

Dream, Believe, Achieve

St Benedict's C. of E. VA Junior School

Benedict Street, Glastonbury, Somerset, BA6 9EX

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Health and Safety Policy

Agreed by:		
NAME/ROLE	SIGNED	DATE
Mrs J Boughen-Hunt/Chair	<i>Jo Boughen-Hunt</i>	18.05.2023
Piers Ranger/Headteacher	<i>PD Ranger</i>	18.05.2023

Next review due on or before:	May 2024
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HEALTH AND SAFETY POLICY

1. The Governors of St Benedict's CE VA 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 the school governing board 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 an identified method for recording (e.g. EEC Safety Suite) and to review as appropriate.
- 1.7 Encourage 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 Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 Report all incidents/accidents, using the Accident Reporting Module in 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.

Names:(1) Piers Ranger, Jane Daniels, and Mike Derbidge.....

Trade Union: NEU.....

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

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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 Board/Senior Management Team/Departmental basis. The key members 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 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 of Somerset County Council and provide an annual summary of their findings.
- 2.4 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 school's Asset Management Plan (AMP). 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 and review on an annual basis. [Model policy](#) included in Burgundy Pack.
- 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: **Mr Mike Derbidge**.

Details of the following policy statements can be found in the Policies Folder located in the School Office:

- The **Critical Incident Policy** outlines the procedures which senior school staff will follow during a single incident or a sequence of incidents designated as 'critical'. The LA Educational Psychology Service will provide therapeutic support immediately, with the involvement and expertise of other LA services available as needed, to staff, pupils and parents/ carers.
- The **Dealing with Spillages Policy** outlines the procedures for managing spillages across the school, to ensure the health and safety of staff and pupils.
- The **External & Offsite Visits Policy** states that all measures are taken to ensure the safety and wellbeing of pupils and staff. These include involvement of competent fully informed adults and thorough pre-visit planning and risk assessment.
- The **Hygiene & Infection Control Policy** sets out recommended hygiene precautions for staff and pupils to maintain a clean environment and high standards of personal hygiene.
- The **No Smoking Policy** is in line with Somerset County Council regulations to prohibit smoking within the school buildings and grounds at all times. Pupils are made aware of dangers to health and safety through specific curriculum inclusion.

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- The **Manual Handling Policy** is in line with Somerset County Council recommendations to ensure staff and pupil safety when supporting and transporting a load, either as an individual, or as part of a team. It covers training and record keeping requirements, as well as County Council procedures for those with musculo-skeletal conditions and injuries.
- The **Pupils with Medical Needs Policy (STATUTORY)** provides procedures for dealing with prescribed medication, record keeping and offsite visits. The Headteacher will ensure that adults are appropriately trained. Information on anaphylaxis, asthma, diabetes and epilepsy is included.
- The **Drugs & Substance Abuse Policy** is in line with LA guidelines and the school's policies of PSHE, Citizenship and Science. Its purpose is to assist pupils develop attitudes and skills to protect themselves from involvement with drugs and drug abuse through the school curriculum and ethos.

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 of responsibility). 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 Council's 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
- 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 2022, 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.

The School has established its own policies on External Visits, Health & Safety, First Aid and Supporting Pupils with Medical Conditions.

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DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

TABLE A

Name of School: St Benedict's CE VA Junior School, Glastonbury

Headteacher

Piers Ranger

Delegated Senior Managers:

Jane Daniels and Mike Derbidge

Premises Manager:

Andy Shaw

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Jane Neale
EMERGENCY PROCEDURES:		
Emergency Procedures	Plan in office folder	Piers Ranger
Critical/Major Incidents and updating your Contingency Plan		Piers Ranger
		Piers Ranger
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management	Jane Brown
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Piers Ranger
Infection Control	Health Protection Agency Guidance	Piers Ranger
Medicines in school	Guidance for Schools: Volume 4	Jane Daniels
Needlestick Injuries	H & S Policy Manual - HS007	Piers Ranger
New and Expectant Mothers	H & S Policy Manual - HS017	Piers Ranger

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Area	Location of Policy/Guidance	Name of person responsible
Pupils with medical needs	School website: https://www.stbenedictscovejuniorschoolglastonbury.co.uk/page/?title=Policies&pid=22 Supporting pupils with medical conditions - templates	Mimi Kirby (SENDCo)
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	Jane Daniels
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Jane Daniels
Employee or Volunteer Driver	Driver Risk Assessment HS014	Jane Daniels
First Aid	H & S Policy Manual HS012	Piers Ranger
SITES AND BUILDINGS:		
SCC Overarching Guidance document	including construction work/contractors on school site	Piers Ranger
Asbestos	Asbestos Register - in School	Jane Daniels
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	Trudi Allen
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment DT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	Jane Daniels
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 Contact insurance for more advice https://slp.somerset.org.uk/sites/insurance/	Piers Ranger
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Jane Daniels & surveyor
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	Tina Lawford

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Area	Location of Policy/Guidance	Name of person responsible
Pressure systems – e.g. steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.org.uk/sites/insurance/	N/A
Safety Glazing		Jane Daniels

TABLE B

ESTABLISHMENT: St Benedict's CE VA Junior School, Glastonbury

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)
PAT Register	School Office
Asbestos Register	School Office
EEC Safety Folder	School Office https://www.eeclive.co.uk/public/plogon.asp?aid=14
Fire Safety	School Office
First Aid Policy & Procedure	School Office
HR Training Register	School Office
First Aid training Register	School Office

TABLE B

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The monitoring/review arrangements in place are summarised below:

External Monitoring

Safety Audit

Inspection Report (CHSU)

Accident/Incident Report

Safety Representation Reports (Recognised Trade Union/Professional Association)

Property Services Report – Capital Support

Fire Risk Assessment

Legionella Risk Assessment

Internal Monitoring

Governors Annual Report

H & S Committee Inspection

Annual Safety Self review

Self-Audits