

Health and Safety Policy

Fairmead School



Wellbeing Statement: At Fairmead School we take a holistic approach to the wellbeing of our students and staff. All policies are written with this in mind and consider the physical and mental wellbeing of our students, staff and our school community.

Signed by: Mrs T Felstead
Date: 16th July 2025
Next review: July 2026

1. THE GOVERNORS OF: FAIRMEAD 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, 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	Tracy Felstead, Headteacher Alicia Anderson, H&S Governor Liam Smith, First Aid Lead Sharon Phipps, School Business Manager Chris Ward, Caretaker
Trade Unions	Unison NAHT NEU

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

Signed: Chair of Governors: A Purchase

Dated: 16.07.2025

Signed: Headteacher: T Felstead

Dated: 16.07.2025

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.
- 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:

Mrs Alicia Anderson

Assistance on health and safety issues is provided by
The Corporate Health and Safety Unit, Somerset 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 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 school has established its own policy on supporting pupils with medical conditions

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOLName of School: **FAIRMEAD SCHOOL**

Headteacher

TRACY FELSTEAD

Delegated Senior Manager:

NICOLA BARRATT, HEAD OF SCHOOL

Premises Manager:

SHARON PHIPPS

External Visit Coordinator:

BEN CRUMP

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Sharon Phipps
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	Tracy Felstead
Critical/Major Incidents and updating your Contingency Plan	School Closures	
	Updating your Contingency Plan	
	Critical Incidents in Schools	
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	Ben Crump
INDUCTION/TRAINING:		
SCC Training Policy (HS031)	H&S Induction Checklist (Schools)	Sharon Phipps
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Sharon Phipps
Infection Control	Public Health England Guidance	Sharon Phipps
Medicines in school	Guidance for Schools: Volume 4	Liam Smith
Needlestick Injuries	H & S Policy Manual - HS007	Liam Smith
New and Expectant Mothers	H & S Policy Manual - HS017	Sharon Phipps

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	Tracy Felstead Nicola Barratt
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Sharon Phipps
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Sharon Phipps
Employee or Volunteer Driver	Driver Risk Assessment HS014	Sharon Phipps
First Aid	H & S Policy Manual HS012	Sharon Phipps Liam Smith
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	Sharon Phipps
Violence at Work	Work-related Violence HS011	Tracy Felstead
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Sharon Phipps
Asbestos	Asbestos Register - in School	Sharon Phipps/ Chris Ward
Electrical Safety Portable Appliance Testing	Guidance for Schools: Volume 4	Sharon Phipps/ Chris Ward
Equipment Maintenance - Lifting Equipment - PE Equipment - CDT Equipment - LEV	Contact Property Services - Contracts available for purchase by schools.	Sharon Phipps/ Chris Ward
Fire Safety Arson Prevention	Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	Sharon Phipps/ Chris Ward
Gas Appliances - Boilers - Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Sharon Phipps/ Chris Ward
Premises Managers checklist	Premises Managers Task List	Sharon Phipps/ Chris Ward

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	Sharon Phipps/ Chris Ward
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN 27 L40 Safety Glazing	Sharon Phipps/ Chris Ward

ESTABLISHMENT **FAIRMEAD SCHOOL**

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

Document	Location (Eg, office, web address)
Asbestos Register	School Business Manager's office/ School Office
Guidance for School – Volume 1 to 5	School Business Manager's office
Critical Incidents information inc Business Continuity Policy	School Staff OneDrive
Health & Safety Policy	School Staff OneDrive Website
Security Policy	School Staff OneDrive
Lettings Policy – within Finance Policy	School Staff OneDrive Website
Emergency Care Plan procedures for named pupils	Shared computer P drive
Risk Assessments	School Business Manager's office

Document Prepared by**(Signature)**

(Print Name) Tracy Felstead

Title: Headteacher

Date: 16.07.2025

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
 Fire Alarms & Emergency Lighting
 Intruder Alarms
 PAT reports (every 3 years – (SSTEP))
 Gym equipment inspection (SSTEP)
 Cleaning inspections and audit reports (SSTEP)
 HMI OFSTED Report
 Environmental Health Report
 Fire Report/Risk Assessment
 Asbestos Register
 Playground monitoring
 Hoist inspection
 KS5 access lift inspection
 New build access lift inspection

Internal Monitoring

Activity Planning (Burgundy Pack)
 Annual Declaration (RAMIS)
 Annual Review (RAMIS)
 EEC Management Report
 EEC H&S Self-Audit questionnaire
 Governors Meetings
 Governors Premises walkabout with feedback report to Governing Body
 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.
 Servicing of cleaning tables, fire alarms, electrical systems, hoists, playground equipment, water coolers, cleaning equipment
 Security access systems
 Record of incidents requiring control and restraint
 Accident investigating reports of EEC
 Minibus records
 Training records: Manual handling/caretaking training/risk assessments training/fire DVD/Fire drill/staff induction/Child Protection
 Asbestos Register/reporting