



Wadham School

Health and Safety Policy

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|---------------------|---------------------|
| Who is Responsible? | Finance & Resources |
| Statutory Policy? | Yes |
| Review Timescale | Every 2 years |
| Approval Date | November 2019 |
| Next Review | November 2021 |

Signed

Date:

THE LAW

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

At Wadham School, as a community school, statutory health and safety responsibilities fall on the 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 follow policies and procedures set by the Local Authority for health and safety (e.g., reporting accidents, first aid provision), and:

- Institute 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 students in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any activity on the school site or managed by the school;
- 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 (including TeamTeach techniques where necessary) 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
- Promote and support sensible health and safety management through discussion at Governor or Senior Leadership Team meetings; advice and guidance from the Corporate Health and Safety Unit when required.

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 off-site school activities.

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 role in seeing that the governing body's health and safety policies and procedures are carried out.

COVERAGE

A list of all issues to be covered by the Wadham School Health and Safety Policy is given on pages 6-8 of this policy with electronic links to the relevant County Council or other appropriate guidance.

HEALTH AND SAFETY POLICY

1. The Governors of Wadham 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 students, 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 a recognised method for recording (e.g., EEC Safety Suite). Risk assessments are communicated to all staff and reviewed as appropriate.
- 1.7 Promote and engage health and safety through discussion and 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 Corporate Property Group 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 Student Voice and other student led groups to inform students 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) Simon O’Nions (2) Rachel Parker

Trade Union NEU NASUWT

The Governors and Headteacher will draw this policy to the attention of all staff, and will review the policy every two years.

Signed: _____ Chair of Governors

Dated: _____

Signed: _____ Headteacher

Dated: _____

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 in their area of responsibility staff follow the school's policy, and the following measures:
 - 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 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 set by Somerset County Council by both visits to the school and reports from the Business Manager or Site Manager to the Finance and Resources Committee, and provide an annual summary of their findings.
- 2.4 Ensure that regular School Premises Management checks are completed in line with the Premises Managers Checklist alongside guidance from the School's Area Building Surveyor and Local Authority. 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 (Category A) and review on an annual basis. Scheme of Delegation
- 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

Peter Dudeney

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). 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 standard for its schools:

- Association for Physical Education – afPE, published 2016
- Health and Safety: Responsibilities and Duties for Schools: November 2018
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- 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>
- Supporting Pupils at School with Medical Conditions: published by Department for Education, December 2015, link:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Wadham School

Headteacher

Matthew Gardner

Delegated Senior Manager:

Sheila Taylor

Premises Manager:

Graham Rowswell

| Area | Location of Policy/Guidance | Name of person responsible |
|---|---|----------------------------|
| ACCIDENTS/INCIDENTS (NEAR MISSES): | | |
| Incidents/Injuries | <u>Accident Reporting</u> (EEC Safety Suite) | Sheila Taylor |
| EMERGENCY PROCEDURES: | | |
| Emergency Procedures | <u>Business Continuity Plan template for schools</u> | Sheila Taylor |
| Critical / Major Incidents and Updating your Contingency Plan | <u>School Closures</u> | Sheila Taylor |
| | <u>Updating your Contingency Plan</u> | Sheila Taylor |
| | <u>Critical Incidents in Schools</u> | Sheila Taylor |
| EXTERNAL VISITS: | | |
| External Visit Co-ordinator | <u>Outdoor Education and External Visits Website</u> | Sheila Taylor |
| | <u>EEC Safety Suite>External Visits Management</u> | Sheila Taylor |
| | <u>Policy for Offsite Visits and Activities – in school</u> | Sheila Taylor |
| MEDICAL: | | |
| Hygiene Control | <u>Guidance for Schools: Volume 4</u> | Sheila Taylor |
| Infection Control | <u>Public Health England Guidance</u> | Sheila Taylor |
| Medicines in school | <u>Guidance for Schools: Volume 4</u> | Sheila Taylor |

| Area | Location of Policy/Guidance | Name of person responsible |
|---|---|----------------------------|
| Needlestick Injuries | <u>H & S Policy Manual</u> - HS007 | Sheila Taylor |
| New and Expectant Mothers | <u>H & S Policy Manual</u> - HS017 | Sheila Taylor |
| Pupils with medical needs | https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2 | Sarah Coombe |
| RISK ASSESSMENTS: | | |
| Computer Use | <u>DSE Assessment Form</u> – HS030, Managers Guide, User Guides and DSE1 assessment form for schools | Chris Thorpe |
| COSHH | <u>H & S Policy Manual</u> – HS008 Hazardous substances COSHH Assessment Form (F08) | Graham Rowswell / CTL's |
| Employee or Volunteer Driver | <u>Driver Risk Assessment HS014</u> | Sheila Taylor |
| First Aid | <u>H & S Policy Manual</u> HS012 | Sheila Taylor |
| Minibus Safety | <u>Outdoor Education Advisors Panel – National Guidance</u> | Graham Rowswell |
| SCC Training Policy (HS031) | <u>H&S Induction Checklist (schools)</u> | Sheila Taylor |
| Violence at Work | <u>Work Related Violence HS011</u> | Matthew Gardner |
| SITES AND BUILDINGS: | | |
| SCC Overarching Guidance document | <u>Corporate Property Standards and Guidance</u> including construction work/contractors on school site | |
| Asbestos | Asbestos Register - in School | Sheila Taylor |
| Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing | <u>Guidance for Schools: Volume 4</u> | Paul Tomkins |
| Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV | Contact Property Services - Contracts available for purchase by schools. | Graham Rowswell |

| Area | Location of Policy/Guidance | Name of person responsible |
|---|---|----------------------------|
| Fire Safety <ul style="list-style-type: none"> • Arson Prevention | Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx | Graham Rowswell |
| Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen | Contact Property Services: Contracts available for purchase. School responsibility unless Special. | Graham Rowswell |
| Minibus Safety | Outdoor Education Advisors Panel – National Guidance | Tom Hemmings |
| Premises Managers Checklist | <u>Premises Managers Task List</u> | Graham Rowswell |
| Pressure systems – eg, steam ovens/stills | School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx | Graham Rowswell |
| Safety Glazing | Please refer to SCC Corporate Property Standard BDN 27 L40 Safety Glazing | Graham Rowswell |

ESTABLISHMENT **Wadham School**

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

| Document | Location (Eg, office, web address) |
|--|---|
| Asbestos Register | Business Manager's office |
| Critical Incidents Plan / Business Continuity | Business Managers Office / SLT |
| Emergency Evacuation Procedures | Each classroom / office |
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Document Prepared by **(Signature)**

(Print Name) **Sheila Taylor**
 Business Manager

Date: **18th November 2019**

The monitoring/review arrangements in place are summarised below:

External Monitoring

H&S Safety Audit (CHSU – every 3 years)
Inspection Report (CHSU)
Accident/Incident Report
Condition Survey
Fire Risk Assessment (CHSU – every 5 years)
Legionella Risk Assessment

Internal Monitoring

Report to Governors Finance and Resources Committee
EEC Management Report
H & S Committee Inspection / Governors Walkabout
Staff Induction and Inset training
Annual Review (RAMIS)