

# LYDEARD ST LAWRENCE COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

*[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 must ensure that school staff and premises comply with the LEA's health and safety policy and practices (e.g. reporting accidents, first aid provision), which is available on the school's P Drive.*

- *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.*

*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 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**

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:

### LYDEARD ST LAWRENCE COMMUNITY PRIMARY SCHOOL

- 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, (held on p drive of school network) 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	Kate Wiltshire	Sarah Wood
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- 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.
- 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 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.

- 1.11 To ensure that Risk Assessments are carried out within the school using an identified method for recording (eg LCP software) and to review as appropriate.
- 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 if requested.
- 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: .....

## **2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

1.2 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.

1.2.1 They will ensure that staff have the necessary skills and qualification 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 an annual summary of their findings. 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 schools 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 **(Rianne Sewell)** .....

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

#### **4. Guidance for Schools**

The following guidance, produced by the Council, is available for the school to use for their own standards:

- 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 Lifelong Learning Directorate as standards for its schools:

- "Safe Practice in Physical Education" published by BAALPE - 2004 Edition
- "Fire Safety in Schools" published by Architects and Buildings Branch DfES
- "Health and Safety of Pupils on Educational Visits" published by DfES
- "Guidance on First Aid for Schools" published by DfES
- "Supporting Pupils with Medical Needs" published by DfES
- SCC Corporate Property Standards and Guidance

The school accesses LA Health and Safety newsletters and files them for staff access.

**TABLE A****DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL****Name of School:** LYDEARD ST LAWRENCE COMMUNITY PRIMARY SCHOOL**Appointment of Appropriate Persons:****Delegated Senior Manager:** Gill Stripp

<b>Subject Matter</b>	<b>Policy</b>	<b>Location of Policy Guidance</b>	<b>Name of person responsible</b>
Asbestos	Asbestos Register	In School/Community Protection	GS
Bullying/ Harassment	Developing an anti-bullying strategy	SiX Admin & Support Services. Social Inclusion and Access Behaviour Support Service	GS
Computer use	Guidance for Schools	Volume 4 Section 29	GS
Construction Work/Contractors on school sites	Corporate Property Standards and Guidance "School building projects" <a href="http://www.six.somerset.gov.uk/six/v.asp?n=7556">http://www.six.somerset.gov.uk/six/v.asp?n=7556</a>		GS
COSHH Assessments	Guidance for Schools	Volume 4 Section 8	SW
Electrical Safety	Guidance for Schools	Volume 4 Section 3	KW
Emergency Procedures	Guidance for Schools	Volume 2 Section 4	GS
Critical/Major Incidents	See attached also <a href="#">SiX - Admin &amp; Support Services&gt;SEN Group&gt;Critical Incidents</a>		GS
Fire Safety	Guidance for Schools	Volume 4 Section 6	GS/SW
Arson Prevention	Arson Prevention Bureau Booklet	Guidance sent out 1999. Further copies available from Jill Halmkin, e-mail <a href="mailto:Jdhalmkin@somerset.gov.uk">Jdhalmkin@somerset.gov.uk</a> or Ext. 5854.	SW
First Aid	Guidance for Schools	Volume 4 Section 4	KW/JM
Head Lice	<a href="http://www.wiredforhealth.gov.uk/cat.php?catid=917">http://www.wiredforhealth.gov.uk/cat.php?catid=917</a>		J O'B
Healthcare advice	<a href="http://www.six.somerset.gov.uk/six/v.asp?n=2661">http://www.six.somerset.gov.uk/six/v.asp?n=2661</a>		LEA
Home Visits	No Lifelong Learning Guidance available at this time		JV/IE
Hygiene Control	Guidance for Schools	Volume 4 Section 17	KW
Incidents/ Injuries	Incident Reporting (IR1) Guide	In School	GS
Infection control	<a href="http://www.wiredforhealth.gov.uk/PDF/infect_poster.pdf">http://www.wiredforhealth.gov.uk/PDF/infect_poster.pdf</a>		GS
Infectious Diseases	<a href="http://www.wiredforhealth.gov.uk/cat.php?catid=917">http://www.wiredforhealth.gov.uk/cat.php?catid=917</a>		GS

<b>Subject Matter</b>	<b>Policy</b>	<b>Location of Policy Guidance</b>	<b>Name of person responsible</b>	
Hepatitis B		<a href="http://www.six.somerset.gov.uk/six/v/asp?ndid=5673">http://www.six.somerset.gov.uk/six/v/asp?ndid=5673</a>		
Children with HIV		<a href="http://www.six.somerset.gov.uk/six/v/asp?ndid=2763">http://www.six.somerset.gov.uk/six/v/asp?ndid=2763</a>		
Lifting/Handling	Risk Assessment plus training courses	Contact County Health and Safety Unit.	KW	
<i>Maintenance and where necessary</i>				
Safety Glazing	County Glazing Policy	Contact Corporate Property Services	SURVEYOR/ BUSINESS	
Electrical Equipment (PAT)	formS part of blue book service which School purchaseS	Blue Book	SW	
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	N/A	
Lifting Equipment PE Equipment CDT Equipment LEV	} Contracts available for purchase by schools	Contact Property Services	N/A	
Medicines in school		Guidance for Schools	Volume 4 Section 4	SW/KW
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 <a href="http://www.unison.org.uk">www.unison.org.uk</a>	KW

<b>Subject Matter</b>	<b>Policy</b>	<b>Location of Policy Guidance</b>	<b>Name of person responsible</b>
New and Expectant Mothers	Corporate Policy	Contact County Health and Safety Unit <a href="http://www.six.somerset.gov.uk/six/v.asp?ndid=5689">http://www.six.somerset.gov.uk/six/v.asp?ndid=5689</a>	GS
Playground Safety	Contracts available for purchase by schools	Contact Ground Maintenance	KW
Pupils with medical needs		<a href="http://www.six.somerset.gov.uk/six/v.asp?ndid=2629">http://www.six.somerset.gov.uk/six/v.asp?ndid=2629</a>	GS
Risk Assessment	See Item 1.11	Refer to Blue Book Health & Safety	GS/SW/Staff
School visits Educational Visit Co-ordinator	Guidance for Schools SV1	Volume 5 Section 16	GS
Security	Model policy available	Contact Jill Halmkin, e-mail <a href="mailto:Jdhalmkin@somerset.gov.uk">Jdhalmkin@somerset.gov.uk</a> or Ext. 5854.	LA MODEL
Slips and Trips	Guidance for Schools	Volume 4 Section 5	SW
Smoking	Corporate Policy	Contact Corporate Personnel	GOVS
Swimming Safety (where appropriate)	Guidance for Schools	Volume 4 Section 28	J O'B
Stress	Corporate Policy	Contact Corporate Personnel <a href="http://enterprise.somerset.gov/personnel/chsu/admin/information/19.doc">http://enterprise.somerset.gov/personnel/chsu/admin/information/19.doc</a>	GS
Sun Safety	Guidance	SiX Admin & Support Support Services County Health and Safety Unit	KW
Temperatures/ Heating	Guidance for Schools	Volume 4 Section 31	GS
Traffic on school sites	Guidance for Schools	To be issued shortly, contact County Health and Safety Unit	GS
Water, eg Legionella	Guidance for Schools	Volume 4 Section 31	RS

**TABLE B****ESTABLISHMENT Lydeard St Lawrence**

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

<b>Document</b>	<b>Location (eg office, web address)</b>
<b>Accident Book</b>	Office, filing cabinet
<b>Fire Drill records</b>	Office, locked cabinet
<b>Risk assessments</b>	HT's office, Flamefast
<b>Annual Governor Premises Report</b>	Office Governors File
<b>Emergency Procedures</b>	Office
<b>Audit Report</b>	Office
<b>Legionnaires Disease blue folder</b>	Office
<b>Asbestos register</b>	Office

**Document Prepared by** ..... (Signature)

(Print Name) .....

Title: G Stripp/Rianne Sewell .....  
(eg Headteacher/Governor)

Date: .....

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

Active monitoring:

**External Monitoring**

Safety Audit/Inspection Report (CHSU)  
Annual Review Meeting Report (LSDA)  
Periodic Risk Assessment Status Electronic Report (DSLO)  
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

**Internal Monitoring**

- Annual safety check, KW, J O'B and school council
- Termly visual check KW
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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**

- H and S governor
- Head Teacher
- K Wiltshire
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Planned review:

Annual Safety Self Review  
Audits

## **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.

Policy drafted by Gill Stripp, September 09 with reference to LA guidance.

Adopted by Governors : 1<sup>st</sup> Oct 2009

Date for review: September 2010