



Wadham School

Health and Safety Policy

Who is responsible?	Governing Body
Statutory Policy	Yes
Approval Date	November 2025
Next Review	November 2026

Signed: Roz Hawkes Date: 27.11.25

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).

At Wadham School, statutory health and safety responsibilities fall on the Local Authority (LA) and the Governing Body 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 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 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 the Wadham School Health and Safety Policy is given on Page 5 of this document with electronic links to the relevant Somerset Council or other appropriate guidance.

1. The Governors of Wadham 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 Student Voice/Student Leadership 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 School Representatives for the Unions detailed below, but these staff members **do NOT** hold H&S Responsibilities.

Name: Jenna Middleton
Name: Hannah Osborne
Name: Amy Cox

Trade Union: NASUWT
Trade Union: Unison
Trade Union: NEU

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

Chair of Governors: Mrs Roz Hawkes

Signed: Roz Hawkes

.....

Dated: 27.11.25

.....

Headteacher: Mr Richard Burgas

Signed:



.....

Dated: 27.11.25

.....

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: Mr Micheal Tutcher 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 and Safety Service.

3. Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school. (Table A) 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: Wadham School

Headteacher: Richard Burgas

Delegated Senior Manager: Graham Rowswell

Premises Manager: Graham Rowswell

External Trips and Visits Coordinator: Simon O'nions

Governor Healthy and Safety Lead: Michael Tutcher

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Sarah Coombe
EMERGENCY PROCEDURES:		
Emergency Procedures Critical/Major Incidents and updating your Contingency Plan	Business Continuity Plan template for Schools School Closures Updating your Contingency Plan	Richard Burgas
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website	Simon O'Nions
	EEC Safety Suite>External Visits Management	Simon O'Nions
	Policy for Offsite Visits and Activities – in school	Simon O'Nions

Area	Location of Policy/Guidance	Name of person responsible
INDUCTION/TRAINING:		
SC Training Policy (HS031)	H&S Induction Checklist (Schools)	Sarah Hutter
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Graham Rowswell
Infection Control	Public Health England Guidance	Graham Rowswell
Medicines in school	Guidance for Schools: Volume 4	Sarah Coombe
Needlestick Injuries	H & S Policy Manual - HS007	Sarah Coombe
New and Expectant Parents	H & S Policy Manual - HS017	Sarah Coombe
Supporting Pupils with medical conditions,	Supporting pupils with medical conditions	Sarah Coombe
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Simon O’Nions

Area	Location of Policy/Guidance	Name of person responsible
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Graham Rowswell
Employee or Volunteer Driver	Driver Risk Assessment HS014	Simon O’Nions
First Aid	H & S Policy Manual HS012	Sarah Coombe
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	Graham Rowswell
Violence at Work	Work-related Violence HS011	Sarah Coombe
SITES AND BUILDINGS:		
SC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Graham Rowswell
Asbestos	Asbestos Register - in School Email: asbestosteam@somerset.gov.uk	Graham Rowswell
Electrical Safety	Guidance for Schools: Volume 4	Graham Rowswell
<ul style="list-style-type: none"> Portable Appliance Testing 		
Equipment Maintenance	Contact Property Services Contracts available for purchase by schools	Graham Rowswell
Fire Safety	Fire H&S010 School responsibility - Arson Policy Contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Graham Rowswell
Gas Appliances	Contact Property Services Contracts available for purchase School responsibility unless Special School	Graham Rowswell

Area	Location of Policy/Guidance	Name of person responsible
Premises Managers checklist	Premises Managers Task List	Graham Rowswell
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Graham Rowswell
Safety Glazing	Please refer to legacy SC Property Standards SC Glazing Standards and Guidance PDF	Graham Rowswell

TABLE B

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

Document	Location
Asbestos Register	Site & Resources Manager Office
Critical Incidents Plan / Business Continuity	Senior Team Administrator Office
Emergency Evacuation Procedures	Each classroom / Office
Accessibility Plan	Senior Team Administrator Office
First Aid Policy	Senior Team Administrator Office

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
- Staff Induction and INSET day training