West Coker Primary School



Health and Safety Policy

Approved by the Governing Body of West Coker Primary School in October 2026

Headteacher Phil Hyland

Chair of Governors Helen James

Proposed Date of Future Review October 2027

Our Core Christian Values of Respect, Hope, Community, Wisdom and Kindness run through everything we do and help ensure that our pupils flourish and leave our school as conscientious, well-equipped citizens of the future. Together, we seek to embed a supportive, thoughtful and considerate atmosphere throughout that allows everyone to thrive.

MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS

PURPOSE OF THIS POLICY

This model policy helps schools set out clear health and safety arrangements, responsibilities and review processes. Schools should complete the blank sections, check that the responsibilities match their governance arrangements and review this policy each year.

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 school's 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 follow policies and procedures set by the Local Authority for health and safety (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 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;
- Seek advice and guidance from The Health and Safety Service when required.

Specific health and safety tasks may be delegated to staff or other competent people. Delegation does not remove the employer's or governing body's overall responsibility.

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.

In Academy schools, free schools, foundation schools and voluntary aided school's statutory health and safety responsibilities fall on the Governing body (as the employer) and on the Headteacher and staff (as employees). Governing bodies may be constituted in one of the following formats:

- An Academy Trust
- The Governing body of a voluntary aided or a foundation school

- The owners or trustees of an Academy, foundation, VA or Free school

The Governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan in place;
- 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 the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- 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. **However, the Governing body retains the ultimate responsibility no matter who carries out the tasks.**

THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees must take reasonable care of their own health and safety and the health and safety of anyone affected by their work. They must follow instructions, cooperate with health and safety arrangements, and report unsafe practices. The Headteacher has day-to-day responsibility for making sure the school's health and safety policy and procedures are put into practice.

COVERAGE

The policy should cover the main health and safety issues that apply to the school. It should include links or references to relevant Somerset Council guidance and other approved guidance where needed.

MODEL HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF: West Coker Primary School SCHOOL will

1.1 Provide, so far as is reasonably practicable, a safe and healthy environment for pupils, staff, volunteers, visitors and anyone else who may be affected by the school's activities.

1.2 Ensure all educational visits and adventurous activities are planned and approved in accordance with Somerset Council's Outdoor Education and Off-site Visits guidance and monitored through EEC.

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 when required.

1.7 Receive regular health and safety reports at Governing Body or relevant committee meetings and ensure recommendations arising from audits, inspections, fire risk assessments, accident investigations and property reports are recorded, monitored and completed within agreed timescales.

1.8 Ensure that staff can access training to ensure their competence for their tasks.

1.9 Meet any duties held as a client when arranging work by contractors or volunteers. The school will follow Somerset Council guidance on selecting competent contractors and will seek advice from the Corporate Property Group when needed. Volunteers will receive suitable instruction and supervision.

1.10 Report all incidents/accidents, using the Accident Reporting Module on the EEC Safety Suite and ensure appropriate follow up actions are carried out.

1.11 Review on an annual basis, all accidents and incidents reported to identify trends.

1.12 Ensure suitable arrangements are in place to identify, assess and manage the risks associated with food allergies and anaphylaxis, including supporting pupils with medical conditions, staff training, emergency response arrangements and compliance with statutory guidance and Somerset Council allergy management guidance.

1.13 Consult with the school council and inform pupils of their responsibilities for Health and Safety.

1.14 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.

1.15 Promote the health, safety and wellbeing of employees, recognising the importance of managing work-related stress, violence, aggression and other psychosocial risks.

1.16 Ensure suitable arrangements are in place for employees undertaking lone working activities, including risk assessment and emergency arrangements.

1.17 Ensure arrangements are in place to manage water hygiene and Legionella risks in accordance with property and health and safety guidance.

1.18 Ensure arrangements are in place to manage risks associated with severe weather events including heatwaves, storms, flooding, snow and ice.

The following individuals are recognised as safety representatives at the school.

Name (1) Philip Hyland (2) Click or tap here to enter text.

Trade Union Click or tap here to enter text.

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

Signed: ..... Chair of Governors: Helen James

Date: Click or tap to enter a date.

Signed: ..... Headteacher: Philip Hyland

Date: Click or tap to enter a date.

Review date: Click or tap to enter a date.

Policy owner: West Coker Primary School

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

2.1 Schools may organise health and safety responsibilities in different ways. Key staff must make sure that people in their area of responsibility follow this policy and the measures below:

2.1.1 Identify and control risks from hazardous substances.

2.1.2 Select suitable equipment and make sure it is used correctly.

2.1.3 Identify training needs and arrange suitable training.

2.1.4 Provide suitable personal protective equipment where needed and make sure it is used correctly.

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. Governor to Head Delegation for Category A.

2.6 The Governors have appointed the following Governor Click or tap here to enter text. to monitor health and safety issues and bring to their notice such issues that require their attention.

2.7 Assistance on health and safety issues is provided by The Health & Safety Service.

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3. Appointment of Appropriate Persons

Schools should appoint suitable people for each delegated area of responsibility. Table A should be completed to show who is responsible for each area and where the related policy or guidance is kept. Delegated responsibilities will be reviewed annually and whenever significant staffing changes occur. New staff should have the skills and qualifications they need, or receive suitable training after appointment or when responsibilities change.

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
- Outdoor Education and External Visits Website

4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset Council's Learning and Achievement service as standards for its schools:

- Association for Physical Education (afPE) (2025):
  Safe Practice: in Physical Education, School Sport and Physical Activity

- Health and Safety: Responsibilities and duties for Schools (April 2022):
  Health and safety: responsibilities and duties for schools

- Building Bulletin 100: Design for Fire Safety in Schools (March 2014): 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 (February 2014): https://www.gov.uk/government/publications/first-aid-in-schools

- Supporting Pupils at School with Medical Conditions: published by Department for Education (December 2015): 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 Click or tap here to enter text.

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: West Coker Primary School

Headteacher: Philip Hyland

Delegated Senior Manager: Rebecca Blake

Premises Manager: Philip Hyland

External Visit Coordinator: Philip Hyland/ Rebecca Blake

Complete Table A by adding the location of each policy or guidance document and the name of the person responsible for each area.

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES)		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	PH
EMERGENCY PROCEDURES		
Emergency Procedures Critical/Major Incidents and updating your Contingency Plan	Business Continuity Plan template for Schools School Closures Updating your Contingency Plan	PH
EXTERNAL VISITS		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities – in school	PH/ RB
INDUCTION/TRAINING		
SC Training Policy	H&S Induction Checklist (Schools)	PH
MEDICAL		
Hygiene Control	Guidance for Schools: Volume 4	PH
Infection Control	UKHSA Health protection in children and young people's settings, including education	PH
Medicines in school	Guidance for Schools: Volume 4	PH
Needlestick Injuries	H & S Policy Manual - HS07	PH

Area	Location of Policy/Guidance	Name of person responsible
New and Expectant Parents	H & S Policy Manual - HS017	PH
Supporting Pupils with medical conditions	Supporting pupils with medical conditions	PH/ML
Allergy Management	Allergy Safety in Schools: Guidance on Benedict's Law	PH
RISK MANAGEMENT		
Computer Use	DSE Assessment Form (DSE1)	PH
COSHH	Hazardous Substances - HS08 COSHH Risk Assessment Form (F08)	PH/RB
Employee or Volunteer Driver	Driver Risk Assessment HS014	PH
First Aid	First Aid HS012	PH
Minibus Safety	Minibus Info Sheet Guidance for schools	N/A
Violence at Work	Work-related Violence HS011	PH
SITES AND BUILDINGS		
SC Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	PH
Asbestos	Asbestos Register Email: asbestosteam@somerset.gov.uk Asbestos Policy HS021	PH
Electrical Safety • Portable Appliance Testing	Guidance for schools	PH
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services Contracts available for purchase by schools	PH
Fire Safety • Arson Prevention	Fire Policy HS010 School responsibility Arson Policy Insurance Email: InsuranceMailbox1@somerset.gov.uk	PH
Gas Appliances • Boilers • Kitchen	Contact Property Services Contracts available for purchase School responsibility unless Special School	PH

Area	Location of Policy/Guidance	Name of person responsible
Premises Managers checklist & Site Manager/Caretaker	Premises Managers Task List Premises Checklist for Site Manager/Caretaker	PH
Pressure systems e.g. steam ovens/stills	School responsibility - contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	PH
Safety Glazing	Refer to legacy SC Property Standards SC Glazing Standards and Guidance PDF	PH

TABLE B
ESTABLISHMENT Click or tap here to enter text.

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

Document	Location (E.g. office, web address)
Health and Safety Policy	**School Office https://www.westcoker.somerset.sch.uk/policies/**
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 https://www.westcoker.somerset.sch.uk/policies/**
Cleaning / COSHE	**School Office**
Fire Safety	**School Office**
Electrical Testing	**School Office**
Manual Handling	**School Office**
VDU Guidance	**School Office**

Document Prepared by ..... (Signature)

Name: Philip Hyland

Title: Headteacher
(e.g., Headteacher/Governor)

Date: **06/09/2026**

TABLE C

The monitoring/review arrangements in place are summarised below:

External Monitoring

- H&S Safety Audit and Action Plan (Health and Safety Service saved to EEC every 3-years)
- Inspection Report (purchased by way of SSE Health and Safety Management Package)
- Accident/Incident Reports
- Safety Representation Reports (recognised Trade Union/Professional Association)
- Property Services Report/Condition Survey every 3-years (on Civica)
- Fire Risk Assessment (Health and Safety Service saved on Civica every 3-5 years)
- Legionella Risk Assessment (on Civica)

Internal Monitoring

- Annual Declaration of Risk Assessments (Civica)
- Annual Declaration Self-Audit of Health & Safety (Civica)
- Fire Prevention (Civica)
- Asbestos Management (Civica)
- Catering Audit (Civica)
- Legionella Management (Civica)
- Safety Glazing Audit (Civica)
- EEC Management Report
- Governors Meetings with standing Health and Safety agenda item
- Governors Premises walkabout with feedback report
- Headteacher/Premises Manager Annual Checklist (Burgundy Pack)
- Premises Checklist for Site Manager/Caretaker
- Senior Leadership Team Meeting with standing Health and Safety agenda item
- Staff Induction and INSET day training
- External Visit Monitoring (Trip Monitoring form)
- Classroom checklist (Guidance for schools)