



Health and Safety Policy

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 academies such as Nunney First School, statutory health and safety responsibilities fall on The Partnership Trust (as the employer) and on the executive headteacher and other school staff (as employees).

THE ROLE OF THE LOCAL GOVERNING BODY

As the management body, the Local Governing Body ensures that school staff and premises comply with this Health and Safety Policy and practices such as reporting accidents, first aid provision etc.

The Governing Body will:

- implement a health and safety policy and advise employees of it;
- have a critical incident/emergency contingency 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;
 - the health and safety of visitors to the school and volunteers involved in any school activity;
- assess the risk of all activities, both in school and off-site and introduce measures to manage these risks, telling employees about these 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.

At Nunney First School, the Local Governing Body has delegated responsibility to ensure that health and safety regulations are followed. Some specific health and safety tasks are delegated to the Executive Headteacher and to others at the school.

The Local Governing Body and Executive Headteacher will comply with any direction concerning the health and safety of persons on the school's premises or taking part in any off-site school activity, given to them by The Partnership Trust and/or Somerset County Council through the two day 'health and safety package' the School purchases as an academy. This package includes an annual health and safety audit.

THE ROLE OF EMPLOYEES AT NUNNEY FIRST 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 Executive Headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the Local Governing Body's health and safety policies and procedures are carried out.

1. GOVERNORS OF NUNNEY 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 Partnership Trust's Safety Policy and will assist the Trust to discharge responsibilities 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, as far as possible, ensure that risks to the safety or health of hirers and other persons are adequately controlled.
- 1.6 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g., EEC Safety Suite) and will review these 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. Governors will follow the Council's guidance for the selection of competent contractors and will seek assistance from the Council's Property Services when necessary, through a commissioned service. They will ensure that volunteers receive adequate instruction and supervision to work safely.

- 1.10 Report all incidents/accidents using the Accident Reporting Module in 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:

	Person 1	Person 2
Name	Sue Heal	Tina Garrod
Role	Executive Headteacher	Caretaker

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:
 - Identification and control of risks associated with any hazardous or dangerous substances;
 - Selection of equipment suitable for its purpose and ensuring that it is properly used;
 - Identifying and securing the training needs of members of their Area / Department;
 - Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Executive 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. With regard to premises issues, this will include a check

of the school buildings in conjunction with the Executive Headteacher and Caretaker.

- 2.4 Governors will ensure that the training needs of persons responsible for premises are met.
- 2.5 Governors agree delegation for approval of off-site visits to the Executive Headteacher and review this on an annual basis.
- 2.6 The Governors have appointed **GOVERNOR GEOFF ANDREWS** to have a watching brief for health and safety issues and bring to their notice such issues that require their attention.
- 2.7 Assistance on health and safety issues is provided by **The Corporate Health and Safety Unit, Somerset County Council**, through a commissioned service.

3. **APPOINTMENT OF APPROPRIATE PERSONS**

The Local Governing Body has appointed appropriate persons for its delegated areas of responsibility within the school. **These are detailed in Table A.** Those with particular responsibilities will 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 Somerset County Council, 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:

- Supporting Pupils With Medical Conditions which includes administration of medicines in school
- Alcohol, drugs and tobacco
- E-safety and acceptable use of IT and the Internet
- Lettings to third parties
- Managing critical incidents
- Physical restraint
- Security of the school site
- Taking and use of digital and photographic images

5. MONITORING / REVIEW ARRANGEMENTS

External Monitoring

- Safety Audit
- Accident/Incident Report
- Safety Representation Reports (Recognised Trade Union/Professional Association)
- Fire Risk Assessment
- Legionella Risk Assessment

Internal Monitoring

- Inspections by the Executive Headteacher and Caretaker
- Annual safety self-review

The Governors and Executive Headteacher will draw this policy to the attention of all staff, and review it on an annual basis.

Date agreed by Full Governing Body: 10th October 2016

Date reviewed by Full Governing body: 9th October 2017

Signed (Chair of Governors): *Geoff Andrews*

Review due: October 2018

TABLE A**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL****Name of School:** NUNNEY FIRST SCHOOL**Executive Headteacher**

Sue Heal

Delegated Senior Manager:

Sue Heal

Premises Manager:

Sue Heal

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Sue Heal
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	Sue Heal Julia Battersby
Critical/Major Incidents	Critical Incidents In Schools	Sue Heal Geoff Andrews
Updating Contingency Plan	Updating your Contingency Plan	Sue Heal Geoff Andrews
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website	Sue Heal
	EEC Safety Suite - External Visits Management	Sue Heal
	Policy for Offsite Visits and Activities – in school	Sue Heal
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Tina Garrod
Infection Control	Health Protection Agency Guidance	Sue Heal
Medicines in school	Guidance for Schools: Volume 4	Sue Heal

Area	Location of Policy/Guidance	Name of person responsible
Needlestick Injuries	H & S Policy Manual - HS007	Sue Heal
New and Expectant Mothers	H & S Policy Manual - HS017	Sue Heal
Pupils with medical needs	Statutory guidance on supporting pupils with medical needs Supporting pupils with medical conditions - templates	Sue Heal
RISK ASSESSMENTS:		
Computer Use	DSE Assessment Form – HS030, Managers Guide, User Guide and also training course and descriptions	Sue Heal Beth Baxter
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Sue Heal Laura Furlong
Employee or Volunteer Driver	Driver Risk Assessment – HS014	Sue Heal
First Aid	H & S Policy Manual – HS012	Sue Heal
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Sue Heal Julia Battersby Laura Furlong
Asbestos	Asbestos Register - in School	Sue Heal
Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	Sue Heal Laura Furlong
Equipment Maintenance <ul style="list-style-type: none"> • PE Equipment • Kiln 	See School's 'Health & Safety Maintenance Manual' (in Head's office)	Sue Heal Laura Furlong
Fire Safety	Fire - HS010	Sue Heal Tina Garrod
Gas Appliances <ul style="list-style-type: none"> • Boiler • Kitchen 	See School's 'Health & Safety Maintenance Manual' (in Head's office)	Sue Heal Laura Furlong
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Sue Heal