

HEALTH AND SAFETY POLICY

Date of Ratification:	27.01.2016	Signed:  Mrs Gilly Kempton (HEAD TEACHER)  Mr Kevin Moore (CHAIR OF GOVERNORS)
Review date:	January 2017	Signed: Mrs Gilly Kempton (HEAD TEACHER) Mr Kevin Moore (CHAIR OF GOVERNORS)

Charlton Mackrell Church of England Primary School Ethos statement:

'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

On the basis that we are a church school, we accept that each child is an individual created by God and seek to provide each child with an environment of security, acceptance and reassurance, so that each one may develop their potential. We seek to create a happy atmosphere where Christian values are upheld.'

Charlton Mackrell Church of England Primary School vision:

- Our goal is to develop the physical, emotional, mental and spiritual well-being of each child in surroundings where Christian values prevail.
- We are committed to raising standards of teaching and learning.
- We aim to develop a strong sense of family, trust and friendship, whilst encouraging respect and responsibility for self, others and the environment.
- We strive to provide interesting and exciting opportunities which inspire all to achieve their full potential.
- Our intent is to stimulate a fun-loving, imaginative, adventurous attitude, with the ability to gain wisdom from failures and to celebrate successes.

Safeguarding Statement

At Charlton Mackrell C of E Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Charlton Mackrell C of E Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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 **community schools, community special schools and voluntary controlled schools** statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the headteacher and other school staff (as employees).

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

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan that considers emergency scenarios;
- 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;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those 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.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and headteacher, must comply with any direction given to them by the LA 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.

COVERAGE

A list of all the issues to be covered by a school's health and safety policy is given on pages 5 - 7 of this document with electronic links to the relevant County Council or other appropriate guidance.

1. THE GOVERNORS OF: Charlton Mackrell Church of England Primary 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 (1) Gilly Kempton, Headteacher (2) Anouska Attwell

Trade Union NAHT

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.
 - 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
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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: first aid; administration of medication and asthma; and COSHH.

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Charlton Mackrell Church of England Primary

Headteacher

GILLY KEMPTON

Delegated Senior Manager:

MADDIE CARTER-RICE

Premises Manager:

ANOUSKA ATTWELL

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	G KEMPTON
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	G KEMPTON/M CARTER-RICE
Critical/Major Incidents and updating your Contingency Plan	Updating your Contingency Plan Critical Incidents in Schools	G KEMPTON/H BARNES G KEMPTON/ H BARNES
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management	G KEMPTON G KEMPTON
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	G KEMPTON
Infection Control	Public Health England Guidance	G KEMPTON
Medicines in school	Guidance for Schools: Volume 4	G KEMPTON
Needlestick Injuries	H & S Policy Manual - HS007	G KEMPTON
New and Expectant Mothers	H & S Policy Manual - HS017	G KEMPTON
Pupils with medical needs	Statutory guidance on supporting pupils with medical needs Supporting pupils with medical conditions - templates	G KEMPTON M SMITH

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	G KEMPTON
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	A ATTWELL
Employee or Volunteer Driver	Driver Risk Assessment HS014	G KEMPTON
First Aid	H & S Policy Manual HS012	M SMITH
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	G KEMPTON
Asbestos	Asbestos Register - in School	G KEMPTON A ATTWELL
Electrical Safety • Portable Appliance Testing	Guidance for Schools: Volume 4	G KEMPTON
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services - Contracts available for purchase by schools.	
Fire Safety • Arson Prevention	Fire H&S010 Contact insurance for more advice https://slp.somerset.org.uk/sites/insurance/	G KEMPTON
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	No. in office
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	G KEMPTON
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.org.uk/sites/insurance/	
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	

ESTABLISHMENT CHARLTON MACKRELL CHURCH OF ENGLAND PRIMARY

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

Document	Location (Eg, office, web address)
Risk assessments	Eeclive Office/SLP
Critical incident	Office/governor and staff portal SLP
Fire action	Office
Electrical safety	Office
COSHH	Caretaker cupboard/classrooms
Asbestos folder	Entrance lobby
Administration of medication in school	Office/SLP
Related policies	Public drive, office file/SLP