Lice	<a href="http://www.wiredforhealth.gov.uk/cat.php?catid=917">http://www.wiredforhealth.gov.uk/cat.php?catid=917</a>	Ian Rumbelow
Hygiene Control	Guidance for Schools	Ian Rumbelow
Incidents/ Injuries	Incident Reporting (IR1) Guide	Ian Rumbelow
Infection control	<a href="https://slp.somerset.gov.uk/somersetipost">https://slp.somerset.gov.uk/somersetipost</a>	Ian Rumbelow
Infectious Diseases	<a href="http://www.wiredforhealth.gov.uk/cat.php?catid=917">http://www.wiredforhealth.gov.uk/cat.php?catid=917</a>	Ian Rumbelow
Hepatitis B	<a href="https://slp.somerset.gov.uk/somersetipost">https://slp.somerset.gov.uk/somersetipost</a>	

<b>Aspect</b>	<b>Policy Frequency/Regularity</b>	<b>Name of person responsible</b>
	<a href="#">ost</a>	
Lifting/Handling	Risk Assessment plus training courses	Gail Padfield
PE Equipment CDT Equipment	Contracts available for purchase by schools	Ian Rumbelow
		Ian Rumbelow
Medicines in school	Guidance for Schools	Ian Rumbelow
Mobiles-Stability of	Annual	Building Surveyor SCC
New and Expectant Mothers	Corporate Policy - MAT	Ian Rumbelow
Playground Safety	Contracts available for purchase by schools	Ian Rumbelow
Playground and Gymnasium Equipment-Fixed	Annual	SSTEP
Pupils with medical needs	School Policy on website	Ian Rumbelow
Risk Assessment	School system	Ian Rumbelow
School visits Educational Visit Co-ordinator	Guidance for Schools SV1	Mary Alexander
Security	Model policy available	Ian Rumbelow
Slips and Trips	Guidance for Schools	Ian Rumbelow
Smoking	Corporate Policy	Ian Rumbelow
Swimming Safety (where appropriate)	Guidance for Schools	Ian Rumbelow
Stress	Corporate Policy	Ian Rumbelow
Sun Safety	Guidance	Ian Rumbelow

<b>Aspect</b>	<b>Policy Frequency/Regularity</b>	<b>Name of person responsible</b>
Temperatures/ Heating	Guidance for Schools	Ian Rumbelow
Tree Safety	Annual and following any works that could have caused damage and high winds.	Property Services SCC
Water Hygiene and Safety Legionnaires Disease Water Systems-Low pressure hot water systems	Annual	SSTEP
Water Hygiene and Safety Legionnaires Disease Water Systems	Bi-annual review, any change to the system to initiate a review or user can initiate.	Blue Book Contract SCC
Water and Surface Temperature	Subject to risk assessment	SCC
Workstation assessment	Change of employee or relocation of workstation.	Ian Rumbelow
Working at Height		Ian Rumbelow



**TABLE B****ESTABLISHMENT Horsington Church 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	School Office
Behaviour Policy	www.horsingtonprimary.co.uk
Bullying and Harassment Policy	www.horsingtonprimary.co.uk
Critical Incidents	P:/Staff/Critical Incident Plan
Incident reporting Guide	School Office
Risk Assessments	Risk Assessment File – P:/Staff/Risk Assessments
Educational Visits	www.horsingtonprimary.co.uk
Security Policy	www.horsingtonprimary.co.uk

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

(Print Name) ..... Ian Rumbelow

Title: ..... Head teacher  
(eg Headteacher/Governor)

Date: .....

**TABLE C**

**THE MONITORING/REVIEW ARRANGEMENTS IN PLACE ARE SUMMARISED BELOW:**

**ACTIVE MONITORING:**

**External Monitoring**

Safety Audit/Inspection Report (CHSU)  
Periodic Risk Assessment Status Electronic Report (DSLO)  
Periodic Self Evaluation Status Electronic Report (Section 6)  
Accident/Incident Investigation Report (various)  
Safety Representation Reports (Recognised Trade Union/Professional Association)  
Property Services Report – BMIS  
Special Educational Needs Report  
Fire Risk Assessment

**Internal Monitoring**

- **Review by Policy and Procedures Committee**
- **Review by Security Committee**
- **Reports to Governing Board**

**REACTIVE MONITORING:**

**External Monitoring**

HMI OFSTED Report  
HMI Health and Safety Executive Report  
Community Protection Report  
Fire Service Report  
Environmental Health Report  
Contractors Report  
Occupational Health Service Report  
Insurer's Report  
Accident/Incident Investigations  
Escalation procedure

**Internal Monitoring**

- Review of Risk Assessments
- Short term Action Plan following external monitoring

**PLANNED REVIEW:**

Annual Safety Self Review  
Audits

