



Health & Safety Policy Rode Methodist VC First School Autumn 2012

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 voluntary controlled schools such as Rode statutory health and safety responsibilities fall on the LEA (as the employer) and on the headteacher and other school staff (as employees).

The Role of the Governing Body

As the management body, the governing body ensures that school staff and premises comply with the LEA's health and safety policy and practices (e.g. reporting accidents, first aid provision).

- to institute a health and safety policy and advise employees of it;
- to have a critical incident/emergency contingency plan;
- to 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;
- to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- to ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- to 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.

As Rode the **Finance & Buildings Committee** have delegated responsibility to ensure that health and safety regulations are followed. Some specific health and safety tasks are delegated to the Headteacher and others at the school.

The governing body, and headteacher, must comply with any direction given to them by the LEA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

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.

1. AIMS/OBJECTIVES OF THE GOVERNORS OF RODE METHODIST VC FIRST SCHOOL

- 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.
- 1.10 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.11 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- 1.12 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) Martin Barnwell (2)

Trade Union

The Governors and Headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Signed: Chair of Governors: Kate Robinson

Dated: 19th November 2012

Signed: Headteacher: Carolyn Tommey

Dated: 19th November 2012

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 AMP. Also ensuring 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 on an annual basis.
- 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
James Thomas

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

3. APPOINTMENT OF APPROPRIATE PERSONS

Rode Methodist VC First School has appointed the appropriate person(s) for their delegated areas of responsibility within the School (see Table A below) We 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 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 the Lifelong Learning Directorate as standards for its schools:

Safe Practice in Physical Education, published by BAALPE - 2004 Edition

- 3 Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link:

http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf

- 4 Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:
<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departmental-advice-on-health-and-safety-for-schools>
- 5 Guidance on First Aid for Schools: published by Department for Education, 2011; link:
<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- 6 Supporting Pupils with Medical Needs: published by Department for Education, 2011; link:
<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/PPY194>

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Rode Methodist VC First School

Headteacher

Carolyn Tommey

Delegated Senior Manager:

Carolyn Tommey

Premises Manager: Carolyn Tommey

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	C Tommey
EMERGENCY PROCEDURES:		
Critical/Major Incidents	Critical Incidents in Schools	S Nicol/E Walsh C Tommey
Emergency Procedures	School Closures	S Nicol/ E Walsh
Updating your Contingency Plan	Dealing with Major Incidents Major Incidents Out of Hours	
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website	S Nicol
	EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities- in School	C Tommey
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	C Tommey
Infection Control	Health Protection Agency Guidance	C Tommey
Medicines in school	Guidance for Schools: Volume 4	C Tommey

Area	Location of Policy/Guidance	Name of person responsible
Needlestick Injuries	H & S Policy Manual - HS007	C Tommey
New and Expectant Mothers	H & S Policy Manual - HS017	C Tommey
Pupils with medical needs	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629	C Tommey
RISK ASSESSMENTS:		
Computer Use	DSE Assessment Form , Managers Guide, User Guide and also training course and descriptions	C Tommey
COSHH	H & S Policy Manual Hazardous substances COSHH Assessment Form (F08)	C Tommey
Employee or Volunteer Driver Risk Assessment F14a	Driver Risk Assessment F14a	
First Aid	H & S Policy Manual	C Tommey
SITES AND BUILDINGS:		
Asbestos	Asbestos Register - in School	C Tommey
SCC Overarching Guidance Document	Corporate Property Standards and Guidance www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714 including construction work/contractors on school site	C Tommey/ S Nicol
Electrical Safety • Portable Appliance Testing	Guidance for Schools: Volume 4	C Tommey/ M Barnwell
Equipment Maintenance • Lifting Equipment • PE Equipment	Contact Property Services See Blue Book Services	C Tommey
Fire Safety • Arson Prevention	H & S Policy Manual Contact Dawn Barrowman, ext 5548, e-mail: dbarrowman@somerset.gov.uk	C Tommey

Area	Location of Policy/Guidance	Name of person responsible
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts purchased School responsibility	C Tommey
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - contracts available for purchase by schools.	C Tommey
Minibus Safety	Guidance for Schools: Volume 4	n/a
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/contentview.asp?did=13346	C Tommey

TABLE B**ESTABLISHMENT** Rode Methodist VC First School

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

Document	Location
Asbestos Register	Admin Office- File/ H&S Section
All Guidance for Schools Info	SLP
Incidents Reporting	Admin Office- File/ H&S Section EEC Safety Suite
P.E./Electrical Equip/Fire Checks	Admin Office- File/ H&S Section H& S File
Risk Assessments/Action Plan	EEC Safety SuiteAdmin Office- File/ H&S Section H& S File
Fire Log	Ramislive websiteAdmin Office- File/ H&S Section H& S File
Wireless Area Network Assessment	Admin Office- File/ H&S Section H& S File
Playground Check	Admin Office- File/ H&S Section
Water e.g. Legionella	Admin Office- File/ H&S Section H& S File
Critical Incident Plan	Admin office/ Post Office/ Heads home
Outdoor Education and External Visits Policy	SLP

Document Prepared by _____ (Signature)
CAROLYN TOMMEY

Title: Head teacher

Date: 22nd October 2012

TABLE B

The monitoring/review arrangements in place are summarised below:

Active monitoring:

External Monitoring

Safety Audit

Inspection Report (CHSU)

Accident/Incident Investigation Report (various)

Safety Representation Reports (Recognised Trade Union/Professional Association)

Property Services Report - Capital Support

Fire Risk Assessment

Legionella Risk Assessment

Bolier Checks

Play Equipment monitoring

Asbestos Register updates

PAT Reports

Internal Monitoring

- Annual Inspection by HT, Governor, County Surveyor & Caretaker
- By Govs through Buildings & Finance Sub Committee
- Regular monitoring of Play equipment by Caretaker & HT
- Regular Fire drills
- Regular visual checks by HT of Fire & Security Alarm Panels
- Educational Visits Evaluation
- Staff meetings to update policies & procedures

Reactive monitoring:

External Monitoring

HMI OFSTED Report

HMI Health and Safety Executive Report

Community Protection Report

Fire Service Report

Environmental Health Report

Contractors Report

Occupational Health Service Report

Insurer's Report

Accident/Incident Investigations

Escalation procedure

Internal Monitoring

- Agenda item on all Building & Finance Cttee meetings
- Agenda item when necessary on Staff meeting agenda
- EEC Live
- Playground Accident Book (First aid room)
- RAMIS

Planned review

Annual Safety Self Review
Audits

Autumn Term 13

ARRANGEMENTS

The framework and arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change which might affect the health and safety of those involved) are as follows:

- Guidance for Schools - Volumes 4 and 5.
- CHSU H & S Circulars and Guidance notes to schools.
- Exposure
- Identified person/persons responsible for Health and Safety.
- Health & Safety Policy.
- Staff meetings.

