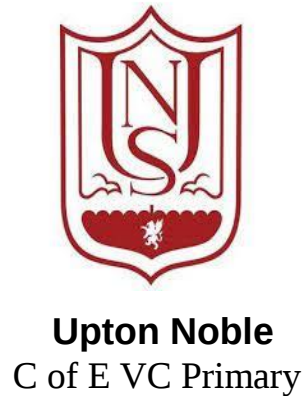


East Somerset Federation



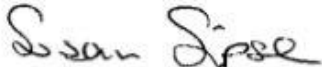
Bruton
Primary School



Upton Noble
C of E VC Primary

Health & Safety Policy

**Approved by the Governing Body of
The East Somerset Federation**

Signed 

Date: September 2025

Date for Review: September 2026

1. 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 school's** 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; advice and guidance from the Corporate Health and Safety Unit 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.**

2. 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.

3. 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.

EAST SOMERSET FEDERATION HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF: EAST SOMERSET FEDERATION 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 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, using the Accident Reporting Module on the 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.

- 2.5 Governors to agree delegation for approval of off-site visits and activities (Category A) and review on an annual basis. [Scheme of Delegation](#).
- 2.6 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

Suzanne McCutcheon

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 Somerset County Councils Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, (Published September 2016)
- 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: East Somerset Federation

Headteacher

Mrs Rachael Bisset

Delegated Senior Manager:

Mr Luke Oakes: Upton Noble
Sapphire Giles: Bruton
Elaine Cosser: Ditchat

Premises Manager:

Mrs Nicky Morris

External Visit Coordinator:

Mrs Rachael Bisset

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Rachael Bisset Nicky Morris
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	Rachael Bisset
Critical/Major Incidents and updating your Contingency Plan	School Closures	Rachael Bisset
	Updating your Contingency Plan	Rachael Bisset
	Critical Incidents in Schools	Rachael Bisset
EXTERNAL VISITS		
External Visit Co-ordinator	Outdoor Education and External Visits Website	Rachael Bisset
	EEC Safety Suite>External Visits Management	Rachael Bisset Nicky Morris
	Policy for Offsite Visits and Activities – in school	Rachael Bisset
INDUCTION/TRAINING:		
SCC Training Policy (HS031)	H&S Induction Checklist (Schools)	Rachael Bisset
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Rachael Bisset
Infection Control	Public Health England Guidance	Rachael Bisset Nicky Morris
Medicines in school	Guidance for Schools: Volume 4	Rachael Bisset

Area	Location of Policy/Guidance	Name of person responsible
Needlestick Injuries	H & S Policy Manual - HS007	Rachael Bisset
New and Expectant Mothers	H & S Policy Manual - HS017	Rachael Bisset
Supporting Pupils with medical conditions,	https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2	Rachael Bisset
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Rachael Bisset Nicky Morris
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Rachael Bisset Nicky Morris
Employee or Volunteer Driver	Driver Risk Assessment HS014	Rachael Bisset
First Aid	H & S Policy Manual HS012	Rachael Bisset
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	Rachael Bisset
Violence at Work	Work-related Violence HS011	Rachael Bisset
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Rachael Bisset
Asbestos	Asbestos Register - in School	Rachael Bisset
Electrical Safety Portable Appliance Testing	Guidance for Schools: Volume 4	Rachael Bisset
Equipment Maintenance - Lifting Equipment - PE Equipment - CDT Equipment - LEV	Contact Property Services - Contracts available for purchase by schools.	Rachael Bisset
Fire Safety Arson Prevention	Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	Rachael Bisset
Gas Appliances - Boilers - Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Rachael Bisset
Premises Managers checklist	Premises Managers Task List	Rachael Bisset Nicky Morris

Area	Location of Policy/Guidance	Name of person responsible
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	Rachael Bisset
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN 27 L40 Safety Glazing	Rachael Bisset Nicky Morris

TABLE B

ESTABLISHMENT : East Somerset Federation

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (Eg, office, web address)
Supporting Children with Medical Conditions and Managing Medicines policy	School website: www.uptonnoble.org.uk/safeguarding www.brutonprimary.org.uk/safeguarding-information-and-policies www.ditcheatprimary.co.uk/safeguarding
Medicine Administration forms	School Office School websites as above
Copies of IR1 accident reporting forms	School Office
Accident Book	Staffroom / School Office
Fire Safety: Record of Fire Drills	File in Main School Office Civica
Asbestos Register	School Office
Safety Test reports: e.g. Electrical testing, legionella testing, portable appliance testing, play equipment testing, PE equipment, fire appliance testing, water quality testing	File in School Office Civica
Health and Safety Audit report	EEC Safety Suite
Risk assessments	EEC Safety Suite

Rachael Bisset

Title: Executive Headteacher

Date: September 2025

TABLE B

The monitoring/review arrangements in place are summarised below:

External Monitoring

H&S Safety Audit (CHSU – 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 – (CHSU - every 5-years)
Legionella Risk Assessment

Internal Monitoring

Activity Planning (Burgundy Pack)
Annual Declaration (RAMIS)
Annual Review (RAMIS)
EEC Management Report
EEC H&S Self-Audit questionnaire
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.