

Wellsprings Primary School

Health and Safety Policy

Including the Fire Policy

Autumn 2023

Wellsprings School Vision statement



The Law

Occupational Health and safety in schools is governed by legislation and associated regulations. These 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 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).

- 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

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, 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 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.

1.7 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 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 EEC) 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.

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:-----

Signed: Headteacher:-----

Dated:-----

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

2.1 Schools can be organised in a variety of ways, ie on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. In consequence the key members within the framework are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of

2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.

2.1.2 The selection of equipment which is 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 The provision of suitable personal protective equipment when its need is identified, 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.

2.2.1 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 Mr Chris Hall.

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

3. Appointment of Appropriate Persons

All schools should appoint appropriate persons for their delegated areas of responsibility within the school - see Table A

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 standards for its schools:

- Association for Physical Education - afPE, published 2012 (reprinted 2014)
- Health and Safety: advice on legal duties and powers – February 2014:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf
- 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>
- Statutory Guidance on Supporting Pupils at School with Medical Conditions: published by Department for Education, 2014; link:

[https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions\[1\].pdf](https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions[1].pdf)

The School has established its own policies on *[complete as relevant]*

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Wellsprings Primary School

Headteacher:

Delegated Senior Manager:

Premises Manager:

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Mark Lunn/Julie Staple
EMERGENCY PROCEDURES:		
Emergency Procedures Critical/Major Incidents and updating your Contingency Plan	School Closures Updating your Contingency Plan Critical Incidents in Schools	Mark Lunn
EXTERNAL VISITS:		

Area	Location of Policy/Guidance	Name of person responsible
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities – in school	EVC- Mark Lunn Mark Lunn
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Mark Lunn
Infection Control	Health Protection Agency Guidance	Mark Lunn
Medicines in school	Guidance for Schools: Volume 4	Mark Lunn/Julie Staple/ Kim Lester
Needlestick Injuries	H & S Policy Manual - HS007	Mark Lunn
New and Expectant Mothers	H & S Policy Manual - HS017	Mark Lunn
Pupils with medical needs	Physical Impairment and Medical Support Team – Medical Guidance	Mark Lunn/Elaine Price Bates
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	Mark Lunn John Sharp/ Julie Staple
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Julie Staple/ Kim Lester
Employee or Volunteer Driver	Driver Risk Assessment HS014	Mark Lunn

Area	Location of Policy/Guidance	Name of person responsible
First Aid	H & S Policy Manual HS012	Julie Staple
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Mark Lunn
Asbestos	Asbestos Register - in School	Mark Lunn
Electrical Safety	Guidance for Schools: Volume 4	Mark Lunn
<ul style="list-style-type: none"> • Portable Appliance Testing 		
Equipment Maintenance	Contact Property Services	Mark Lunn
<ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	- Contracts available for purchase by schools.	Otis Coombers
Fire Safety	Fire H&S010	Mark Lunn Coombers
<ul style="list-style-type: none"> • Arson Prevention 	Contact insurance for more advice https://slp.somerset.gov.uk/insurance/default.aspx	Rhino
Gas Appliances	Contact Property Services:	Bowlsh Zurich
<ul style="list-style-type: none"> • Boilers • Kitchen 	Contracts available for purchase. School responsibility unless Special.	
Minibus Safety	Transporting Somerset Vehicle guide	Julie Staple
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.gov.uk/insurance/default.aspx	Mark Lunn

Area	Location of Policy/Guidance	Name of person responsible
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Mark Lunn

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)	
1	Guidance for Schools; H&S document Volume 4	Office corridor
2	Play equipment log	Office corridor
	Log by Caretaker	Caretaker log-office
3	Legionnaire log	Office corridor
4	Stage lighting Service Record	Office corridor
5	Accident logs (Staff and pupils)	Office A02
6	Alarms and security	Office A02.1
7	Building H+S	Office A02.1
8	H&S log of contractors (excluding those above from 2-5)	Office A02.1
9	Educational visits	Office A012
10	Fire (log and extinguishers check)	Office A014
	Caretaker log of alarm checks	Caretaker log-office
11	Equipment- maintenance and register	Office A0225

Document Prepared by (Signature)

 (Print Name) Mark Lunn-----

Title: Headteacher

Date:.....

The monitoring/review arrangements in place are summarised below:

Active monitoring:

<p>External Monitoring</p> <p>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</p> <p>Internal Monitoring</p> <p>Business Sub-Committee every term</p>

Reactive monitoring:

<p>External Monitoring</p> <p>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</p> <p>Internal Monitoring</p> <p>Business Sub- Committee (as part of the FGB) three times a year</p>

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.

Wellsprings Primary School Health and safety roles

Roles assigned

Risk assessors assigned by 'Risk assessment timetable'

All risk assessments to be undertaken by ML except where identified otherwise-

- Caretaking duties- ML/GH
- COSHH- KL/ML
- EYFS- CL/ML
- First Aid- JS/ML
- Forest School- ML/JH
- ICT- JS/LJ/ML
- Other subjects- lead co-ordinator
- Visits- class teachers

Fire warden roles assigned as-

- ML - check ICT suite and KS1 toilets/Hall
- KL/JS - check KS2 toilets and dining hall on the way to the KS2 playground

In the event of the fire alarm being triggered, all members of the school community should leave from the nearest available exit (refer to *Fire Plan map*.) The teacher/designated adult in each class/teaching area is responsible for keeping all those pupils in their class/care together and escorting them to the assembly point. **This is the Key Stage 2 playground area.**

The designated Fire Lead (Mark Lunn and/or Julie Staple/Kim Lester) should check all registers at the assembly point to ensure that all members of the school community are safely out. One of the office staff should ring 999 in the event that the alarm has been

triggered. The fire warden's role in leaving the premises is to undertake a quick 'sweep' on route to the assembly point.

At all points throughout the day, registers should be kept up-to-date (including those at before/after school clubs) and staff/adults in school should sign out/in if they leave/return to the premises.

ML= Mark Lunn (headteacher), KL= Kim Lester (office), GH = George Hatton (caretaker), JH= Jane Holcombe (SENCo/PHSME co), JS= Julie Staple (HLTA/first aid/mini-bus), CL= Catherine Lang (EYFS Lead) and LJ= Luke Jones (Computing Lead)

Summer 2023

Date of review	May 2019
	May 2020
By whom	Mark Lunn Chris Hall
	May 2021
	May 2022
	May 2023
Date of next review	May 2024