

Knights Templar School

Health and Safety Policy

**Amended
Approved
Full Governing Body Comm.**

**Autumn 2007
20/11/07**

Foundation schools, foundation Special schools and Voluntary Aided Schools

In foundation schools, foundation special schools and voluntary aided schools statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees).

The role of the governing body

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

- *to institute a health and safety policy and advise employees of it;*
- *to have a critical incident/emergency contingency plan;*
- *to 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;*
- *to assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about the measures;*
- *to ensure that staff are trained in their health and safety responsibilities; and,*
- *to 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.

1. **AIMS/OBJECTIVES OF THE GOVERNORS OF:
KNIGHTS TEMPLAR SCHOOL**

- 1.1 To provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 To endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
- 1.3 To ensure their roles and the duties of the Council are linked as regards work related safety issues, and that the Scheme of Delegation published by the Council establishes the basis of devolved management and accountability for these.
- 1.4 To seek improvement to working conditions according to priorities within existing resources, and sustain a role to monitor standards at the school as an essential part of good safety management.
- 1.5 To 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 To recognise the role of safety representatives appointed by recognised trades unions and will 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) Sheila Clavey (Governor) (2) Anne-Marie Saunders

Trade Union

- 1.7 To support the Council's arrangements for effective consultation, through encouraging informal meetings and by making time available in staff meetings where health and safety issues can be raised.
- 1.8 To ensure that staff have access to training to ensure their competence for their tasks.
- 1.9 To 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 To report all incidents/accidents by following the procedure contained within the Incident Reporting (IR1) Guide.
- 1.11 To ensure that Risk Assessments are carried out within the school using an identified method for recording (eg Flamefast) and to review as appropriate.
- 1.12 With the Headteacher, to review on an annual basis, all accidents and other incidents reported to the school to identify trends and make a summary available to parents.
- 1.13 To ensure that incident investigations are carried out in sufficient detail.
- 1.14 To consult with the school council and inform pupils of their responsibilities for Health and Safety.

The Governors and Headteacher will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Signed: _____ Chair of Governors _____

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, ie on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. In consequence the key members within the framework 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 The identification and control of risks associated with any hazardous or dangerous substances.
- 2.1.2 The selection of equipment which is 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 The provision of suitable personal protective equipment when its need is identified, 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.
- 2.2.1 They will ensure that staff have the necessary skills and qualification on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.
- 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 schools AMP.
- 2.4 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 Mrs Sheila Clavey

Assistance on health and safety issues is provided by
The County Health and Safety Unit, Somerset County Council

3. Appointment of Appropriate Persons

All schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A).

4. Guidance for Schools

The following guidance, produced by the Council, is available for schools to use for their own standards:

- Guidance for Schools Volume 4
 - Guidance for Schools Volume 5
- 4.1 The Governors adopt the standards of the following publications which are endorsed by the Lifelong Learning Directorate as standards for its schools:
- "Safe Practice in Physical Education" published by BAALPE - 2004 Edition
 - "Fire Safety in Schools" published by Architects and Buildings Branch DfES
 - "Health and Safety of Pupils on Educational Visits" published by DfES
 - "Guidance on First Aid for Schools" published by DfES
 - "Supporting Pupils with Medical Needs" published by DfES

The School has established its own policies on *[complete as relevant]*

TABLE A**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**Name of School: **KNIGHTS TEMPLAR SCHOOL****Appointment of Appropriate Persons:**

Delegated Senior Manager: Anne-Marie Saunders (Acting Head teacher)

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Asbestos	Asbestos Register	In School/Community Protection	Anne-Marie Saunders
Bullying/ Harassment	Developing an anti-bullying strategy	SiX Admin & Support Services. Social Inclusion and Access Behaviour Support Service	Anne-Marie Saunders
Computer use	Guidance for Schools	Volume 4 Section 29	Angela Fernyhough
Construction Work/Contractors on school sites	Corporate Property Standards and Guidance "School building projects" http://www.six.somerset.gov.uk/six/v.asp?=-ndid=7556		Anne-Marie Saunders
COSHH Assessments	Guidance for Schools	Volume 4 Section 8	Gordon Perkins Anne-Marie Saunders
Electrical Safety	Guidance for Schools	Volume 4 Section 3	AnneMarie Saunders
Emergency Procedures	Guidance for Schools	Volume 2 Section 4	Anne-Marie Saunders
Critical/Major Incidents	See attached also SiX – Admin & Support Services>SEN Group>Critical Incidents		Anne-Marie Saunders
Fire Safety	Guidance for Schools	Volume 4 Section 6	Anne-Marie Saunders
Arson Prevention	Arson Prevention Bureau Booklet	Guidance sent out 1999. Further copies available from Jill Halmkin, e-mail Jdhalmkin@somerset.gov.uk or Ext. 5854.	Anne-Marie Saunders
First Aid	Guidance for Schools	Volume 4 Section 4	Anne-Marie Saunders
Head Lice		http://www.wiredforhealth.gov.uk/cat.php?catid=917	Anne-Marie Saunders
Healthcare advice		http://www.six.somerset.gov.uk/six/v.asp?ndid=2661	Sarah Doble
Home Visits	No Lifelong Learning Guidance available at this time		Karen Bass
Hygiene Control	Guidance for Schools	Volume 4 Section 17	SMT
Incidents/Injuries	Incident Reporting (IR1) Guide	In School	Anne-Marie Saunders
Infection control		http://www.wiredforhealth.gov.uk/PDF/infect_poster.pdf	Anne-Marie Saunders Sarah Doble
Infectious			AM Saunders

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Diseases		http://www.wiredforhealth.gov.uk/cat.php?catid=917	Sarah Doble
Hepatitis B		http://www.six.somerset.gov.uk/six/v/asp?ndid=5673	
Children with HIV		http://www.six.somerset.gov.uk/six/v/asp?ndid=2763	
Lifting/Handling	Risk Assessment plus training courses	Contact County Health and Safety Unit.	Anne-Marie Saunders
<i>Maintenance and where necessary tests of plant and equipment</i>			
Safety Glazing	County Glazing Policy	Contact Corporate Property Services	Anne-Marie Saunders
Electrical Equipment (PAT)	Will in future form part of blue book service which Schools can purchase	Blue Book	Somerset County Council
Pressure systems (eg Steam ovens/stills)	School responsibility but inspected by Zurich Insurance	Contact Insurance section.	Anne-Marie Saunders
Gas Appliances – Kitchens	School responsibility but Special Schools on contract	Contact Contract Support	Anne-Marie Saunders
Gas Appliances – Boilers	Contract available for purchase but inspected by Zurich Insurance	Contact Property Services	Anne-Marie Saunders
Lifting Equipment PE Equipment CDT Equipment LEV	} Contracts available for purchase by schools	Contact Property Services	Anne-Marie Saunders
			Anne-Marie Saunders
			Anne-Marie Saunders
			Anne-Marie Saunders
Medicines in school	Guidance for Schools	Volume 4 Section 4	Anne-Marie Saunders
Minibus Safety (where appropriate)	Guidance for Schools	Volume 4 Section 23	Anne-Marie Saunders
New and Expectant Mothers	Corporate Policy	Contact County Health and Safety Unit http://www.six.somerset.gov.uk/six/v/asp?ndid=5689	Anne-Marie Saunders
Playground Safety	Contracts available for purchase by schools	Contact Ground Maintenance	Anne-Marie Saunders

Subject Matter	Policy	Location of Policy Guidance	Name of person responsible
Pupils with medical needs	http://www.six.somerset.gov.uk/six/v.asp?ndid=2629		AM Saunders / Karen Bass
Risk Assessment	See Item 1.11	Refer to Blue Book Health & Safety	Anne-Marie Saunders
School visits Educational Visit Co-ordinator	Guidance for Schools SV1	Volume 5 Section 16	Anne Turner
Security	Model policy available	Contact Jill Halmkin, e-mail Jdhalmkin@somerset.gov.uk or Ext. 5854.	Anne-Marie Saunders
Slips and Trips	Guidance for Schools	Volume 4 Section 5	Anne-Marie Saunders
Smoking	Corporate Policy	Contact Corporate Personnel	Sarah Doble
Swimming Safety (where appropriate)	Guidance for Schools	Volume 4 Section 28	Sheila Clavey
Stress	Corporate Policy	Contact Corporate Personnel http://enterprise.somerset.gov/personnel/chsu/admin/information/19.doc	Sheila Clavey
Sun Safety	Guidance	SiX Admin & Support Support Services County Health and Safety Unit	Anne-Marie Saunders
Temperatures/ Heating	Guidance for Schools	Volume 4 Section 31	Anne-Marie Saunders Gordon Perkins
Traffic on school sites	Guidance for Schools	To be issued shortly, contact County Health and Safety Unit	Anne-Marie Saunders/Sheila Clavey/Derek Mott
Water, e.g. Legionella	Guidance for Schools	Volume 4 Section 31	Anne-Marie Saunders Marilyn Binding

TABLE B**ESTABLISHMENT KNIGHTS TEMPLAR 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 policy	All Teaching Staff, Office, Assistants notice board, Electronic version with Anne-Marie Saunders and on Public Drive
Drugs / Smoking Policy	Sarah Doble- Cherry Class
Medicines Policy	Anne-Marie Saunders – Office
Security Policy	Headteacher's Office
Anti-Bullying Policy	Anne-Marie Saunders- Rowan Class/Office
Fire Safety	Office
Incident reporting forms	Office
Risk assessment	Office, on line

Document Prepared by

(Signature)

.....
(Print Name) Anne-Marie Saunders

Title: Acting Head teacher - Health and Safety co-ordinator

(eg Headteacher/Governor)

Date:

TABLE B

The monitoring/review arrangements in place are summarised below:

Active monitoring:

External Monitoring

Safety Audit/Inspection Report (CHSU)
Annual Review Meeting Report. (LSDA)
Periodic Risk Assessment Status Electronic Report (DSLO)
Periodic Self Evaluation Status Electronic Report (Section 6)
Accident/Incident Investigation Report (various)
Safety Representation Reports (Recognised Trade Union/Professional Association)
Property Services Report – Capital Support
Special Educational Needs Report
Protocol Reports (Schools causing concern)
Fire Risk Assessment

Internal Monitoring

- **Weekly observations around the school site**
- **Risk assessments carried out**
- **Fire safety practices one per term**

Reactive monitoring:

External Monitoring

HMI OFSTED Report
HMI Health and Safety Executive Report
Community Protection Report
Fire Service Report
Environmental Health Report
Contractors Report
Occupational Health Service Report
Insurer's Report
Accident/Incident Investigations
Escalation procedure

Internal Monitoring

- Weekly observations
- Meetings with Governor
- Risk assessments

Planned review:

Annual Safety Self Review
Audits

ARRANGEMENTS

The framework and arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change which might affect the health and safety of those involved) are as follows:

Guidance for Schools – Volumes 4 and 5.

CHSU H & S Circulars and Guidance notes to schools.

Exposure

Identified person/persons responsible for Health and Safety.

Health & Safety Policy.

Staff meetings.