



Name of Policy	Statement of General Policy on Health, Safety and Wellbeing
Date last reviewed	September 2022
Date to be reviewed	September 2023
Governor Committee	Resources
Key Member of staff	Business Manager
Statutory	Yes

*Duxford Church of England Community Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

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## 1. Statement of General Policy for Health, Safety and Wellbeing

Duxford CofE Community Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all employees, pupils and visitors.

The Leadership Team together with the Governing Body aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The Leadership Team are accountable for the management of HSW and for the implementation of this Policy.

Employees have a duty to protect themselves and others by working safely, co-operating with the Leadership Team, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

*(Insert signature)*

*(Insert signature)*

*(Insert Name), Chair of Governors*

*(Insert Name), Headteacher*

*(Insert date)*

*(Insert date)*

Date of next review: September 2022

## **2. Organisation and Responsibilities for Health, Safety and Wellbeing**

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### **2.1. Governing Body** (*Chair – Gill Hinks*)

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

### **2.2 Headteacher** (*Suzanne Blackburne-Maze*)

Overall responsibility for the day-to-day management of HSW in the school sits with the Headteacher. The Headteacher will advise Governors of the areas of HSW which require an allocation of funds. The Headteacher will ensure that:

- 2.2.1 there is a system in place for undertaking risk assessments;
- 2.2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- 2.2.3 there are adequate staffing levels for safe supervision;
- 2.2.4 responsibility for school maintenance is clearly defined and delegated;
- 2.2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 2.2.6 protective clothing/safety equipment is provided where necessary;
- 2.2.7 first aid materials and fire equipment is adequate, and maintained;
- 2.2.8 the funding of necessary health and safety training for staff;
- 2.2.9 the arrangements for securing health and safety assistance from a competent source;
- 2.2.10 appropriate health and safety information is provided to Governors.

The Headteacher may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Headteacher of their accountability and from the overall day-to-day responsibility for HSW within the school.

### **2.3 Business Manager** (*Sarah Jelliman*)

The Headteacher will delegate to the Business Manager, the following duties:

- 2.3.1 ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- 2.3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 2.3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 2.3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.3.5 arrange for termly evacuation drills and weekly fire alarm tests;
- 2.3.6 where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
- 2.3.7 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 2.3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 2.3.9 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 2.3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

### **2.4. Senior Leadership Team**

The Senior Leadership team are responsible for ensuring the application of this policy to all activities undertaken by staff. They will:

- 2.4.1 ensure that risk assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 2.4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 2.4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 2.4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 2.4.5 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 2.4.6 ensure that adequate levels of class supervision are available at all times;
- 2.4.7 identify specific staff health and safety training needs;
- 2.4.8 carry out departmental induction training including any specific information and training that may be necessary;
- 2.4.9 ensure that levels of first aid provision remain adequate for the activities being undertaken;

- 2.4.10 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
- 2.4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 2.4.13 ensure that good standards of housekeeping are maintained.

## **2.5. Teaching Staff**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 2.5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 2.5.2 be aware of the school's health and safety policy and any local rules and arrangements;
- 2.5.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 2.5.4 know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- 2.5.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 2.5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 2.5.7 report accidents, near misses and defective equipment to management.

## **2.6. Site Officer (*Lionel Beard*)**

The Site Officer is responsible to the Business Manager. They shall:

- 2.6.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 2.6.2 take appropriate action when necessary to prevent injury to others on site;
- 2.6.3 participate in the termly health and safety inspections;
- 2.6.4 identify health and safety training/supervisory needs of site staff;
- 2.6.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 2.6.6 ensure that all staff work in accordance with safe working practices/risk assessments.

## **2.7 Health and Safety Co-ordinator (*Business Manager*)**

The Health & Safety Co-ordinator's role is primarily that of facilitator. They may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. They shall:

- 2.7.1 contribute to the review of this policy;
- 2.7.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 2.7.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.7.4 arrange termly evacuation drills and weekly fire alarm tests etc;
- 2.7.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 2.7.6 participate in the termly health and safety inspections;
- 2.7.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 2.7.8 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

## **2.8. All Employees - employed, supply and volunteers**

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management and shall:

- 2.8.1 participate in the risk assessment process and comply with the control measures;
- 2.8.2 report any defects in the condition of the premises or equipment they become aware of;
- 2.8.3 report accidents, near misses and defective equipment to management.
- 2.8.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
- 2.8.5 make use of all necessary personal protective equipment provided for safety or health reasons;
- 2.8.6 report any unsafe working practices to the Headteacher.

## **2.9. Staff Safety Representatives**

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

- 2.9.1 investigate potential hazards and examine the causes of accidents in the workplace;
- 2.9.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;
- 2.9.3 make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- 2.9.4 carry out health, safety and welfare inspections;
- 2.9.5 attend the health and safety committee meetings;
- 2.9.6 work with the management team to promote health, safety and wellbeing.



Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered

### **2.10. Health, Safety and Wellbeing Committee (Resources Committee)**

The school has established a Resources Committee with responsibility for Health, Safety and Wellbeing, which meets half-termly. The main purpose of this area of the Committee’s work is to develop and implement measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the school’s activities. Membership of the Committee includes:

- 2.10.1 Headteacher
- 2.10.2 Health and Safety Governor
- 2.10.3 Health and Safety Co-ordinator/Business Manager

The Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

### **3. Arrangements for Health, Safety and Wellbeing**

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **3.1 Incident Reporting, Recording and Investigation**

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the CCC [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally. Local logs e.g. first aid book records should be kept. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required.

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

### **3.1.2 Asbestos**

The asbestos survey and associated plans are located in the contractor hazard file which is held in the main school office. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

A visual monitoring check is carried out by the Business Manager/Site Officer twice a year and the findings reported to the local authority.

### **3.1.3 Contractors**

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors are selected and monitored by the Business Manager and Site Officer, following local authority good practice guidance. Their work is controlled in school by means of the 5Cs system, on which relevant staff have received training.

### **3.1.4 Curriculum Safety**

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. The HSW Team should be emailed for the latest login details as these are changed yearly: [health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@cambridgeshire.gov.uk)

**PE:** The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks

### **3.1.5 Drugs and Medication**

See the Medicines in School and Supporting Pupils with Medical Conditions in School policies.

### **3.1.6 Electrical Equipment**

Portable electrical appliances are tested as per statutory requirements. Fixed electrical equipment is tested 5-yearly and any necessary remedials carried out. Staff should report any defects to electrical equipment to the Business Manager without delay. Staff should not

bring personal electrical items into school.

#### **4 Fire Precautions and Procedures [and other emergencies incl. bomb threats]**

General fire safety, emergency evacuation procedures and fire precautions are centrally held in main office and are displayed in all classrooms.

- Staff will receive Fire Safety training in line with the Fire Safety Policy every two years, new staff will receive training as part of their induction.
- All exit doors are clearly marked, and emergency evacuation procedures and fire precautions displayed.
- Entrance and exits must be kept clear of any obstruction to ensure the building can be evacuated effectively. Specific rules have been implemented to avoid obstruction at the entrances of the school. These are clearly marked at each entrance.
- In the event of a fire alarm all staff on site will evacuate pupils and others to the designated assembly point. The automated fire alarm system will summon the fire services automatically.
- The safe evacuation of persons is an absolute priority.
- A Personal Emergency Evacuation Plan (PEEP) will be in place for all pupils and members of staff who may find an evacuation challenging because of physical difficulties, or emotional anxiety. These PEEPs will be kept in the appropriate classroom, and main school office.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows.
- Fire drills will be undertaken termly.
- A programme of fire alarm tests is carried out by the Site staff and recorded.
- Regular inspections of the premises and grounds is undertaken each term by the HeadTeacher and the governor responsible for Health and Safety.

#### **5 First Aid**

The Head teacher will ensure that suitable and sufficient trained first aiders will be available on the site during opening hours. The School Business Manager retains an up-to-date list of trained first aiders for the school.

The contents of the first aid boxes are checked and replenished as necessary by Vicky Rigby, School receptionist/administrator. A check should be made at least once a term.

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy can be found in Staff Share/Gdrive/Policies 2022.23 and on the Health and Safety notice board.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

#### **6 Hazardous Substances**

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be found in the school office.

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Headteacher.

## **7 Health and Safety Advice**

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council,  
[Caoimhe.Keenan@cambridgeshire.gov.uk](mailto:Caoimhe.Keenan@cambridgeshire.gov.uk), 01223 715309, 07881 945904

## **8 Housekeeping, cleaning & waste disposal**

All staff are responsible for maintaining good standards of housekeeping. Rubbish is disposed of promptly and the waste bins are kept at the front of the school, away from the building. Rubbish is separated to allow for recycling where possible. Signs are used when floors are wet. The Site Officer is responsible for clearing any hazardous surfaces, e.g. leaves/snow to minimise risk of slips (see also Adverse Weather Conditions policy). The Site Officer and cleaning staff are responsible for cleaning the premises using approved cleaning practices.

## **9 Handling & Lifting**

There should be no heavy lifting undertaken by any one person. The correct handling techniques should always be applied. Guidelines are displayed in the Print Room and leaflets distributed at induction. TAs receive training from Site Officer in correct use of stage equipment, for which there is a risk assessment. Site Officer has had manual handling training.

## **10 Jewellery**

In the interests of safety only one pair of small stud earrings may be worn by children in school. These must be removed by the child before PE activities or taped over if this is not possible. No other jewellery should be worn.

## **11 Lettings/shared use of premises**

See Hiring of School Premises policy.

## **12 Lone Working**

County guidelines for lone working are followed, including the locking of external doors after school hours and staff making sure they have ready access to a phone. See Lone Working risk assessment.

## **13 Maintenance / Inspection of Equipment**

See Servicing & Testing spreadsheet – staffshare/Servicing and Testing

## **14 Personal Protective Equipment (PPE)**

PPE for use by children is checked by teaching staff during the course of regular use and any defects dealt with immediately. Staff take responsibility for using suitable PPE where necessary (e.g. gloves, aprons) and check that it is suitable and in good condition prior to use.

## **15 Reporting Defects**

All hazards/defects should be reported to the Business Manager, who with the support of the headteacher decides on interim measures to be taken pending rectification and arranges remedial works.

## **16 Risk Assessments**

The Headteacher is responsible for ensuring RAs are undertaken and curriculum leaders are responsible for RAs in their subject areas. The Business Manager coordinates all premises-related risk assessments and keeps a register of them.

## **17 School Trips/ Off-Site Activities**

CCC Outdoor Education Adviser: [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)

All off-site activities/school trips require the approval of the Headteacher. The latest procedures for educational visits via Evolve must be followed – if in doubt, consult the Educational Visits Co-ordinator.

## **18 Smoking**

No smoking is permitted anywhere in school building or grounds.

## **19 Staff Consultation**

Safety is a regular item on the teaching staff meeting agenda and non-teaching staff report incidents to the Business Manager directly or via TA meetings.

## **20 Staff Health & Safety Training and Development**

All staff receive an induction package, which includes Health & Safety. On completion sign to confirm that they have completed this. The H&S policy is distributed annually to all staff. Staff sign to confirm that they have read and understood the policy, and will implement its contents.

## **21 Staff Well-being / Stress**

The school supports Staff Wellbeing and makes available relevant information and documentation to all staff. The school actively encourages Mental Health First Aiders for both staff and pupils. Staff are encouraged to discuss any concerns they may have about their well-being with their line manager, the School Business Manager or their local Mental Health First Aider.

## **22 Supervision** [including out of school learning activity/study support

Children are supervised by suitable numbers of staff members at all times. All staff are DBS checked. Statutory ratios of adults to children on school trips are followed.

## **23 Use of VDU's / Display Screens**

Identified users will undertake the HSE Display Screen Risk Assessment Evaluation annually. Staff are encouraged to report defects in their workstation or any health and safety concerns immediately to the Business Manager.

## **24 Vehicles on Site**

Only staff vehicles should be parked in the school car park and children and parents are regularly advised to take great care when crossing the car park. The movement of contractors' vehicles in the school grounds during school hours is strongly discouraged and carefully managed where unavoidable. The FoDs manage carefully the movement of vehicles

on site during Air Days. See also Vehicle Movement on Site risk assessment and School Hiring Agreement.

## **25 Violence to Staff / School Security**

All visitors should report to the school office on arrival, where they must sign in and be given an identity badge. Anyone not wearing a badge should be challenged by a staff member. Children are encouraged to tell a member of staff if they see an unfamiliar adult in school without a badge. Children must never admit anyone to the school and this rule is regularly reinforced. Staff should report any incident of verbal or physical violence. See Site Security Policy.

## **26 Working at Height**

Only the Site Officer, who has received ladder training, should use ladders in school. Guidelines on working at height are included in the staff handbook and covered in staff induction. Children should be allowed to climb on any object unsupervised. Risk assessments are undertaken for specific tasks.

## **27 Work Experience**

Student placements are generally arranged through local educational establishments who have clear guidelines. Students are given a thorough induction by the Work Experience Coordinator and are closely supervised by school staff while working in school. DBS checks are not necessary for students still at school or college.

## **28 Monitoring and Review**

This policy will be reviewed annually.