



TRINITY CEVC FIRST SCHOOL HEALTH AND SAFETY POLICY – January 2016

THE LAW

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

Trinity School is a voluntary controlled school and therefore statutory health and safety responsibilities fall on the LA (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 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).

- *to institute a health and safety policy, review it bi-annually 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.*

The governing body may delegate specific health and safety tasks to others at the school. See Table A.

The governing body, and headteacher, will 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.

OUR POLICY

1. AIMS/OBJECTIVES

- 1.1 To provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 To endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
- 1.3 To ensure their roles and the duties of the Council are linked as regards work related safety issues, and that the Scheme of Delegation published by the Council establishes the basis of devolved management and accountability for these.
- 1.4 To seek improvement to working conditions according to priorities within existing resources, and sustain a role to monitor standards at the school as an essential part of good safety management.
- 1.5 To 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 To recognise the role of safety representatives appointed by recognised trades unions and will 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)	Amanda Seager	(2)	Lizz Godsave
Trade Union	NAHT		NUT

- 1.7 To support the Council's arrangements for effective consultation, through encouraging informal meetings and by making time available in staff meetings where health and safety issues can be raised. Health and safety will be a standing item on staff meeting agendas.
- 1.8 To ensure that staff have access to training to ensure their competence for their tasks.
- 1.9 To 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 and trainee students receive adequate instruction and supervision to work safely.
- 1.10 To report all incidents/accidents by following the procedure contained within the Incident Reporting (IR1) Guide. Reporting is online through the Flamefast Website which staff can access via the Somerset Learning platform.
- 1.11 To ensure that Risk Assessments are carried out within the school using an identified method for recording (Security Suite software) and to review annually as identified on the rolling cycle of policy review.

- 1.12 With the Headteacher, to review on an annual basis, all accidents and other incidents reported to the school to identify trends and make a summary available to parents.
- 1.13 To ensure that incident investigations are carried out in sufficient detail.
- 1.14 To consult with the school council and inform pupils of their responsibilities for Health and Safety.

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:

Dated:

Signed: Headteacher:

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 The Headteacher and Governing Body are responsible for seeing that staff follow the school's policy, and in particular in respect of
 - 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 The selection of equipment which is 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 The provision of suitable personal protective equipment when its need is identified, 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.
 - 2.2.1 They will ensure that 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.
- 2.3 The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide regular summaries of their findings at governor meetings. With regard to premises issues this will include a Governor check of the school buildings, carried out twice each term. Our BMIS property surveyor can support the governors and help with the prioritisation of needs on the school's AMP.

- 2.4 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 – **Lizz Godsave and Sarah Harman**
Assistance on health and safety issues is provided by
The County Health and Safety Unit, Somerset County Council

3. **Appointment of Appropriate Persons**

Trinity School has appointed persons for delegated areas of responsibility within the school (see Table A).

4. **Guidance for Schools**

At school we can refer to the following guidance, produced by the Somerset County Council. This guidance exists in the Health and safety file and on the p-drive accessed through the staff folder (p/staff/health and safety...)

- Guidance for Schools Volume 4
- Guidance for Schools Volume 5

- 4.1 The Governors adopt the standards of the following publications which are endorsed by the Children and Young People's Directorate as standards for its schools:

- "Safe Practice in Physical Education" published by BAALPE - 2004 Edition
- Fire Safety - Managing School Facilities Guide 6
- Teachernet site
- Somerset website 'Outdoor education and External Visits;
<http://www.six.somerset.gov.uk/sccoea/>
- "Guidance on First Aid for Schools"
- "Supporting Pupils at School with Medical Conditions – December 2015"

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Trinity First School

Appointment of Appropriate Persons: Headteacher

Amanda Seager

Delegated Senior Manager:

Richard Davies

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Asbestos	Asbestos Register	In School/Community Protection	AS
Bullying/ Harassment	Developing an anti-bullying strategy	SiX Admin & Support Services. Social Inclusion and Access Behaviour Support Service	AS
Computer use	Guidance for Schools	Links to DSE Assessment Form, Managers Guide, User Guide and also training course and descriptions: http://www.six.somerset.gov.uk/sixv3/default.asp?search=DSE&searchfor=4&orderby=1&ds=1	AS
Construction Work/Contractors on school sites	Corporate Property Standards and Guidance "School building projects" http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775		AS
COSHH Assessments	Guidance for Schools	Volume 4 Section 8	AS
Electrical Safety	Guidance for Schools	Volume 4 Section 3	AS
Emergency Procedures	Guidance for Schools	Volume 2 Section 4	AS
Critical/Major Incidents	See attached also SiX – Admin & Support Services>SEN Group>Critical Incidents		AS
Fire Safety	Guidance for Schools	Volume 4 Section 6	AS
Arson Prevention	Arson Prevention Bureau Booklet	Guidance sent out 1999. Further copies available from Tina Govier, e-mail TGovier@somerset.gov.uk or Ext 5854.	AS
First Aid	Guidance for Schools	Volume 4 Section 4	AS
Head Lice		http://www.wiredforhealth.gov.uk/cat.php?catid=917	AS
Home Visits	No Children and Young People's Directorate Guidance available at this time		NA
Hygiene Control	Guidance for Schools	Volume 4 Section 17	AS
Incidents/ Injuries	Incident Reporting (IR1) Guide	In School	AS
Infection control		http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=16165	AS
Infectious Diseases Hepatitis B		http://www.wiredforhealth.gov.uk/cat.php?catid=917 http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=5673	AS

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Lifting/Handling	Risk Assessment plus training courses	Contact County Health and Safety Unit.	AS
<i>Maintenance and where necessary tests of plant and equipment</i>			
Safety Glazing	County Glazing Policy	Contact Corporate Property Services	AS
Electrical Equipment (PAT)	Will in future form part of blue book service which Schools can purchase	Blue Book	AS
Pressure systems (eg Steam ovens/stills)	School responsibility but inspected by Zurich Insurance	Contact Insurance section.	N/A
Gas Appliances – Kitchens	School responsibility but Special Schools on contract	Contact Contract Support	N/A
Gas Appliances – Boilers	Contract available for purchase but inspected by Zurich Insurance	Contact Property Services	AS
Lifting Equipment PE Equipment CDT Equipment LEV	} Contracts available for purchase by schools	Contact Property Services	AS
Medicines in school	Guidance for Schools	Volume 4 Section 4	AS
Minibus Safety (where appropriate)	Guidance for Schools	Volume 4 Section 23	N/A
Needlestick Injuries	Risk Assessment Equipment use for disposal	Needlestick Injuries A Guide for Local Government safety representatives www.unison.org.uk	AS
New and Expectant Mothers	Corporate Policy	Contact County Health and Safety Unit http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=5689	AS
Playground Safety	Contracts available for purchase by schools	Contact Ground Maintenance	AS
Pupils with medical needs	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629		AS

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Risk Assessment	See Item 1.11	Refer to Blue Book Health & Safety	AS
School visits Educational Visit Co-ordinator	School 'Off-site Visit' policy based Guidance for Schools SV1	Volume 5 Section 16	AS
Security	Model policy available	Contact Tina Govier, e-mail TGovier@somerset.gov.uk or Ext 5854.	AS
Slips and Trips	Guidance for Schools	Volume 4 Section 5	AS
Smoking	Corporate Policy	Contact Corporate Personnel	AS
Swimming Safety (where appropriate)	Guidance for Schools	Volume 4 Section 28	AS
Stress	Corporate Policy	Contact Corporate Personnel http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=14022	AS
Sun Safety	Guidance	SiX Admin & Support Support Services County Health and Safety Unit	AS
Temperatures/ Heating	Guidance for Schools	Volume 4 Section 31	AS
Traffic on school sites	Guidance for Schools	To be issued shortly, contact County Health and Safety Unit	AS
Water, eg Legionella	Guidance for Schools	Volume 4 Section 31	AS

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

Document	Location (eg office, web address)
HEALTH SAFETY FILE	OFFICE
ASBESTOS register	OFFICE
<p>GUIDANCE ON ALL AREAS OF H&S ON SCHOOL NETWORK</p> <p>P/STAFF/HEALTH AND SAFETY.....</p>	

Document Prepared by (Signature)

(Print Name) AMANDA SEAGER.....

Title: HEADTEACHER.....
(eg Headteacher/Governor)

Date:

The monitoring/review arrangements in place are summarised below:

Active monitoring:

<p>External Monitoring</p> <p>Safety Audit/Inspection Report (CHSU) Annual Review Meeting Report (LSDA) Periodic Risk Assessment Status Electronic Report (DSL0) Periodic Self Evaluation Status Electronic Report (Section 6) Accident/Incident Investigation Report (various) Safety Representation Reports (Recognised Trade Union/Professional Association) Property Services Report – Capital Support Special Educational Needs Report Protocol Reports (Schools causing concern) Fire Risk Assessment</p> <p>Internal Monitoring</p> <ul style="list-style-type: none"> • • •

Reactive monitoring:

<p>External Monitoring</p> <p>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</p> <p>Internal Monitoring</p> <ul style="list-style-type: none"> • • •

Planned review:

<p>Annual Safety Self Review Audits</p>
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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.