

# Huntspill Community Federation



West Huntspill Primary School  
East Huntspill Primary School



## HEALTH & SAFETY POLICY

Lead Person: Derek Nevell  
Committee: Business  
Policy Date: Spring Term 2018

This policy should be read with the following:

1. Dealing With Major Incidents & Contingency Plan
2. Off Site Visits & Activities

### THE LAW

Health & safety in schools is governed by legislation & associated regulations, which are enforced by the Health & Safety Executive (HSE).

In community schools, community special schools & voluntary controlled schools statutory health & safety responsibilities fall on the LA (as the employer) & on the headteacher & other school staff (as employees).

As the management body, the governing body must ensure that school staff & premises comply with the LA's health & safety policy & practices (e.g., reporting accidents, first aid provision), &:

- i. Institute a health & safety policy & advise employees of it;
- ii. Have a critical incident/emergency contingency plan;
- iii. Ensure, so far as is reasonably practicable, the health, safety & welfare of teachers & other education staff; the health & safety of pupils in school & on off-site visits; & the health & safety of visitors to schools, & volunteers involved in any school activity;
- iv. Assess the risk of all activities, both in school & off-site; introduce measures to manage those risks, & tell employees about those measures;
- v. Ensure that staff are competent & trained in their health & safety responsibilities; & are actively involved in health & safety;
- vi. Take reasonable steps to make sure that the buildings, equipment & materials are safe & do not put the health of users & visitors at risk.

In practice, the governing body may delegate specific health & safety tasks to others at the school. The governing body, & headteacher, must comply with any direction given to them by the LA concerning the health & safety of persons on the schools' premises or taking part in any school activities elsewhere.

## THE ROLE OF EMPLOYEES IN OUR TWO SCHOOLS

Employees must take reasonable care of their own health & safety, & 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 & safety by carrying out instructions & 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 & safety policies & procedures are carried out.

The governors of The Huntspill Community Federation will:

- i. Provide as far as reasonably practicable a safe & healthy environment for all persons who work at, attend or visit the school.
- ii. Ensure, as far as reasonably practicable, the health & safety of pupils, staff & volunteers on off-site visits & activities.
- iii. Endorse & support the safety policy of Somerset County Council, & to assist the Council to discharge those responsibilities, which it holds as employer.
- iv. Seek improvement to working conditions according to priorities within existing resources.
- v. Recognise their responsibilities when they make available premises or equipment for hire, & will ensure that risks to the safety or health of hirers & other persons are adequately controlled as far as possible.
- vi. Ensure that Risk Assessments are carried out within the school using an identified method for recording (EEC Safety Suite) & to review as appropriate.
- vii. Encourage informal meetings & ensure time is made available in meetings where health & safety issues can be raised.
- viii. Ensure that staff can access training to ensure their competence for their tasks.
- ix. 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 & will seek assistance from the Council's Property Services when necessary.
- x. Report incidents/accidents, using the Accident Reporting Module in EEC Safety Suite when considered appropriate & ensure follow up action has been carried out.
- xi. Review accidents & incidents reported to identify trends.
- xii. Recognise the role of safety representatives appointed by recognised trade unions & co-operate with them so that they may undertake their health & safety related functions, including reasonable paid time off for consultation inspection & investigations.

## ORGANISATION IN SUPPORT OF HEALTH & SAFETY

Schools are responsible for seeing that staff follow the school's policy in respect of:

- i. Identification & control of risks associated with any hazardous or dangerous substances.
- ii. Selection of equipment suitable for its purpose, & ensuring that it is properly used.

- iii. Identifying & securing the training needs of staff.
- iv. Provision of suitable personal protective equipment when required & ensuring that it is properly used.
- v. The Headteacher & Governors recognise the importance of all staff being competent & possessing the necessary current skills, knowledge & qualifications for the use of specialist equipment or facilities.
- vi. The Governors will monitor safety performance within the school against the standards of Somerset County Council. With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor & prioritisation of needs on the school's AMP. Also ensuring that appropriate training needs of person responsible for premises is delivered.
- vii. Governors to agree delegation for approval of off-site visits & activities & review on an annual basis.
- viii. The Governors have appointed a link governor to have a watching brief for health & safety issues, & bring to their notice such issues that require their attention.

Note: Assistance on health & safety issues is provided by The Corporate Health & Safety Unit, Somerset County Council

**Appointment of Appropriate Persons:** The Huntspill Community Federation will appoint appropriate persons for their delegated areas of responsibility within the school (see Table A). We will ensure that new staff have the necessary skills & qualifications on appointment, or are able to receive the necessary training & certification, after appointment or on change of responsibilities or work methods.

### DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

School	West Huntspill Primary School	East Huntspill Primary School
Headteacher	Derek Nevell	
Caretaker	Nigel Statton	
Health & Safety Governor	John Micklewright	

AREA	LOCATION OF POLICY	NAME OF PERSON RESPONSIBLE	
		WEST HUNTSPILL	EAST HUNTSPILL
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>			
Incidents/Injuries	<a href="#">Accident Reporting</a> (EEC Safety Suite)	D.Nevell J.Melville	D.Nevell B.Marney
<b>EMERGENCY PROCEDURES:</b>			
Critical/Major Incidents Emergency Procedures Updating your Contingency Plan	<a href="#">Critical Incidents in Schools</a> <a href="#">School Closures</a> <a href="#">Dealing with Major Incidents</a> <a href="#">Major Incidents Out of Hours</a>	D.Nevell J.Melville	D.Nevell B.Marney

EXTERNAL VISITS:			
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a> <a href="#">EEC Safety Suite</a> > <a href="#">External Visits Management Policy for Offsite Visits and Activities - in school</a>	D.Nevell	D.Nevell
MEDICAL:			
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	D.Nevell	D.Nevell
Infection Control	<a href="#">Health Protection Agency Guidance</a>	D.Nevell	D.Nevell
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	D.Nevell J.Melville	D.Nevell B.Marney
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	D.Nevell	D.Nevell
Pupils with medical needs	<a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629</a>	J.Melville	B.Marney
RISK ASSESSMENTS:			
Computer Use	<a href="#">DSE Assessment Form</a> , Managers Guide, User Guide & also training course & descriptions	J.Melville	B.Marney
COSHH	<a href="#">H &amp; S Policy Manual</a> Hazardous substances COSHH Assessment Form (F08)	D.Nevell	D.Nevell
Employee or Volunteer Driver	<a href="#">Driver Risk Assessment F14a</a>	D.Nevell	D.Nevell
First Aid	<a href="#">H &amp; S Policy Manual</a>	J.Melville	D.Nevell
SCC Overarching Guidance document	Corporate Property Standards and Guidance <a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714</a> including construction work/contractors on school site	D.Nevell	D.Nevell
Asbestos	Asbestos Register - in School	D.Nevell J.Melville	D.Nevell B.Marney
Electrical Safety • Portable Appliance Testing	<a href="#">Guidance for Schools: Volume 4</a>	D.Nevell J.Melville	D.Nevell B.Marney
Equipment Maintenance • PE Equipment	Contact Property Services	D.Nevell J.Melville	D.Nevell B.Marney
Fire Safety • Arson Prevention	<a href="#">H &amp; S Policy Manual</a>  Contact Dawn Barrowman, ext 5548, e-mail: <a href="mailto:dbarrowman@somerset.gov.uk">dbarrowman@somerset.gov.uk</a>	D.Nevell	D.Nevell
Gas Appliances • Boilers • Kitchen	Contact Property Services:	J.Melville D.Nevell	B.Marney D.Nevell
Safety Glazing	<a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346</a>	J.Melville D.Nevell	B.Marney D.Nevell

**Guidance for Schools:** The following guidance, produced by the Local Authority, is available for our schools to use:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

The Governors adopt the standards of the following publications, which are endorsed by the Children & Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2004 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link: [http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100\\_onlineversion.pdf](http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf)
- Health & Safety of Pupils on Educational Visits: published by Department for Education 2011, link: <http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departamental-advice-on-health-and-safety-for-schools>
- Guidance on First Aid for Schools: published by Department for Education, 2011; link: <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- Supporting Pupils with Medical Needs: published by Department for Education, 2011; link: <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/PPY194>

**First Aid:** First aid can save lives & prevent minor injuries becoming major ones. The Governing Body has a duty to ensure that there are adequate & appropriate equipment for facilities for providing first aid in the two schools.

First aid provision must be available at all times while people are on school premises, & also off the premises whilst on school visits.

This requires that the following be provided at all times, as a minimum:

- i. a suitably stocked first-aid container
- ii. an Appointed Person to take charge of first-aid arrangements.
- iii. Paediatric First Aid training for schools that have pupils under the age of 5

The level of first aid provision for a visit must be based on risk assessment. When planning the visit, the Educational Visit Co-coordinator or Leader must make a professional judgment as to the level of first aid required for a particular visit.

## Roles & Responsibilities:

The Headteacher will:

- i. assess first aid requirements in terms of equipment, facilities & personnel required, considering the risks to employees & non-employees (e.g pupils, service users, members of the public)
- ii. ensure that the outcomes of the assessment are implemented
- iii. ensure that suitable persons are selected to undertake first aid duties
- iv. ensure suitable first aid cover at all times e.g. holidays, out of hours activities.
- v. arrange & keep records of suitable training for first aid personnel
- vi. ensure that Registered First Aiders attend refresher courses as detailed, & consider the need for Emergency First Aider in the Workplace to attend refresher training if deemed necessary
- vii. ensure that there are adequate & appropriate signs so that employees are aware of who & where the first aiders & equipment are sited
- viii. ensure that employees report the use of equipment from the first aid box & that first aid boxes are periodically inspected.
- ix. provide information to employees on first aid arrangements.

First Aiders (FAW) will

- i. act safely, promptly & effectively when an emergency occurs at work.
- ii. Promptly & effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty & to the wounded and bleeding.
- iii. administer first aid to a casualty who has a scald or burn, suffered an injury to bones, muscles or joints, suffering from shock, eye injury, poisoning, or has been overcome with gas or fume.
- iv. maintain simple, factual records.

Emergency First Aiders at Work (EFAW) will:

- i. promptly and effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty & to the wounded & bleeding.
- ii. not attempt to give first aid for which they have not been trained.
- iii. maintain simple, factual records.
- iv. Appointed Persons will:
- v. call the emergency services if necessary following an accident
- vi. ensure the maintenance of the first aid box/s & facilities.
- vii. maintain simple factual records.

Paediatric First Aiders' will:

- i. call the emergency services if necessary following an accident
- ii. not attempt to give first aid for which they have not been trained.
- iii. maintain simple factual records.

**First Aid Kits:** There is no mandatory list of items that must be included in first aid kits. However as a minimum, they should contain:

- i. Leaflet giving basic advice on first aid (e.g. HSE leaflet)

- ii. 20 sterile adhesive dressings (assorted sizes)
- iii. 2 sterile eye pads
- iv. 4 individually wrapped triangular bandages
- v. 6 safety pins
- vi. 6 medium-sized individually wrapped sterile un-medicated wound dressings
- vii. large sterile individually wrapped un-medicated wound dressings
- viii. one pair of disposable gloves.

Arrangements must be in place to keep first aid kits fully stocked & first aid materials must be disposed of after their use by date (first aid kits must not contain any tablets or medicines).

First aid boxes should be clearly marked as such and be green with a white cross. They should be portable, and should not be locked. They must not be readily accessible to unauthorised persons (e.g. pupils, service users, visitors)