



# Holway CP School & Autism Centre Health & Safety Policy

November 2025

Holway Park CP School & Autism Centre  
Health & Safety Policy

## 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 strategic 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 restraint 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 delegates specific health and safety tasks to the Headteacher 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 health and safety policies and procedures are carried out.

1. THE GOVERNORS OF HOLWAY PARK SCHOOL will -In practice, the governing body delegates specific health and safety tasks to the Headteacher at the school.
  - 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
  - 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 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.
  - 1.13 The following individuals are recognised as safety representatives at the school.

Name Mrs. Susan Brewer  
Trade Union NAHT

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

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:

- Identification and control of risks associated with any hazardous or dangerous substances.
- Selection of equipment suitable for its purpose and ensuring that it is properly used.
- Identifying and securing the training needs of members of their Area/Department
- Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 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.
- 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.
- Governors to agree delegation for approval of off-site visits and activities (Category B) and review on an annual basis.
- 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 Samantha Tant.

Assistance on health and safety issues is provided by The Corporate Health and Safety Unit, Somerset County Council

## 2. 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

### 3. 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

3.1 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>

#### **HSE- Children's play and leisure: promoting a balanced approach**

Health and safety laws and regulations are sometimes presented as a reason why certain play and leisure activities undertaken by children and young people should be discouraged. Such decisions are often based on misunderstandings about what the law requires. The HSE has worked with the Play Safety Forum to produce a joint high-level statement that gives clear messages tackling these misunderstandings. HSE fully endorses the principles in this Statement.

**This statement makes clear that:**

**Play is important for children's well-being and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits**  
**Those providing play opportunities should focus on controlling the real risks, while securing or increasing the benefits - not on the paperwork** Accidents and mistakes happen during play - but fear of litigation and prosecution has been blown out of proportion.

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/> 6

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](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: Holway Park CP Primary School & Autism Centre

Headteacher: Mrs. S Brewer

Delegated Senior Manager: Mrs. S Brewer

Premises Manager: Mr. J Nicholson

External Visit Coordinator: Mrs. S Brewer

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Headteacher
<b>EMERGENCY PROCEDURES:</b>		
Emergency Procedures	Business Continuity Plan template for Schools	Headteacher
Critical/Major Incidents and updating your Contingency Plan	School Closures	Headteacher
	Updating your Contingency Plan	Headteacher
	Critical Incidents in Schools	Headteacher
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	Outdoor Education and External Visits Website	Headteacher
	EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities - in school	Headteacher
		Headteacher
<b>INDUCTION/TRAINING:</b>		
SCC Training Policy (HS031)	H&S Induction Checklist (Schools)	Headteacher
<b>MEDICAL:</b>		
Hygiene Control	Guidance for Schools: Volume 4	Site Manager/Headteacher
Infection Control	Public Health England Guidance	Headteacher/Site Manager
Medicines in school	Guidance for Schools: Volume 4	Headteacher/School Business Manager
Needlestick Injuries	H & S Policy Manual - HS007	School First Aider
New and Expectant Mothers	H & S Policy Manual - HS017	School Business Manager
Supporting Pupils with medical conditions,	<a href="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">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</a>	SENCO
<b>RISK MANAGEMENT:</b>		
Computer Use	DSE Assessment Form - HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Headteacher
COSHH	H & S Policy Manual - HS008 Hazardous substances COSHH Assessment Form (F08)	Site Manager
Employee or Volunteer Driver	Driver Risk Assessment HS014	School Business Manager
First Aid	H & S Policy Manual HS012	Headteacher
Minibus Safety	Outdoor Education Advisors Panel - National Guidance	Site Manager/ School Business Manager
Violence at Work	Work-related Violence HS011	Headteacher/Deputy Headteacher

<b>SITES AND BUILDINGS:</b>		
SCC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	
Asbestos	Asbestos Register - in School	Site Manager/Headteacher
Electrical Safety • Portable Appliance Testing	Guidance for Schools: Volume 4	Site Manager
Equipment Maintenance • <del>Lifting Equipment</del> • PE Equipment • <del>CDT Equipment</del> • <del>LEV</del>	Property Services - Contracts available for purchase by schools.	Annual Services purchased through Property Services
Fire Safety • Arson Prevention	Fire H&S010	Educating Safely supporting Headteacher/Site Manager
Gas Appliances • Boilers • Kitchen (caterers)	Property Services:	Annual Services purchased through Property Services
Premises Managers checklist		Site Manager
Pressure systems – e.g., steam ovens/stills	Catering company	Catering Company
Safety Glazing	SC Corporate Property Standard – BDN_27_L40_Safety Glazing	Purchased from Property Services
Legionella		Purchased through Property Services

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

<b>Document</b>	<b>Location (Eg, office, web address)</b>
Asbestos Folder	Main Office
Fire Folder	Main Office
Arson Policy	Main Office- in Fire Folder
Legionella Folder	Main Office
Risk Assessment	EEC
Administration of Medicine	Main Office & School Website
Fire Evacuation Plan	Main Office- every classroom