



Wookey Primary School

HEALTH AND SAFETY POLICY

June 2025

Approval by governors 20th October 2025

Review October 2026

THE LAW

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

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

As the management body, the **Governing body** must ensure that school staff and premises follow policies and procedures set by the Local Authority for health and safety (e.g., reporting accidents, first aid provision), and:

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan that considers emergency scenarios;
- 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 activity on the school site or managed by the school;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained (including TeamTeach techniques where necessary) in their health and safety responsibilities; and are actively involved in health and safety;

- 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;
- Promote and support sensible health and safety management through discussion at Governor or Senior Leadership Team meetings;
- Seek advice and guidance from The Health & Safety Service when required.

In practice, the Governing body may delegate specific health and safety tasks to others at the school.

The Governing body, and Headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any off-site school activities.

In Academy schools, free schools, foundation schools and voluntary aided school's statutory health and safety responsibilities fall on the Governing body (as the employer) and on the Headteacher and staff (as employees). Governing bodies may be constituted in one of the following formats:

- An Academy Trust
- The Governing body of a voluntary aided or a foundation school
- The owners or trustees of an Academy, foundation, VA or Free school

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

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan in place;
- 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 IN ANY SCHOOL

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 role of making sure 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 with electronic links to the relevant Somerset Council or other appropriate guidance.

MODEL HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF WOOKEY PRIMARY 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 leading to time off work and/or doctor/hospital visits, using the Accident Reporting Module on the EEC Safety Suite and ensure appropriate follow up action has been carried out. All other incidents/accidents to be recorded on CPOMS.
- 1.11 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.12 Consult with the school council (where applicable) 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) Laurie Davies (headteacher) (2) Rachel Boulderstone (H&S governor)

Trade Union.....

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 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 Rachel Boulderstone 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

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Wookey Primary School.....

Headteacher: Laurie Davies

Delegated Senior Manager: Rachael Bisgrove (Office Manager)

Premises Manager: Laurie Davies

External Visit Coordinator: Laurie Davies

| Area | Location of Policy/Guidance | Name of person responsible |
|---|---|----------------------------|
| ACCIDENTS/INCIDENTS (NEAR MISSES): | | |
| Incidents/Injuries | Accident Reporting (EEC Safety Suite) | Laurie Davies |
| EMERGENCY PROCEDURES: | | |
| Emergency Procedures | Business Continuity Plan template for Schools | Laurie Davies |
| 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 | Laurie Davies |
| INDUCTION/TRAINING: | | |
| SC Training Policy (HS031) | H&S Induction Checklist (Schools) | Rachael Bisgrove |
| MEDICAL: | | |
| Hygiene Control | Guidance for Schools: Volume 4 | Rachael Bisgrove |
| Infection Control | Public Health England Guidance | Laurie Davies |
| Medicines in school | Guidance for Schools: Volume 4 | Laurie Davies |
| Needlestick Injuries | H & S Policy Manual - HS007 | Laurie Davies |
| New and Expectant Parents | H & S Policy Manual - HS017 | Laurie Davies |
| Supporting Pupils with medical conditions, | Supporting pupils with medical conditions | Laurie Davies |
| RISK MANAGEMENT: | | |

| Area | Location of Policy/Guidance | Name of person responsible |
|---|---|----------------------------------|
| Computer Use | DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools | Rachael Bisgrove |
| COSHH | H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08) | Rachael Bisgrove |
| Employee or Volunteer Driver | Driver Risk Assessment HS014 | Laurie Davies |
| First Aid | H & S Policy Manual HS012 | Rachael Bisgrove |
| Minibus Safety | Outdoor Education Advisors Panel – National Guidance | Rachael Bisgrove |
| Violence at Work | Work-related Violence HS011 | Laurie Davies |
| SITES AND BUILDINGS: | | |
| SC Overarching Guidance document | Corporate Property Standards and Guidance Including construction work/contractors on school site | Laurie Davies |
| Asbestos | Asbestos Register - in School Email: asbestosteam@somerset.gov.uk | Rachael Bisgrove Alex Perrone |
| Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing | Guidance for Schools: Volume 4 | Rachael Bisgrove |
| Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV | Contact Property Services Contracts available for purchase by schools | Rachael Bisgrove Alex Perrone |
| Fire Safety <ul style="list-style-type: none"> • Arson Prevention | Fire H&S010 School responsibility - Arson Policy Contact Insurance Email: InsuranceMailbox1@somerset.gov.uk | Rachael Bisgrove Alex Perrone |
| Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen | Contact Property Services Contracts available for purchase School responsibility unless Special School | Rachael Bisgrove Alex Perrone |
| Premises Managers checklist | Premises Managers Task List | Rachael Bisgrove Alex Perrone |
| Pressure systems – e.g., steam ovens/stills | School responsibility - contact Insurance Email: InsuranceMailbox1@somerset.gov.uk | Rachael Bisgrove Alex Perrone |
| Safety Glazing | Please refer to legacy SC Property Standards SC Glazing Standards and Guidance PDF | Rachael Bisgrove |

TABLE B
ESTABLISHMENT Wookey Primary 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) |
|---|--|
| Most policies and documents can be found in the shared Google Drive, accessible by all office and teaching staff. | |
| Arson prevention and how to combat arson in schools | SLT One Drive file |
| Business continuity | Grab bag and SLT one drive, shared with Rachael Bisgrove |
| Critical Incident | SLT One Drive |
| All risk assessments and EV planning | EEC live, all teachers and Rachael Bisgrove have access |
| Governor meetings and H&S walkabouts | Governs shared files on One Drive |
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| | |
| | |

Document Prepared by (Signature)

(Print Name)

Title:
(e.g., Headteacher/Governor)

Date:

TABLE C

The monitoring/review arrangements in place are summarised below:

External Monitoring

H&S Safety Audit (Health & Safety Service - 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 – Capital Support
 Fire Risk Assessment – (Health & Safety Service - every 5-years)
 Legionella Risk Assessment

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
 Headteachers Self-Assessment (Burgundy Pack)
 H&S Committee Inspection
 Senior Leadership Team Meeting with standing Health and Safety agenda item
 Staff Induction and INSET day training