Rode and Norton St Philip School Federation

Health and Safety Policy

Version	Reviewed By	Date Approved	Approved by	Revision Date
1.0	FGB	Jan 2024	FGB	Jan 2025
1.1	Kim Slade	Jan 2025	Georgina Muxworthy	Jan 2026
1.2	Katie Twitchen	Nov 2026	F&B	Nov 2027

MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS

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 schools'** 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 Team Teach 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.

In **Academy schools, free schools**, **foundation schools and voluntary aided schools'** 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 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 of making sure that the governing body's health and safety policies and procedures are carried out.

COVERAGE

A list of all the issues to be covered by a school's health and safety policy is given on pages 6 - 8 of this document with electronic links to the relevant County Council or other appropriate guidance.

MODEL HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF: **Rode & Norton St Philip School Federation** 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) Katie Twitchen (2) Georgina Muxworthy

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

Signed: ..... Chair of Governors: Joanna Ellis
Dated: 11.11.26

Signed: 11.11.26 Headteacher: Georgina Muxworthy
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 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.

William Jackson

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

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Rode and Norton St Philip First School Federation

Headteacher	Georgina Muxworthy
Delegated Senior Manager:	Kim Slade
Premises Manager:	Katie Twitchen
External Visit Coordinator:	Katie Twitchen

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Katie Twitchen (KT)
EMERGENCY PROCEDURES:		
Emergency Procedures Critical/Major Incidents and updating your Contingency Plan	Business Continuity Plan template for Schools School Closures Updating your Contingency Plan Critical Incidents in Schools	KT Georgina Muxworthy (GM) GM & KT
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	KT KT/GM GM
INDUCTION/TRAINING:		
SC Training Policy (HS031)	H&S Induction Checklist (Schools)	**KT/GM**
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	KT
Infection Control	Public Health England Guidance	KT
Medicines in school	Guidance for Schools: Volume 4	KT
Needlestick Injuries	H & S Policy Manual - HS007	KT
New and Expectant Mothers	H & S Policy Manual - HS017	KT
Supporting Pupils with medical conditions,	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	KT/GM
RISK MANAGEMENT:		

Area	Location of Policy/Guidance	Name of person responsible
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	KT
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	KT
Employee or Volunteer Driver	Driver Risk Assessment HS014	KT
First Aid	H & S Policy Manual HS012	KT
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	GM/KT
Violence at Work	Work-related Violence HS011	GM
SITES AND BUILDINGS:		
SC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	SCC
Asbestos	Asbestos Register - in School	SCC/KT
Electrical Safety • Portable Appliance Testing	Guidance for Schools: Volume 4	SCC/KT
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services - Contracts available for purchase by schools.	SCC/KT
Fire Safety • Arson Prevention	Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	KT
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	KT
Premises Managers checklist	Premises Managers Task List	KT
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	KT
Safety Glazing	Please refer to SC Corporate Property Standard – BDN_27_L40_Safety Glazing	KT

TABLE B

ESTABLISHMENT Rode & Norton St Philip First School Federation

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

Document	Location (Eg, office, web address)

Document Prepared by ..... (Signature)

(Print Name) .....

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

Date: .....

TABLE B

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.