

Eastover Primary School



Approved by the Governing Body of
Eastover Primary School

Name ...Mrs B Cockrell...

Signature:



Support
Services for
Education

HEALTH AND SAFETY POLICY FOR SCHOOLS

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;
- 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.

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:** Eastover 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, 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) Beverley Alcock (2) Vivien Hamblin

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 Tina Fry 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

The School has established its own policies

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOLName of School: Eastover Primary School

Headteacher:

Beverley Alcock

Delegated Senior Manager:

Vivien Hamblin/ Sarah Stacey

Premises Manager:

Scott Harwood

External Visit Coordinator:

Beverley Alcock

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Marcia Randle
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	Beverley Alcock Sarah Stacey Vivien Hamblin
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	Beverley Alcock Sarah Stacey
INDUCTION/TRAINING:		
SC Training Policy (HS031)	H&S Induction Checklist (Schools)	Vivien Hamblin
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Paige Ball
Infection Control	Public Health England Guidance	Marcia Randle
Medicines in school	Guidance for Schools: Volume 4	Marcia Randle
Needlestick Injuries	H & S Policy Manual - HS007	Marcia Randle
New and Expectant Parents	H & S Policy Manual - HS017	Beverley Alcock Vivien Hamblin
Supporting Pupils with medical conditions,	Supporting pupils with medical conditions	Jo Larson
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	Vivien Hamblin
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Vivien Hamblin Scott Harwood
Employee or Volunteer Driver	Driver Risk Assessment HS014	Vivien Hamblin
First Aid	H & S Policy Manual HS012	Paige Ball Marcia Randle
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	Beverley Alcock
Violence at Work	Work-related Violence HS011	Beverley Alcock Vivien Hamblin
SITES AND BUILDINGS:		
SC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Beverley Alcock Sarah Stacey Vivien Hamblin Scott Harwood
Asbestos	Asbestos Register - in School Email: asbestosteam@somerset.gov.uk	Beverley Alcock Sarah Stacey Vivien Hamblin Scott Harwood
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	Vivien Hamblin Scott Harwood
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services Contracts available for purchase by schools	Vivien Hamblin
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 School responsibility - Arson Policy Contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Beverley Alcock Vivien Hamblin Scott Harwood
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services Contracts available for purchase School responsibility unless Special School	Vivien Hamblin Scott Harwood
Premises Managers checklist	Premises Managers Task List	Scott Harwood
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	N/A
Safety Glazing	Please refer to legacy SC Property Standards SC Glazing Standards and Guidance PDF	Vivien Hamblin

**TABLE B
ESTABLISHMENT**

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)
Asbestos Register	Main Office/ map of school and location in staffroom.
MEDICAL: Hygiene Control; Infection Control; Medicines in school; Needlestick Injuries; New and Expectant Mothers; Pupils with medical needs	Health and Safety Folder in Staff room.
RISK ASSESSMENTS: Computer Use; COSHH; Employee or Volunteer Driver; First Aid	EEC/Main School Office
SITES AND BUILDINGS: SCC Overarching Guidance document; Asbestos; Electrical Safety Portable Appliance Testing; Equipment Maintenance; Fire Safety; Arson Prevention; Gas Appliances; Minibus Safety; Safety Glazing; Pressure systems – eg, steam ovens/stills	Civica and Main School Office
ACCIDENTS/INCIDENTS (NEAR MISSES): Incidents/Injuries; Accident Reporting	Main School office/EEC

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Document Prepared by (Signature)

(Print Name) Vivien Hamblin

Title: Business Manager
(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

Arson Prevention Policy

Eastover Primary School

Date of last review: 01/09/2025

Next review date: 01/09/2027

Approved:

Signature..... Date:

Position held:

Introduction:

How serious is the problem?

Arson accounts for 21% of fires in premises nationally. The incidence of arson in all types of premises is increasing and is recognised as a major cause of fire. This policy is addressed primarily at the person who has overall responsibility for premises. It aims to alert those responsible and working in the premises to the possible dangers of arson attacks and suggests means by which such a potential can be reduced.

Premises Vulnerability:

Premises may be vulnerable to arson attacks due to:

- The ease of access to sites
- Vandalism
- Poor housekeeping

Reduction in the incidence of arson will benefit everyone by:

- Providing a safer environment for staff and visitors
- Ensuring that buildings and facilities are not lost due to the effects of fire
- The damage done by fire can be very costly, taking financial resources away from the provision of other needs
- Not all arson is preventable but where possible its effects will be minimalised.

Responsibilities of all staff

Staff are obliged to adhere to this policy. The Headteacher is responsible for ensuring that the staff for whom they are responsible are aware of and adhere to this Policy.

The Headteacher is also responsible for ensuring that staff are updated in regard to any changes in this Policy.

Vivien Hamblin will recognise the cause and effects of arson and will encourage measures recommended to combat arson and will promote good practice.

Staff are aware of the possibility of arson and will politely challenge strangers and report anyone of whom they have suspicions.

Combustible materials will be stored securely and waste not allowed to accumulate.

The Office Manager will ensure that this Policy is accessible and up-to-date.

Staff will ensure that a high level of security is maintained to prevent unauthorised access and that legitimate visitors can be identified and access controlled.

Procedures to prevent the possibility of arson are to be implemented and regularly reviewed. (See Appendix 1 Arson Prevention Checklist)

Staff are to investigate any outbreak of fire and if there is any suspicion that arson could be the cause, any material evidence should be safeguarded for the attention of the Police/Fire Service.

Fire Safety Advisor will make recommendations to the staff regarding arson prevention measures. Fire risk assessment of premises will take into account the risk from arson and the measures to minimise the risk.

Fire safety training will include arson awareness and prevention.

REVIEW

This Policy will be reviewed biennially.

Guidance developing an Action Plan against Arson

Once the arson risk has been assessment, the next priority is to address the weaknesses identified. These may not all require significant financial resources but may involve housekeeping or training issues.

The Premises Manager is the person with overall responsibility for initiatives against the threat of arson. The arson prevention strategy is to be incorporated in the Premises' Fire Risk Assessment and Fire Log Book and supported and endorsed.

Action Plan Process:

The prevention of arson attacks falls into a logical process:

1. Deter unauthorised entry onto the site:

- Discourage unauthorised entry onto the site by the use of signs and by delineating where practicable the boundary of the premises by use of a robust fence and/or shrubs
- Ensure the premises is adequately lit externally during the hours of darkness
- Remove any graffiti that appears on the premises without delay. If left to accumulate, vandals and arsonists will begin to view the site as being a legitimate target of little or no value
- Schools foster good relationships with neighbours, who are able to observe unlawful activity at the premises when closed. Neighbours are asked to contact the Police if they witness such activity.
- Consider getting involved in local neighbourhood watch schemes. Vandals are less likely to attack a school if there are strong ties with the local community.
- Where sustained vandalism or deliberate fire setting occurs at a premise, the installation of a monitored CCTV system should be considered.
- It is common practice for car thieves to deposit stolen vehicles on playing fields before setting fire to them.

2. Prevent unauthorised entry into the building:

- The weakest points of entry into the premises are the windows and doors. Their vulnerability needs to be regularly reviewed and replaced as considered necessary

- Ensure all external doors are fitted with approved locks and secured immediately the building is vacated
- Ensure door frame construction is sound and of good quality
- Consider letterboxes being fitted with metal enclosures on the inside to prevent damage arising from the introduction of burning materials
- Check all external glazing for damage both on security and safety grounds
- With the premises being used out of normal hours and opening to a wider public, it is imperative that access to the other parts of the premises is limited
- Make regular checks of areas where there are flat roofs to ensure there are no breaches of security in particular skylights.
- Consider the installation of an intruder alarm system

3. Reduce the opportunity for an offender to start a fire:

- Take every opportunity to eliminate combustible material on the outside of the building
- Refuse/ recycling bins to be placed in a secure compound or alternatively secured by padlock and chain *no less than 6 metres* (where possible) from the premises building to prevent them being moved against the building. Ensure regular collections of such materials
- Sheds and other external buildings to be locked and sited *at least 8 metres* away from the Premises
- Ensure that any waste bins are not fixed to walls or under roofs constructed of combustible materials, but secured to the ground away from the premises building
- Avoid placing combustible materials on window sills as a common method of attack is to break a window and set fire too combustibles within reach
- Check that shrubs and undergrowth is not allowed to encroach against buildings as they are when dry a source of ignition

Remember! Rubbish is an ideal fuel for an 'Arsonist'

4. Reduce the scope for potential fire damage:

- Nominated person to ensure that all external doors and windows have been locked once the premises has been vacated at the end of the day
- Ensure that contractors working on site have limited access to the whole building wherever possible
- Consider the preparation of a disaster recovery plan

5. Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan (Crisis Management Plan).

- Well maintained fencing can be considered useless if trees are allowed to grow next to it as these will assist in gaining access over the fencing
- Ensure perimeter fencing is maintained in good order to deter unauthorised access to your site.

Using Prickly Plants as a Defence

The range of plants listed below are an attractive means of protecting your property, and are readily available from garden centres and nurseries. Consider planting a selection of these specially chosen plants as an alternative or addition to fencing.

Prickly planting is a visual deterrent and a physical barrier intended to complement and not replace traditional crime prevention measures such as locks, alarms and lighting.

Home-grown security can be adopted to protect all perimeters of your property and form a barrier around drainpipes and ground floor windows, making forced entry more difficult.

Good hedging plants:

- *Berberis x ottawensis* - Medium-sized deciduous shrub. Up to 6ft high. Red berries in autumn.
- *Berberis x stenophylla* - Medium-sized evergreen shrub. Up to 6ft high. Golden-yellow flowers in spring; black berries in autumn.
- *Crataegus monogyna* (Common Hawthorn) Used extensively throughout UK as hedging. White flowers in spring; red 'haws' in autumn. Plant as an impenetrable hedge.
- *Ilex x aquifolium* (Common Holly) Excellent hedging plant, usually grown as tree or bush. Up to 50ft high.
- *Prunus spinosa* (Blackthorn or Sloe) Large dense shrub, good for hedging. White flowers in spring; blue-black fruits in autumn.
- *Rosa rugosa* (Rubra) Dense shrub, good for hedging. Up to 6ft high. Perpetual flowering wine crimson flowers; red 'heps' or berries.

Plants to be trained up a wall:

- *Chaenomeles x superba* (Pink Lady) Small to medium sized deciduous shrub. Up to 6ft high. Grow trained against a wall. Rose pink flowers in spring; yellow quinces in autumn.
- *Pyracantha* (Orange Glow – Firethorn) Evergreen Shrub. Up to 16ft high when trained up wall. White flowers in spring; orange – red berries in autumn/winter.
- *Pyracantha* (Golden Charmer – Firethorn) Evergreen Shrub. Up to 16ft high when trained up wall. White flowers in spring, orange – yellow berries in autumn.

Shrubs:

- *Mahonia x media* (Winter Sun) Tall evergreen shrub. Up to 10ft high. Yellow flowers in autumn; blue-black berries in winter.
- *Hippophae rhamnoides* (Sea Buckthorn) Tall deciduous shrub. Up to 10ft high. Grows on any soil, providing a good windbreak. Silver, willow-like leaves in summer; orange berries in autumn.
- *Ulex europaeus* (Common Gorse) Dense, evergreen, spiny shrub, Up to 5ft high. Golden yellow flowers. Good on poor soil.

Policy produced using extracts from the Arson Prevention Bureau's publication 'How to Combat Arson in Premises'