

Leigh on Mendip First School



Health and Safety Policy Part 2

Reviewed on	10/01/18
Signed by Chair of Governors	<i>Ty Schlechter</i>
Date	<i>24th January 2018</i>
Next review	Spring Term 2019

MODEL HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF: LEIGH ON MENDIP FIRST 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 Mrs Mary Sturgess

Trade Union NAHT

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

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
- 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>
- Statutory Guidance on Supporting Pupils at School with Medical Conditions: published by Department for Education, 2014; link:
[https://slp.somerset.org.uk/ipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions\[1\].pdf](https://slp.somerset.org.uk/ipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions[1].pdf)
The School has established its own policies on *[complete as relevant]*

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: LEIGH ON MENDIP FIRST SCHOOL

Headteacher	MRS MARY STURGESS
Delegated Senior Manager:	MRS LOUISA PHILLIPS
Premises Manager:	MR RICHARD BIELBY

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Mrs Mary Sturgess
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	Mrs Mary Sturgess
Critical/Major Incidents and updating your Contingency Plan	Updating your Contingency Plan Critical Incidents in Schools	Mrs Mary Sturgess
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	Mrs Mary Sturgess
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Mrs Mary Sturgess
Infection Control	Health Protection Agency Guidance	Mrs Mary Sturgess
Medicines in school	Guidance for Schools: Volume 4	Mrs Mary Sturgess
Needlestick Injuries	H & S Policy Manual - HS007	Mrs Mary Sturgess
New and Expectant Mothers	H & S Policy Manual - HS017	Mrs Mary Sturgess
Pupils with medical needs	Physical Impairment and Medical Support Team – Medical Guidance	Mrs Mary Sturgess

Area	Location of Policy/Guidance	Name of person responsible
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	Mrs Mary Sturgess
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Mrs Mary Sturgess
Employee or Volunteer Driver	Driver Risk Assessment HS014	Mrs Mary Sturgess
First Aid	H & S Policy Manual HS012	Mrs Mary Sturgess
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Mrs Mary Sturgess
Asbestos	Asbestos Register - in School	Mrs Mary Sturgess
Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	Mr Richard Bielby
Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	Contact Property Services - Contracts available for purchase by schools.	Mr Peter Stevens (Property Services) Mrs Mary Sturgess
Fire Safety <ul style="list-style-type: none"> • Arson Prevention 	Fire H&S010 Contact insurance for more advice https://slp.somerset.gov.uk/insurance/default.aspx	Mrs Mary Sturgess
Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Mrs Mary Sturgess
Minibus Safety	Transporting Somerset Vehicle guide	Mrs Mary Sturgess
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.gov.uk/insurance/default.aspx	n/a
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Mrs Mary Sturgess

ESTABLISHMENT: LEIGH ON MENDIP FIRST 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)
Fire Practice Record	Fire Folder (school office)
Equipment Safety Check Record	Caretaker's Maintenance Log (school office)
Emergency Contact Numbers of gas, electricity, police, fire alarms & buildings maintenance services	Noticeboard in main office. Emergencies Folder (red label) in school office
Emergency Contact Numbers for parents	Emergency Contact List in Purple folder on main desk in school office
Critical Incidents Plan	Emergencies Folder (red label) in school office On P drive: Office/WP/Policies 2017-18
Asbestos Register	Labelled white folder in school office
First Aid and Manual Handling Policies	Policy Folders in Headteacher's office On P drive: Office/WP/Policies 2017-18
NB All Health and Safety folders have red labels for ease of identification in the school office	

Document Prepared by (Signature)

(Print Name) Mrs Mary Sturgess

Title: Headteacher
(eg, Headteacher/Governor)

Date: 10/01/2018

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