

**BRYMORE SCHOOL**

**HEALTH & SAFETY POLICY**

Submitted to Premises Committee on 1 May 2012

Adopted by Governing Body on 23 May 2012

To be reviewed: 2013

Signature of Chair of Governors ......................................

**HEALTH AND SAFETY POLICY FOR BRYMORE SCHOOL**

**The Law**

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

Brymore School is a foundation school therefore the statutory health and safety responsibilities fall on the governing body (as the employer) and on the Headteacher and staff (as employees).

The governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

* Institute a health and safety policy and advise employees of it;
* Have a critical incident/emergency contingency plan;
* 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**

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 particular role in seeing 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 is given on pages 6 - 8 of this document with electronic links to the relevant County Council or other appropriate guidance.

**1. THE GOVERNORS OF: BRYMORE** **SCHOOL** will

* 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 an identified method for recording (eg 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. It is Governors responsibility to 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 individual is recognised as a safety representative at the school.

Terry Prosser, Health & Safety Adviser

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

Signed: Chair of Governors:

Dated:

Signed: Headteacher:

Dated:

**2.**  **Organisation in support of Health and Safety**

2.1 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.

* 1. 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. 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 AMP. Also ensuring that appropriate training needs of person responsible for premises is delivered.

Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.

* 1. 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

Chair of Premises Committee

Assistance on health and safety issues is provided by

The Corporate Health and Safety Unit, Somerset County Council

**3. Appointment of Appropriate Persons**

The persons appointed for their delegated areas of responsibility within the school are shown in Table A.

**4. Guidance for Schools**

The following guidance, produced by the Local Authority, is available for schools:

* [Guidance for Schools Volume 4](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17213)
* [Outdoor Education and External Visits Website](http://www.six.somerset.gov.uk/sccoea)

4.1 The Governors adopt the standards of the following publications, which are endorsed by the Children and 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
* Health and Safety of Pupils on Educational Visits: published by DCSF 1998
* Guidance on First Aid for Schools: published by DCSF
* Supporting Pupils with Medical Needs: published by DCSF

The School has established a Health & Safety Manual to be read in conjunction with this policy and a separate Security Policy.

**TABLE A**

**Delegated areas of responsibility within the school**

**Name of School: Brymore**

Mark Thomas

**Headteacher**

Linda Bindon

**Delegated Senior Manager:**

Vacancy (until new appointment it will be Business Manager)

**Premises Manager:**

| **Area** | **Location of Policy/Guidance** | **Name of person responsible** |
| --- | --- | --- |
| **ACCIDENTS/INCIDENTS (NEAR MISSES):** | | |
| Incidents/Injuries | [Accident Reporting](https://www.eeclive.co.uk/public/plogon.asp?AID=14) (EEC Safety Suite) | Terry Prosser  H & S Adviser |
| **EMERGENCY PROCEDURES:** | | |
| Critical/Major Incidents  Emergency Procedures  Updating your Contingency Plan | [Critical Incidents in Schools](http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=3309)  [School Closures](http://www.six.somerset.gov.uk/sixv3/default.asp?search=emergency+closure+guidance&searchfor=4&orderby=1&ds=1&Image9.x=12&Image9.y=8)  [Dealing with Major Incidents](http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=11225)  [Major Incidents Out of Hours](http://www.six.somerset.gov.uk/sixv3/content.asp?did=13101) | SLT |
| **EXTERNAL VISITS:** | | |
| External Visit  Co-ordinator | [Outdoor Education and External Visits Website](http://www.six.somerset.gov.uk/sccoea)  [EEC Safety Suite>External Visits Management](https://www.eeclive.co.uk/public/plogon.asp?AID=14)  [Policy for Offsite Visits and Activities - in school](http://www.six.somerset.gov.uk/sixv3/news_view.asp?did=22352) | External Visits  Co-ordinator  Darren Oliver |
| **MEDICAL:** | | |
| Hygiene Control | [Guidance for Schools: Volume 4](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=16856) | Senior Matron |
| Infection Control | [Health Protection Agency Guidance](http://www.six.somerset.gov.uk/sixv3/default.asp?search=16165&searchfor=4&orderby=1&ds=1&Image9.x=15&Image9.y=7) | Senior Matron |
| Medicines in school | [Guidance for Schools: Volume 4](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17213) | Senior Matron |
| Needlestick Injuries | [H & S Policy Manual](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=16759) - HS007 | Senior Matron |
| New and Expectant Mothers | [H & S Policy Manual](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=18135) - HS017 | Business Manager |
| Pupils with medical needs | <http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629> | Senior Matron |
| **RISK ASSESSMENTS:** | | |
| Computer Use | [DSE Assessment Form](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=12016), Managers Guide, User Guide and also training course and descriptions | H & S Adviser |
| COSHH | [H & S Policy Manual](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17308)  Hazardous substances  COSHH Assessment Form (F08) | Senior Caretaker  Team Leaders |
| Employee or Volunteer Driver | [Driver Risk Assessment F14a](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17947) | H & S Adviser |
| First Aid | [H & S Policy Manual](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17362) | Senior Matron |
| **SITES AND BUILDINGS:** | | |
| SCC Overarching Guidance document | Corporate Property Standards and  Guidance  <http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714>  including construction work/contractors on school site | Premises Manager |
| Asbestos | Asbestos Register - in School | Premises Manager  H & S Adviser |
| Electrical Safety   * Portable Appliance Testing | [Guidance for Schools: Volume 4](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=16840) | H & S Adviser |
| Equipment Maintenance   * Lifting Equipment * PE Equipment * CDT Equipment * LEV | Contact Property Services  - Contracts available for purchase by schools. | Premises Manager |
| Fire Safety   * Arson Prevention | [H & S Policy Manual](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17340)  Contact Dawn Barrowman, ext 5548  e‑mail: [dbarrowman@somerset.gov.uk](mailto:dbarrowman@somerset.gov.uk) | Premises Manager  Business Manager |
| Gas Appliances   * Boilers * Kitchen | Contact Property Services:  Contracts available for purchase.  School responsibility unless Special. | Premises Manager |
| Minibus Safety | [Guidance for Schools: Volume 4](http://www.six.somerset.gov.uk/sixv3/do_download.asp?did=17213) | H & S Adviser |
| Pressure systems - eg steam ovens/stills | School responsibility - contact Insurance | Premises Manager |
| Safety Glazing | <http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346> | Premises Manager |

### TABLE B

### ESTABLISHMENT BRYMORE 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 Incident Plan** | T: Drive Policies folder  Business Manager’s Office  Premises Manager’s Office  Off site |
| **Health and Safety Manual** | T: Drive Policies folder  Business Manager’s Office  Premises Manager’s Office  Off site |
| **Security Policy** | T: Drive Policies folder  Business Manager’s Office  Premises Manager’s Office |
| **DSE Assessment Forms** | H & S Adviser |
| **Driver Risk Assessments** | H & S Adviser |
| **Safety Glazing** | Premises Manager’s Office |
| **Asbestos Register** | Premises Manager’s Office |

**Document Prepared by**  (Signature)

(Print Name) Linda Bindon

Title: Business Manager

(eg Headteacher/Governor)

Date: 25 April 2012

**TABLE B**

**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 |