



# Swanmead Community School

## Health and Safety Policy

### *Document history:*

First introduced in current format		March 2018
Review Timescale		Annually
Version	Last Reviewed	Next Review
<b>2</b>	<b>May 2019</b>	<b>May 2020</b>
Changes made at last review?		Yes
Prepared by:	<b>Delegated Senior Manager, Dr Spencer Watts</b>	
Checked by:	<b>Headteacher</b>	

### *For approval by:*

Full Governing Body	
Signed by the above:	
Date:	09.05.2019

### *Summary of changes:*

Date of change	Nature of change
March 2018	Policy cover sheet added
May 2019	Page numbers added, font changed to Tahoma and signature section at end of document removed as included in cover sheet.

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## 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, community special schools and 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 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.

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 school activities elsewhere.

In **Academy schools, free schools, foundation schools and voluntary aided schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees). Governing bodies may be constituted in one of the following formats:

- An Academy Trust
- The Governing body of a voluntary aided or a foundation school
- The owners or trustees of an Academy, foundation, VA or Free school

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;
- 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 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 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 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: SWANMEAD COMMUNITY 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 an identified method for recording (e.g., EEC Safety Suite) 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, using the Accident Reporting Module in 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) Mr Mark Walker----- (2) Mr Mark Lees-----

Trade Union -----

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

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, i.e., on a Headteacher/ 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.

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 Area/Department

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 of Somerset County Council and provide an annual summary of their findings.

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 person responsible for premises is delivered.

2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis. [Model policy](#) included in Burgundy Pack.

- 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

Mr Dean Aspinall

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

## DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: SWANMEAD COMMUNITY SCHOOL

Headteacher:

Mr Mark Walker

Delegated Senior Manager:

Dr Spencer Watts

Premises Manager:

Mrs Joanne Gray

Area	Location of Policy/Guidance	Name of person
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Accident Reporting</a> (EEC Safety Suite)	Mrs Alison McGown
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	<a href="#">School Closures</a>	Mr Mark Walker
Critical/Major Incidents and updating your Contingency Plan	<a href="#">Updating your Contingency Plan</a>	Mr Mark Walker
	<a href="#">Critical Incidents in Schools</a>	Mr Mark Walker
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a>	Mr Mark Lees
	<a href="#">EEC Safety Suite&gt;External Visits Management</a>	Mr Mark Lees
	<a href="#">Policy for Offsite Visits and Activities – in school</a>	Mr Mark Lees
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Dr Spencer Watts
Infection Control	<a href="#">Public Health England Guidance</a>	Dr Spencer Watts
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Mr Alison McGown
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	Mrs Debbie Harvey
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Dr Spencer Watts

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>	Mrs Alison Tulloch
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Area	Location of Policy/Guidance	Name of person
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form – HS030</a> Managers Guide, User Guide and also training course and descriptions	Mr Mark Walker
COSHH	<a href="#">H &amp; S Policy Manual – HS008</a> Hazardous substances COSHH Assessment Form (F08)	Mrs Joanne Gray
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	Mrs Sue Spurway
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	Dr Spencer Watts
<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> including construction work/contractors on school site	Mrs Sue Spurway
Asbestos	Asbestos Register - in School	Mrs Joanne Gray
Electrical Safety <ul style="list-style-type: none"> <li>Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	Mrs Joanne Gray
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.	Mrs Joanne Gray
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>	Mrs Joanne Gray
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.	Mrs Sue Spurway
Minibus Safety	<a href="#">Outdoor Education Advisors Panel – National Guidance</a>	Mrs Sue Spurway
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>	Mrs Sue Spurway



Safety Glazing	<a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346</a>	Mrs Sue Spurway
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**ESTABLISHMENT SWANMEAD COMMUNITY 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>
<b>Asbestos Register</b>	Caretaker's Office
<b>Fire Risk Assessment</b>	On Ramislive.com
Display Screen Equipment (DSE) Risk Assessments	Caretaker's Office
Fire Drill Log	Mrs Sue Spurways' office
Water Hygiene Record Book	Caretaker's Office
EEC Flamefast Risk Assessment File	On EEC/Flamefast system
Union H&S Inspection Reports	Head's Office
Health and Safety Audit	Head's Office
Risk Assessment for Expectant Mothers	Head's Office
Emergency Lighting Log Book	Head's Office
Managing Medicines in Schools	Front office
Serious Accidents - EEC	On EEC/Flamefast system
Statutory Instruments 1989 No 2169 "The Pressure Systems and Transportable Gas Containers Regulations 1989" Blue Folder	Head's Office

Portable Appliance Testing	Caretaker's Office
Legionella Risk Assessment Folder	Caretaker's office
Risk Assessments	On EEC/Flamefast system
External Trip/Visit Applications	On EEC/Flamefast system
Incident and Accident Reports	On EEC/Flamefast system

**The monitoring/review arrangements in place are summarised below:**

**External Monitoring**

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

**Internal Monitoring**

Governors Annual Report  
H & S Committee Inspection  
Annual Safety Self review  
Self-Audits