

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

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St. Benedict's C of E VA Junior School

Health and Safety Policy

Agreed by:		
NAME/ROLE	SIGNED	DATE
Chair		
Mr P Ranger - Headteacher	<i>PD Ranger</i>	March 2026
Next review due on or before:		March 2027

MODEL HEALTH AND SAFETY POLICY

1. **THE GOVERNORS OF:** St. Benedict's C of E VA Junior 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) Jane Daniels (2) Piers Ranger

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

Signed: _____ Chair of Governors: _____

Dated: 25th March 2026

Signed: PD Ranger Headteacher: _____

Dated: 25th March 2026

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, Helen Roper, 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:

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

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

Headteacher:	Piers Ranger
Delegated Senior Manager:	Adam Kelland (when Piers Ranger unavailable)
Premises Manager:	Jane Daniels
External Visit Coordinator:	Tina Lawford

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Tina Lawford
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	Piers Ranger
Critical/Major Incidents and updating your Contingency Plan	School Closures Updating your Contingency Plan	
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	Tina Lawford
INDUCTION/TRAINING:		
SC Training Policy (HS031)	H&S Induction Checklist (Schools)	Piers Ranger
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Piers Ranger
Infection Control	Public Health England Guidance	Piers Ranger
Medicines in school	Guidance for Schools: Volume 4	Tina Lawford
Needlestick Injuries	H & S Policy Manual - HS007	Piers Ranger
New and Expectant Parents	H & S Policy Manual - HS017	Jane Daniels and Piers Ranger

Area	Location of Policy/Guidance	Name of person responsible
Supporting Pupils with medical conditions	Supporting pupils with medical conditions	Shena Caston
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Jane Daniels
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Risk Assessment Form (F08)	Jane Daniels
Employee or Volunteer Driver	Driver Risk Assessment HS014	Jane Daniels
First Aid	H & S Policy Manual HS012	Piers Ranger
Minibus Safety	Minibus Info Sheet Guidance for schools	Piers Ranger
Violence at Work	Work-related Violence HS011	Piers Ranger
SITES AND BUILDINGS:		
SC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Jane Daniels
Asbestos	Asbestos Register - in School Email: asbestosteam@somerset.gov.uk	Piers Ranger and Jane Daniels
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for schools	Norwood Electrical
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT 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 School responsibility Arson Policy Contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Piers Ranger and Fire Marshals
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services Contracts available for purchase School responsibility unless Special School	Jane Daniels
Premises Managers checklist	Premises Managers Task List	Jane Daniels
Pressure systems e.g. steam ovens/stills	School responsibility - contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	N/A

Area	Location of Policy/Guidance	Name of person responsible
Safety Glazing	Refer to legacy SC Property Standards SC Glazing Standards and Guidance PDF	Jane Daniels

TABLE B
ESTABLISHMENT: St. Benedict's C of E VA Junior 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)
SC Health and Safety Training HS031	H & S file - office
SC H & S policy manual HS007 – needlestick injuries	H & S file - office
SC H & S policy manual HS017 – new and expectant parents	H & S file - office
SC Display Screen Equipment HS30	H & S file - office
SC H & S policy HS008 – COSHH	H & S file - office
SC H & S Driver Risk Assessment HS14	H & S file - office
SC H & S policy manual HS012 – First Aid	H & S file - office
SC H & S policy manual HS011 – Violence at Work	H & S file - office
SC H & S Managing The Risk from Asbestos HS021 Asbestos Register	H & S file – office Office
SC H & S Fire Safety in the Workplace Policy HS010 – Arson Prevention	H & S file - office

Document Prepared by *PD Ranger*

(Print Name) Piers Ranger

Title: Headteacher

Date: 12/03/26

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