

St Mary's Church of England Primary School

&

Little Oaks Nursery



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Health & Safety Policy

Status:	Statutory
Responsible Person	Headteacher
Responsible Governor	H&S Governor
Ratified by the Headteacher	January 2026
Date first approved by the GB	January 2026
Review Period	Annually
Review Date	January 2027

HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF ST. MARY'S CHURCH of ENGLAND PRIMARY SCHOOL & Little Oaks Nursery 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.

The following individuals are recognised as safety representatives at the school.

Name (1) **MORWENNA DUNSTAN**.....

Trade Union: **NASUWT**.....

Name (2) **CHRIS LOVELL**..... (3) **Mary Clothier**.....

Trade Union: **N/A - GOVERNOR**.....

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 Board/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 County 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. [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

DAVID BALLANTYNE

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. 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

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

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: St Mary's Church of England Primary and Little Oaks Nursery

Headteacher: Morwenna Dunstan

Delegated Senior Manager: Caroline Layton

Premises Manager: Christopher Lovell

External Visit Coordinator: Morwenna Dunstan

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	SHELLEY PITCHER
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	MORWENNA DUNSTAN SMT
Critical/Major Incidents and updating your Contingency Plan	School Closures Updating your Contingency Plan Critical Incidents in Schools	MORWENNA DUNSTAN & CHAIR OF GOVS
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	MORWENNA DUNSTAN GOVERNORS
INDUCTION/TRAINING:		
SC Training Policy (HS031)	H&S Induction Checklist (Schools)	CAROLINE DIBBLE
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	MORWENNA DUNSTAN
Infection Control	Public Health England Guidance	MORWENNA DUNSTAN
Medicines in school	Guidance for Schools: Volume 4	GEMMA BARNETT
Needlestick Injuries	H & S Policy Manual - HS007	MORWENNA DUNSTAN
New and Expectant Mothers	H & S Policy Manual - HS017	CAROLINE LAYTON

Area	Location of Policy/Guidance	Name of person responsible
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	GEMMA BARNETT
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	SHELLEY PITCHER
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	CHRIS LOVELL
Employee or Volunteer Driver	Driver Risk Assessment HS014	CAROLINE DIBBLE
First Aid	H & S Policy Manual HS012	SHELLEY PITCHER/ EMMA PEEK
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	n/a
Violence at Work	Work-related Violence HS011	MORWENNA DUNSTAN
SITES AND BUILDINGS:		
SC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	MORWENNA DUNSTAN
Asbestos	Asbestos Register - in School	MORWENNA DUNSTAN/ CHRIS LOVELL
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	CHRIS LOVELL
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	CHRIS LOVELL
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	MORWENNA DUNSTAN/ SHELLEY PITCHER
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	CHRIS LOVELL
Premises Managers checklist	Premises Managers Task List	CHRIS LOVELL
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	n/a

Area	Location of Policy/Guidance	Name of person responsible
Safety Glazing	Please refer to SC Corporate Property Standard – BDN 27 L40 Safety Glazing	CHRIS LOVELL

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

Document	Location (Eg, office, web address)
SCC Health & Safety Policy	SCC Extranet - H&S
External Visits Policy	School Office / Policies (R) Drive
EEC Risk Assessments	School Office / EEC website
Fire Risk Assessment	School Office / Ramis Live website RAMIS
Fire Evacuation Policy	School Office / Policies (R) Drive
Electrical Periodic Test Certificate	School Office / Ramis Live website RAMIS
Water Hygiene Record System	School Office
Legionella Risk Assessment	School Office
Asbestos Register	School Office
Somerset County Council Corporate Property Group Property Design Standards and Guidance	School Office Property Design, Standards and Guidance
Driver Risk Assessment File	School Office
Play Equipment Inspection Log Book	School Office
Operating and Maintenance Manual for the Hot & Cold Water System	School Office
Operating and Maintenance Manual for the New Build Mechanical Services	School Office
Reported Faults	School Office
School Policies	School Office / Policies (R) Drive

Document Prepared by Morwenna D (Signature)

(Print Name) MORWENNA DUNSTAN

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

Date: 07.01.2026

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 (Civica)
 Annual Review (Civica)
 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

