

CROSCOMBE AND STOKE ST MICHAEL PRIMARY FEDERATION

HEALTH AND SAFETY POLICY

Croscombe is a Church of England School and this policy has been written with reference to our Christian foundation

THE LAW

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

INTRODUCTION

As the employer of staff, Croscombe and Stoke St Michael Primary Federation has overall responsibility for the health, safety and welfare of staff and students in its schools. Croscombe and Stoke St Michael Primary Federation recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

Croscombe and Stoke St Michael Primary Federation will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Although overall accountability for health and safety lies with Croscombe and Stoke St Michael Primary Federation, day-to-day responsibility for the health and safety of staff and learners in individual academies is delegated to the Heads of Schools, who in turn will delegate particular functions to other staff.

The governing body of the federation are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Heads of Schools and Senior Management Team of the federation and relevant staff to support good health and safety management.

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 heads of schools, who have delegated responsibility for the day-to-day management of the school, have 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

HEALTH AND SAFETY POLICY



1. The Governors of Croscombe and Stoke St Michael Primary Federation 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 Croscombe and Stoke St Michael Primary Federation, and assist the Trust 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. 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 in our federation:

Heads of Schools:

Governors with responsibility for Health and Safety: Robin Snow and Simon Clarke

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

Agreed at a meeting of the Full Governing Body 27th April 2020

To be reviewed April 2021

Signed:Chair of Governors:
Dated:

Signed:Head of School Croscombe

Signed:Head of School Stoke St Michael :

Dated:



ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

2.1 The Heads of Schools and governors with Health and Safety responsibility are responsible for seeing that the 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 Heads of Schools 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 and provide the Trust with 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 Governors to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention: Robin Snow and Simon Clarke

2.7. Assistance on health and safety issues is provided by:

The Corporate Health and Safety Unit, Somerset County Council

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.

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)

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Croscombe and Stoke St Michael Primary Federation

Heads of Schools (HoS)

Premises Manager: Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	HoS
EMERGENCY PROCEDURES:		
Emergency Procedures Critical/Major Incidents and updating your Contingency Plan	School Closures Updating your Contingency Plan Critical Incidents in Schools	HoSHoSHoS
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	HoS HoS HoS
MEDICAL:		
Hygiene Control Infection Control	Guidance for Schools: Volume 4 Health Protection Agency Guidance	HoS HoS
Medicines in school Needlestick Injuries New and Expectant Mothers	Guidance for Schools: Volume 4 H & S Policy Manual - HS007 H & S Policy Manual - HS017	HoS HoS HoS

Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	Statutory guidance on supporting pupils with medical needs Supporting pupils with medical conditions - templates	HoS HoS
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	HoS
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	HoS
Employee or Volunteer Driver	Driver Risk Assessment HS014	HoS
First Aid	H & S Policy Manual HS012	HoS
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance	Business Manager

	including construction work/contractors on school site	
Asbestos	Asbestos Register - in School	Business Manager
Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	Business Manager
Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	Contact Property Services - Contracts available for purchase by schools.	Business Manager
Fire Safety <ul style="list-style-type: none"> • Arson Prevention 	Fire H&S010 Contact insurance for more advice https://slp.somerset.org.uk/sites/insurance/	Business Manager
Gas Appliances (only at Stoke St Michael – bottled gas for Pre-school)	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Business Manager/ Property Services
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Business Manager/ Property Services (SSM) / Hookways (Cros)

ESTABLISHMENT Croscombe and Stoke St Michael Primary Federation

Documents relating to this Policy are listed below along with the locations in which they can be found: Document	Location (Eg, office, web address)
For all documents see: Heads of Schools	School offices

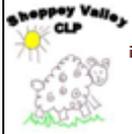
The monitoring/review arrangements in place are summarised below: External

Monitoring

Safety Audit
Inspection Report (CHSU)
Accident/Incident Report
Safety Representation Reports
Property Services Report – Capital Support
Fire Risk Assessment
Legionella Risk Assessment

Internal Monitoring

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



Fire Risk Assessments and reviews
Self Audits

