

Fiveways School

Health and Safety Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
2 Yearly	February 2022	Swavek Nowakiewicz	February 2024

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver	<i>m Gulliver</i>	01.04.22
Head Teacher	Swavek Nowakiewicz	<i>Swavek Nowakiewicz</i>	22/03/2022

Details of Policy Updates

Date	Details
18.02.22	Updated information, no change to model from current version.

Sept 2022 updated Business Manager info.



Fiveways School Health and Safety Policy

1. THE GOVERNORS OF FIVEWAYS 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 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 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)	Headteacher	(2)	Business Manager
	

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

Signed:	Chair of Governors: <u>Malcolm Gulliver</u>
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Dated: 18.02.2022

Signed:	Headteacher: <u>Swavek Nowakiewicz</u>
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Dated: 18.02.22

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 County 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

ROSIE COOKE

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

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: **FIVEWAYS SCHOOL**

Headteacher

SWAVEK NOWAKIEWICZ

Business Manager:

FI BUNKIN

Caretaker:

PAUL VALE

External Visit Coordinator:

JAMES HOLGATE

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Headteacher / School Nurse
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools This forms part of the schools critical Incident plan	Headteacher
Critical/Major Incidents and updating your Contingency Plan	School Closures Updating your Contingency Plan Critical Incidents in Schools	
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	Headteacher / James Holgate
INDUCTION/TRAINING:		
SCC Training Policy (HS031)	H&S Induction Checklist (Schools)	Jane Thomas
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Headteacher / School Nurse
Infection Control	Public Health England Guidance	Headteacher / School Nurse
Medicines in school	Guidance for Schools: Volume 4	Headteacher / School Nurse
Needlestick Injuries	H & S Policy Manual - HS007	Headteacher / School Nurse

Area	Location of Policy/Guidance	Name of person responsible
New and Expectant Mothers	H & S Policy Manual - HS017	Headteacher/ School Nurse
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	Headteacher / School Nurse
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Headteacher/ Business Manager
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Headteacher/ Business Manager/ Caretaker
Employee or Volunteer Driver	Driver Risk Assessment HS014	Headteacher/ Business Manager
First Aid	H & S Policy Manual HS012	Headteacher/ School Nurse
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	Headteacher/ Business Manager/ Caretaker
Violence at Work	Work-related Violence HS011	Headteacher/ Business Manager
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Headteacher/ Business Manager
Asbestos	Asbestos Register - in School	Headteacher/ Business Manager/ Caretaker
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	Headteacher/ Business Manager/ Caretaker
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	Headteacher/ Business Manager/ Caretaker
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	Headteacher/ Business Manager/ Caretaker

Area	Location of Policy/Guidance	Name of person responsible
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Headteacher/ Business Manager/ Caretaker
Premises Managers checklist	Premises Managers Task List	Headteacher/ Business Manager/ Caretaker
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	Headteacher/ Business Manager/ Caretaker
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN 27 L40 Safety Glazing	Headteacher/ Business Manager/ Caretaker

ESTABLISHMENT **FIVEWAYS 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)
Critical Incidence Contingency Plan and Business Continuity Plan	Admin Office
Risk Assessments	Business Managers Office /EEC Website
Off-Site Visits and Activities	Business Managers Office /EEC Website
COSHH Risk Assessments and data sheets	Admin Office /EEC Website
Manual Handling Risk Assessments	Classes/ Nurses Office/ EEC Website
Staff Handbook	Admin Office / All Classes/ Website
Staffing Policy	Admin Office/ Website
EEC accident reporting Forms and Bump Forms	Admin Office
Training Records	Deputy Heads Office/ Admin Office/SIMS Personnel
DSE Assessment forms	In Individual Staff Files
<ul style="list-style-type: none"> ○ Accessibility Plan ○ Safeguarding checklist ○ Child and Adult Protection Policy ○ Attendance Policy ○ Health & Safety Policy ○ Supporting Pupils with Medical Needs ○ Offsite Visits Policy ○ Bereavement Policy-Part of Critical Incident Policy 	Admin Office Policy Files/ Website
Asbestos Register	Admin Office
Hoist Servicing Schedule	Held electronically in: Main ➡ Hoisting
Premises related service/ maintenance documents.	Admin Office
Guidance For Schools	On SSE website- HR Advisory

Document Prepared by _____ (Signature)

(Print Name) Swavek Nowakiewicz

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

Date: 18.02.22

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.