

# West Coker Primary School



## Health and Safety Policy A 05

**Approved by the Governing Body of West Coker Primary  
School in October 2023**

**Headteacher**

*Phil Hyland*

**Chair of Governors**

*J. Williams*

**Proposed Date of Future Review October 2024**

## MODEL HEALTH AND SAFETY POLICY

### 1. THE GOVERNORS OF: West Coker VC Primary School 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 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 of 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 on the 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) Mr Philip Hyland (2) Mrs Helen James

Trade Union NEU/Unison

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

Signed:  Chair of Governors: Jo Williams

Dated: 16/10/23

Signed:  Headteacher: Philip Hyland

Dated: 16/10/23

## 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 or recognised 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 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 set by Somerset Council 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 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  
Mrs Helen James
- 

Assistance on health and safety issues is provided by  
The Corporate Health and Safety Unit, Somerset 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 Councils Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, (Published September 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)  
The School has established its own policies on *[complete as relevant]*

**TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL****Name of School: West Coker Primary School**

<b>Headteacher</b>	Philip Hyland
<b>Delegated Senior Manager:</b>	Larah Cottle
<b>Premises Manager:</b>	Philip Hyland
<b>External Visit Coordinator:</b>	Philip Hyland/ Rebecca Blake

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Accident Reporting</a> (EEC Safety Suite)	Philip Hyland
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	<a href="#">Business Continuity Plan template for Schools</a>	Philip Hyland
Critical/Major Incidents and updating your Contingency Plan	<a href="#">School Closures</a> <a href="#">Updating your Contingency Plan</a> <a href="#">Critical Incidents in Schools</a>	
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a> <a href="#">EEC Safety Suite&gt;External Visits Management</a> <a href="#">Policy for Offsite Visits and Activities – in school</a>	Philip Hyland
<b>INDUCTION/TRAINING:</b>		
SC Training Policy (HS031)	<a href="#">H&amp;S Induction Checklist (Schools)</a>	Philip Hyland
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Philip Hyland EHS
Infection Control	<a href="#">Public Health England Guidance</a>	Philip Hyland
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Philip Hyland
Needlestick Injuries	<a href="#">H &amp; S Policy Manual - HS007</a>	Philip Hyland

Area	Location of Policy/Guidance	Name of person responsible
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual - HS017</a>	Philip Hyland
Supporting Pupils with medical conditions,	<a href="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">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</a>	Philip Hyland
<b>RISK MANAGEMENT:</b>		
Computer Use	<a href="#">DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools</a>	Philip Hyland
COSHH	<a href="#">H &amp; S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)</a>	Philip Hyland
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment HS014</a>	Philip Hyland
First Aid	<a href="#">H &amp; S Policy Manual HS012</a>	Philip Hyland
Minibus Safety	<a href="#">Outdoor Education Advisors Panel – National Guidance</a>	Philip Hyland
Violence at Work	<a href="#">Work-related Violence HS011</a>	Philip Hyland
<b>SITES AND BUILDINGS:</b>		
SC Overarching Guidance document	<a href="#">Corporate Property Standards and Guidance</a> Including construction work/contractors on school site	Philip Hyland
Asbestos	Asbestos Register - in School	Philip Hyland
Electrical Safety <ul style="list-style-type: none"> <li>• Portable Appliance Testing</li> </ul>	<a href="#">Guidance for Schools: Volume 4</a>	Philip Hyland
Equipment Maintenance <ul style="list-style-type: none"> <li>• Lifting Equipment</li> <li>• PE Equipment</li> <li>• CDT Equipment</li> <li>• LEV</li> </ul>	Contact Property Services  - Contracts available for purchase by schools.	Philip Hyland
Fire Safety <ul style="list-style-type: none"> <li>• Arson Prevention</li> </ul>	<a href="#">Fire H&amp;S010</a> Contact insurance for more advice <a href="https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx">https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx</a>	Philip Hyland
Gas Appliances <ul style="list-style-type: none"> <li>• Boilers</li> <li>• Kitchen</li> </ul>	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Philip Hyland
Premises Managers checklist	<a href="#">Premises Managers Task List</a>	Philip Hyland

Area	Location of Policy/Guidance	Name of person responsible
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance <a href="https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx">https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx</a>	Philip Hyland
Safety Glazing	Please refer to SC Corporate Property Standard – <a href="#">BDN 27 L40 Safety Glazing</a>	Philip Hyland

TABLE B

## ESTABLISHMENT

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 and Safety Policy	School Office <a href="https://www.westcoker.somerset.sch.uk/policies/">https://www.westcoker.somerset.sch.uk/policies/</a>
Health and Safety Reporting Forms	School Office
Health and Safety Audit	School Office
Risk Assessment	School Office and EEC Live
First Aid	School Office
Asbestos Register	School Office
School Trips	School Office
Behaviour and Discipline	School Office <a href="https://www.westcoker.somerset.sch.uk/policies/">https://www.westcoker.somerset.sch.uk/policies/</a>
Cleaning / COSHE	School Office
Fire Safety	School Office
Electrical Testing	School Office
Manual Handling	School Office
VDU Guidance	School Office

Document Prepared by .....

*Phil Hyland*

(Signature)

(Print Name) Philip Hyland .....

Title: Headteacher .....

(e.g., Headteacher/Governor)



Date: 16/10/23 .....

The monitoring/review arrangements in place are summarised below:

### External Monitoring

H&S Safety Audit (CHSU – every 3-years)  
 Inspection Report (purchased by way of SSE Health and Safety Management Package)  
 Accident/Incident Report  
 Safety Representation Reports (Recognised Trade Union/Professional Association)  
 Property Services Report – Capital Support  
 Fire Risk Assessment – (CHSU - every 5-years)  
 Legionella Risk Assessment

### Internal Monitoring

Activity Planning (Burgundy Pack)  
 Annual Declaration (RAMIS)  
 Annual Review (RAMIS)  
 EEC Management Report  
 EEC H&S Self-Audit questionnaire  
 Governors Meetings with standing Health and Safety agenda item  
 Governors Premises walkabout with feedback report  
 Headteachers Self-Assessment (Burgundy Pack)  
 H & S Committee Inspection  
 Senior Leadership Team Meeting with standing Health and Safety agenda item  
 Staff Induction and INSET day training.