

Fiveways School

Health and Safety Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
2 Yearly	July 2026	Swavek Nowakiewicz	July 2028

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver	Signed at meeting	04.07.26
Head Teacher	Swavek Nowakiewicz	Signed at meeting	04.07.26

Details of Policy Updates

Date	Details
18.02.22	Updated information, no change to model from current version.
September 2022	Updated Business Manager Information
October 2024	No change to model policy
July 2026	Minor changes



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 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.

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 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 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 with electronic links to the relevant Somerset Council or other appropriate guidance.

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 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 every other year.

Signed: _____ Chair of Governors: _____

Dated: _____

Signed: _____ Headteacher: _____

Dated: 03.07.26

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. [Governor to Head Delegation for Category A.](#)

- 2.6 The Governors have appointed the following Governor Rosie Cooke 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.

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 Council's Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, (Published September 2016): [Safe Practice 2016 Association for Physical Education](#)
- 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

- Arson Prevention

- Swimming Pool Procedures
- Off Site Visits and Activities
- Critical Incidence and Business Continuity Plan

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: **Fiveways School**

Headteacher:

Swavek Nowakiewicz

Business Manager:

Fiona 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)	School Nurse/ Headteacher/ Business Manager
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	Headteacher
Critical/Major Incidents and updating your Contingency Plan	School Closures	Headteacher
	Updating your Contingency Plan	Business Manager
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website	James Holgate
	EEC Safety Suite>External Visits Management	James Holgate
	Policy for Offsite Visits and Activities – in school	James Holgate
INDUCTION/TRAINING:		
SC Training Policy (HS031)	H&S Induction Checklist (Schools)	Business Manager
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	School Nurse/ Headteacher
Infection Control	Public Health England Guidance	School Nurse/ Headteacher
Medicines in school	Guidance for Schools: Volume 4	School Nurse/ Headteacher
Needlestick Injuries	H & S Policy Manual - HS007	School Nurse/ Headteacher
New and Expectant Parents	H & S Policy Manual - HS017	Business Manager / Headteacher

Area	Location of Policy/Guidance	Name of person responsible
Supporting Pupils with medical conditions	Supporting pupils with medical conditions	School Nurse/ Headteacher
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Business Manager
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Risk Assessment Form (F08)	Business Manager/ Caretaker
Employee or Volunteer Driver	Driver Risk Assessment HS014	Business Manager/ Premises Assistant
First Aid	H & S Policy Manual HS012	School Nurse/ SENCO
Minibus Safety	Minibus Info Sheet Guidance for schools	Business Manager/ Caretaker
Violence at Work	Work-related Violence HS011	Headteacher
SITES AND BUILDINGS:		
SC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Headteacher/ Business Manager
Asbestos	Asbestos Register - in School Email: asbestosteam@somerset.gov.uk	Business Manager/ Caretaker
Electrical Safety Portable Appliance Testing	Guidance for schools	Business Manager/ Caretaker
Equipment Maintenance - Lifting Equipment - PE Equipment - CDT Equipment - LEV	Contact Property Services Contracts available for purchase by schools	Business Manager/ Caretaker/ Premises Assistant
Fire Safety Arson Prevention	Fire H&S010 School responsibility Arson Policy Contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Business Manager/ Caretaker
Gas Appliances - Boilers - Kitchen	Contact Property Services Contracts available for purchase School responsibility unless Special School	Business Manager/ Caretaker
Premises Managers checklist	Premises Managers Task List	Business Manager/ Caretaker
Pressure systems e.g. steam ovens/stills	School responsibility - contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Business Manager/ Caretaker

Area	Location of Policy/Guidance	Name of person responsible
Safety Glazing	Refer to legacy SC Property Standards SC Glazing Standards and Guidance PDF	Business Manager/ Caretaker

TABLE B
ESTABLISHMENT: FIVEWAYS SCHOOL

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)
Critical Incidence Contingency Plan and Business Continuity Plan	Admin Office: Fire pack
Risk Assessments	EEC Website
Off-Site Visits and Activities	EEC Website Policy in Admin Office/ Website
COSHH Risk Assessments and data sheets	Admin Office /EEC Website
Manual Handling Risk Assessments	Classes/ MOVE Office/ EEC Website
Staff Handbook	Admin Office / All Classes/ Website
Staffing Policy	Admin Office/ Website
EEC accident reporting Forms and Bump Forms	Behaviour Watch
Training Records	Deputy Heads Office/ Training Spreadsheet on network/ HR Files
DSE Assessment forms	In Individual Staff Files
○ 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/ CIVICA

○ Guidance For Schools	On SSE website- HR Advisory
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Document Prepared by **(Signature)**

(Print Name) Fi Bunkin

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

Date:03.07.2026

TABLE C

The monitoring/review arrangements in place are summarised below:

External Monitoring

H&S Safety Audit (Health and Safety Service saved to [EEC](#) - 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/Condition Survey – Capital Support (on [Civica](#))
Fire Risk Assessment – (Health and Safety Service saved on Civica - every 5-years)
Legionella Risk Assessment (on Civica)

Internal Monitoring

Activity Planning ([Burgundy Pack](#))
Annual Declaration of Risk Assessments (Civica)
Annual Declaration Self-Audit of Health & Safety (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)
Senior Leadership Team Meeting with standing Health and Safety agenda item
[Staff Induction](#) and INSET day training