

**St John's Church of England VA Primary School**



# **Health and Safety Policy**

**Agreed by: Full Governing Board**

**Agreed: November 2024**

**Review: November 2026**

# St John's Church of England VA Primary School

## Health and Safety Policy

### Sharing joy and hope in the community

***When considering matters of health and safety it is important for all the school community to reflect, considering our vision statement, 'Sharing joy and hope in the community'; along with the school values Respect, Compassion, Friendship, Service and Endurance. Through this we will ensure we are guided into good decisions to support all those in the St John's community.***

**1. The Governors of St John's C of E VA Primary School will:**

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 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 (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 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.

- **Oliver Priestley** (Headteacher)
- **Jo Leigh** (Chair of Governors)
- **Sarah Brown** (Governor)
- **Mark Chambers** (Premises Manager)
- **Vicki Mead** (School Business Manager)

## 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 Board/Senior Management Team/Departmental basis. The key members are responsible for seeing that their area of responsibility or recognised staff follow the school's policy, and the following measures:
  - 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 set by Somerset 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. Ensure that appropriate training needs of the person responsible for premises is delivered.
- 2.5 Governors to agree delegation for approval of off-site visits and activities and review regularly.

- 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: **Sarah Brown**

Assistance on health and safety issues is provided by **The Corporate Health and Safety Unit**, Somerset Council.

### 3. Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A). 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:

- <https://www.somerset.gov.uk/tables/health-and-safety-policies-and-guidance/>
- <https://www.supportservicesforeducation.co.uk/Page/37967> (outdoor visits)

4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset 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: November 2018: <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: <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:

- Absconding Pupils
- Anaphylaxis
- Arson
- Business Continuity and Emergency Plan

- Children with Medical Conditions
- First Aid
- Fire Evacuation
- Lockdown Procedures
- Off-site Visits
- Premises Management

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

**Chair of Governors**

Signed: .....

Dated: .....

**Headteacher**

Signed: .....

Dated: .....

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

**Name of School:** St John's Church of England VA Primary School

**Headteacher** Olly Priestley

**Delegated Senior Manager:** Vicki Mead

**Premises Manager:** Mark Chambers

| Area  | Location of Policy/Guidance              | Name of person responsible      |
|---|--|---------------------------------|
| <b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>                   |  |                                 |
| Incidents/Injuries  | Accident Reporting(EEC Safety Suite)     | Olly Priestley                  |
| <b>EMERGENCY PROCEDURES:</b>                                |  |                                 |
| Emergency Procedures  | Business Continuity Plan                 | Olly Priestley                  |
| Critical/Major Incidents and updating your Contingency Plan | School Closures                          | Olly Priestley                  |
|   | Critical Incidents in School             | Olly Priestley                  |
| <b>EXTERNAL VISITS:</b>                                     |  |                                 |
| External Visit Co-ordinator                                 | Outdoor Education and External Visits    | Olly Priestley<br>Linda Roberts |
|   | External Visits Management               | Olly Priestley                  |
|   | Policy for Offsite Visits and Activities | Olly Priestley                  |
| <b>INDUCTION/TRAINING:</b>                                  |  |                                 |
| SCC Training Policy (HS031)                                 | H&S Induction Checklist                  | Vicki Mead                      |
| <b>MEDICAL:</b>   |  |                                 |
| Hygiene Control   | Guidance for Schools: Volume 4           | Olly Priestley                  |
| Infection Control   | Public Health England Guidance           | Olly Priestley                  |
| Medicines in school   | Guidance for Schools: Volume 4           | Laura Plant                     |
| Needlestick Injuries  | H&S Policy Manual-HS007                  | Olly Priestley                  |
| New and Expectant Mothers                                   | H&S Policy Manual-HS007                  | Vicki Mead<br>Laura Plant       |

| Area  | Location of Policy/Guidance   | Name of person responsible                      |
|---|---|---|
| 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> | Laura Plant<br>Jane Nicholls                    |
| <b>RISK MANAGEMENT:</b>   |   |   |
| Computer Use  | DSE Assessment Form-HS030   | Mark Chambers                                   |
| COSHH   | H&S Policy Manual-HS008<br>Hazardous substances<br>COSHH Assessment Form-F08  | Mark Chambers                                   |
| Employee or Volunteer Driver  | Driver Risk Assessment HS014  | Olly Priestley                                  |
| First Aid   | H&S Policy Manual Hs012   | Harry Foster<br>Tracey Sellick<br>Mark Chambers |
| Violence at Work  | Work related Violence HS011   | Olly Priestley                                  |
| <b>SITES AND BUILDINGS:</b>   |   |   |
| SCC Overarching Guidance document   | <a href="#">Corporate Property Standards and Guidance</a> Including construction work/contractors on school site  | Olly Priestley<br>Mark Chambers                 |
| Asbestos  | Asbestos Register - in School   | Mark Chambers                                   |
| Electrical Safety <ul style="list-style-type: none"> <li>Portable Appliance Testing</li> </ul>  | Guidance for Schools: Volume 4  | Mark Chambers                                   |
| 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<br><br>- Contracts available for purchase by schools.   | Mark Chambers                                   |
| Fire Safety <ul style="list-style-type: none"> <li>Arson Prevention</li> </ul>  | Fire H&S HS010<br>Contact insurance for advice.   | Olly Priestley<br>Mark Chambers                 |
| Gas Appliances <ul style="list-style-type: none"> <li>Boilers</li> <li>Kitchen</li> </ul>   | Contact Property Services:<br>Contracts available for purchase.<br>School responsibility unless Special.  | Fiona Mair<br>Mark Chambers                     |
| Premises Managers checklist   | Premises Managers Task List   | Mark Chambers                                   |
| Pressure systems – e.g., steam ovens/stills   | School responsibility   | Fiona Mair<br>Mark Chambers                     |
| Safety Glazing  | Safety Glazing BDN 27   | Olly Priestley                                  |

## **TABLE B**

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

| <b>Document</b>               | <b>Location<br/>(Eg, office, web address)</b>   |
|-------------------------------|---|
| <b>Fire procedures</b>        | Office  |
| <b>Medical register</b>       | Office  |
| <b>Critical incidents</b>     | Office  |
| <b>Fire logbook</b>           | Office  |
| <b>Health and Safety Walk</b> | Office  |
| <b>Burgundy pack</b>          | <a href="https://www.somerset.gov.uk/tables/health-and-safety-policies-and-guidance/">https://www.somerset.gov.uk/tables/health-and-safety-policies-and-guidance/</a> |

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

|  |
|--|
| <p><b>External Monitoring</b></p> <ul style="list-style-type: none"><li>• H&amp;S Safety Audit (CHSU – every 3-years)</li><li>• Inspection Report (purchased via SSE Health and Safety Management Package)</li><li>• Accident/Incident Report</li><li>• Safety Reports undertaken by Hookways (via Diocese)</li><li>• Condition Report – Hookways</li><li>• Fire Risk Assessment – (CHSU - every 5-years)</li><li>• Legionella Risk Assessment</li></ul> <p><b>Internal Monitoring</b></p> <ul style="list-style-type: none"><li>• Activity Planning (Burgundy Pack)</li><li>• Annual Declaration (Civica)</li><li>• Annual Review (Civica)</li><li>• EEC Management Report</li><li>• EEC H&amp;S Self-Audit questionnaire</li><li>• Governors Meetings with standing Health and Safety agenda item</li><li>• Governors Premises walkabout with feedback report</li><li>• Headteachers Self-Assessment (Burgundy Pack)</li><li>• H &amp; S Governor Inspection</li><li>• Senior Leadership Team Meeting.</li><li>• Staff Induction and INSET day training.</li></ul> |
|--|