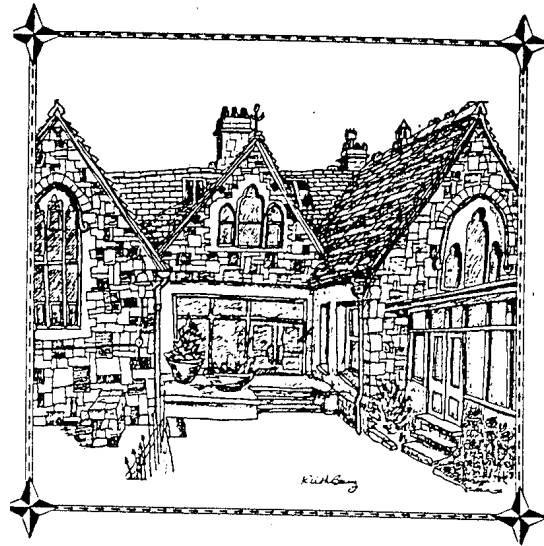


Dunster First School



Health and Safety Policy

November 2009

Reviewed:
October 2011
October 2012
October 2014

HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF Dunster First 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 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 (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 individual is recognised as safety representatives at the school.

Name Sue Sully

Trade Union N/A

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

Signed: _____ Chair of Governors: Mr Phil Martin

Dated: _____

Signed: _____ Headteacher: Mr Peter Hoyland

Dated: _____

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/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. 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 the person responsible for premises are delivered.
- 2.4 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.
- 2.5 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

Andre Baker

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 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 the Children and Young People's Directorate as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2008 Edition
- Health and Safety: advice on legal duties and powers June 2013 Link <http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf>

- Health and Safety Executive risk-assessment and policy template link:
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link:
http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:
<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departmental-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>

The School has written it's own Health and Safety procedures, which cover the key areas of Fire, First Aid, Electrical Safety and the Control of Substances Hazardous to Health.

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Dunster First School

Headteacher

Peter Hoyland

Delegated Senior Manager:

Kate Lewis

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Incident reporting via EEC website	Peter Hoyland
EMERGENCY PROCEDURES:		
Critical/Major Incidents	Critical Incidents in Schools	Peter Hoyland
Emergency Procedures	School Closures	Peter Hoyland
Updating your Contingency Plan	Dealing with Major Incidents Major Incidents Out of Hours	Peter Hoyland
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	Paul James
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Peter Hoyland
Infection Control	Health Protection Agency Guidance	Peter Hoyland
Medicines in school	Guidance for Schools: Volume 4	Peter Hoyland

Area	Location of Policy/Guidance	Name of person responsible
Needlestick Injuries	H & S Policy Manual - HS007	Peter Hoyland
New and Expectant Mothers	H & S Policy Manual - HS017	Peter Hoyland
Pupils with medical needs	Physical Impairment and Medical Support Team - Medical Guidance	Peter Hoyland
RISK ASSESSMENTS:		
Computer Use	DSE Assessment Form - HS030 Managers Guide, User Guide and also training course and descriptions	Kate Lewis
COSHH	H & S Policy Manual Hazardous substances COSHH Assessment Form (F08)	Peter Hoyland
First Aid	H & S Policy Manual	Peter Hoyland
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Peter Hoyland
Asbestos	Asbestos Register - in School	Peter Hoyland
Construction Work/ Contractors on School Site	Corporate Property Standards and Guidance - School Building Projects www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775	Peter Hoyland Somerset Property Services
Electrical Safety • Portable Appliance Testing	Guidance for Schools: Volume 4	Peter Hoyland
Fire Safety • Arson Prevention	H & S Policy Manual www.ramislive.com http://www.arsonpreventionbureau.org.uk	Peter Hoyland
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Peter Hoyland

Area	Location of Policy/Guidance	Name of person responsible
Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	Contact Property Services - Contracts available for purchase by schools.	Peter Hoyland
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	

ESTABLISHMENT Dunster First 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)
Health and Safety Procedures	School Office
Off-site Visits and Activities	School Office School website: www.dunsterschool.ik.org
Stress Policy	School Office School website: www.dunsterschool.ik.org
Fire Risk Assessment	www.ramislive.com

Document Prepared by (Signature)

(Print Name) Peter Hoyland

Title: Headteacher
(eg Headteacher/Governor)

Date: 14.10.14

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

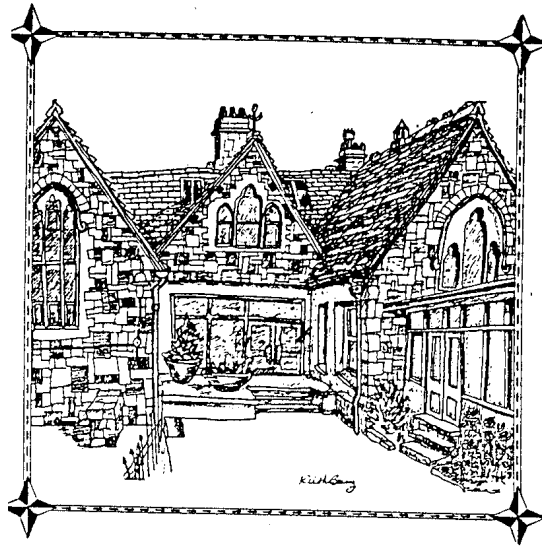
Governors Premises Committee minutes

Governors Premises Committee Annual Health and Safety tour/ audit

Annual Safety Self review

Self Audits

Dunster First School



Health and Safety Policy

November 2009

Reviewed:

October 2011

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May 2016

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The following individual is recognised as safety representative at the school.

Name Anne Leworthy

Trade Union N/A

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

Signed: _____ Chair of Governors: Sarah Stanbury

Dated: _____

Signed: _____ Headteacher: Peter Hoyland

Dated: _____

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- [Outdoor Education and External Visits Website](#)

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- Association for Physical Education - afPE, published 2012 (reprinted 2014)

- Health and Safety: advice on legal duties and powers - February 2014:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf
- 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>
- Statutory Guidance on Supporting Pupils at School with Medical Conditions: published by Department for Education, 2014; link:
[https://slp.somerset.org.uk/ipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions\[1\].pdf](https://slp.somerset.org.uk/ipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions[1].pdf)

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Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services - Contracts available for purchase by schools.	Peter Hoyland
Fire Safety • Arson Prevention	Fire H&S010 Contact insurance for more advice https://slp.somerset.org.uk/sites/insurance/	Peter Hoyland

Area	Location of Policy/Guidance	Name of person responsible
Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Peter Hoyland
Pressure systems - eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.org.uk/sites/insurance/	Peter Hoyland
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Peter Hoyland

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Stress Policy	School Office School website: www.dunsterfirstschool.org.uk
Fire Risk Assessment	https://live.ramis.com/default.asp?errorid=4

Document Prepared by (Signature)

(Print Name) Peter Hoyland

Title: Headteacher
(eg Headteacher/Governor)

Date: 17.05.16

The monitoring/review arrangements in place are summarised below:

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