

## **Abbots Ripton C of E School**

### **Statement of General Policy on Health, Safety and Welfare**

Abbots Ripton C of E school believes that health and safety is paramount in all areas of its activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being.

Abbots Ripton C of E school is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, parents, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all staff are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior team and governing body are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

# **Abbots Ripton C of E School**

## **Organization and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety 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.

### **1. Governing Body**

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### **2. Head teacher**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head teacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Head teacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessments;
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;

- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The identification and funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The provision of appropriate health and safety information to governors.

The Head teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. Delegation of duties in school.**

The Head teacher may delegate to relevant staff the following duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises (including near misses);
- 3.3 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.4 Arrange for termly evacuation drills and weekly fire alarm tests etc. and ensure that all staff are aware of their specific roles in case of fire and/or emergency;
- 3.5 Advise the Governing body and maintenance contractor of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.7 Co-ordinate with Governors to undertake the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.8 Report to the Head teacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.9 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;
- 3.10 Oversee all arrangements for educational visits and school journeys.
- 3.11 Ensure that adequate levels of class supervision are available at all times;
- 3.12 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 3.13 consult with all staff on any matters which may affect their health or safety whilst at work;

- 3.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 3.15 ensure that good standards of housekeeping are maintained;

#### **4. Teaching Staff [Including supply]**

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

- 4.1 be aware of the schools health and safety policy;
- 4.2 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;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 4.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 4.5 ensure that pupils follow school safety rules;
- 4.6 report any defective equipment to the Head teacher;
- 4.7 propose for consideration by their Head teacher any improvements, which they consider, would improve health or safety standards;
- 4.8 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

#### **5. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health 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 senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 5.1 to participate in the risk assessment process and comply with findings;
- 5.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 5.3 to report all accidents according to the procedures included in Part 3 of this document;
- 5.4 to be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 5.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 5.6 to follow all relevant codes of safe working practice and local rules;
- 5.7 to report any unsafe working practices to the Head teacher.

#### **6. Pupils/students**

All pupils must be encouraged to follow all safe working practices and observe all

school safety rules. All pupils will:

- 6.1 follow all instructions issued by any member of staff in the case of an emergency;
- 6.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 6.3 inform any member of staff of any situation, which may affect their safety.

## **7. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 7.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 7.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 7.3 to make representations to the Head teacher on general matters affecting the health, safety and welfare of employees;
- 7.4 to carry out workplace health, safety and welfare inspections;
- 7.5 to attend any safety committee meetings;
- 7.6 to co-operate with his/her employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

### Names of appointed Safety Representatives

Name		Area Covered

## **8. Health and Safety Committee**

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the

health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

Head teacher Rebecca Ireland  
Governor Colombe Flint  
Governor Bella Tapp  
Governor Louise Basham

The Health and Safety Committee will submit regular updates 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.

## **Abbots Ripton C of E School**

### **Arrangements & Procedures for Health, Safety and Welfare**

The following procedures and 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:

#### **1. Accident Reporting, Recording & Investigation**

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Head teacher must ensure that they have completed each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and is centrally filed or held on the personal file of a staff member or pupil/child.
- The Head teacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 days or more (including W/E’s and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

**A RIDDOR form must be completed and returned to the HSE for the following incidents:**

### **The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4)

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Over-three-day incapacitation**

**Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.**

### **Non fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

**There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**



## **Occupational diseases**

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

## **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events.

### **2. Asbestos**

The Head teacher is responsible for the asbestos survey. Our asbestos register with the location of the remaining asbestos (external soffits only) is kept in the hazard file in the main office. Contractors are shown this register and required to sign in prior to any works carried out.

### **3. Contractors**

Most of our contractors are selected by our property management company (Ely Diocese Property Management) from their list of appropriate contractors. All of these contractors adhere to safe working practices and are familiar with how to conduct themselves when working in schools. All contractors are asked to sign in in the Hazard file after familiarising with the content.

### **4. Curriculum Safety [including out of school learning activity/study support]**

Risk assessments are undertaken for all out of school learning activities and for the following activities in school:

### **5. Drugs & Medications**

Please see attached 'Administration of medication' policy

### **6. Electrical Equipment [fixed & portable]**

The hard wiring of the school is tested every 5 years by Ely Diocese Property Management and any works completed. Portable electrical equipment is PAT tested annually. Any defective equipment is reported, removed and taken to main office.

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

Fire risks are incorporated into the school risk assessments. The fire alarm is tested weekly. Every term an evacuation test is completed led by Linda Nixon office manager. The register, staff register, contractors register, signing in book and critical incident pack are taken to the assembly point. The assembly point is on the main playground; if further evacuation is required then the church is used.

Some children or staff members (including any pregnant staff) may have a Personalised emergency evacuation plan (PEEP) and the staff members responsible for assisting with this are aware and will ensure that this is carried out.

## LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in the Fire drill/critical incident pack which is kept in the filing cabinet in the main school office. The pack contains the critical incident file, contact details of the staff and pupils, a mobile phone, whistle, timer, clip boards and pens.

- In the event of a fire alert/alarm the staff on duty will evacuate pupils, staff and visitors to the designated assembly point;
- Linda Nixon office manager will summon the emergency services as necessary on the command of Rebecca Ireland Head teacher;
- The safe evacuation of persons is an absolute priority.
- 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 and fire alarm tests weekly and a record kept in the Risk Management Handbook;
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in the critical incident pack.
- Emergency procedures for incidents outside normal working hours are held at home in a locked location by Rebecca Ireland (Head teacher), Linda Nixon (office manager), Lorna Blackhurst (Assistant Head teacher) and Robin Price (chair of governors)
- These procedures will be reviewed at least annually.

## 8. First Aid

First aid certificates are displayed in the medical room.

### THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

Linda Nixon  
Julia Beeley  
Kerry Mead

### ALL OTHER STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL.

The Office manager ensures that First Aiders have a current certificate and that new persons are trained should first aiders leave.

## **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Full first aid kit in the first aid room  
2 x travelling kits in the first aid room  
First aid kit in Robins classroom

The designated first aider for each off site trip will check that any vehicles are properly equipped with first aid boxes before they are used.

Linda Nixon is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once every half term.

The First Aid Treatment Record Books for recording details of all first aid administered to pupils are kept in the main office and in the travelling/ playground backpack. The staff first aid book is kept in the main office.

Details of contact numbers of hospital Accident and Emergency Departments and other medical services are displayed in the main office.

### **9. Medication Policy**

Please see attached Administration of Medicines policy.

### **10. Glass & Glazing**

All glass in doors, side panels are safety glass, all replacement glass to be of safety standard, premises have been assessed to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

### **11. Hazardous Substances**

There are no hazardous substances used in the school except for by the kitchen staff and CCS (cleaners) who have their own COSHH files. All hazardous substances are kept by these agents locked at all times and not accessible by pupils

### **12. Housekeeping, cleaning & waste disposal**

Contract with provider CCS ensure that the school is kept clean and tidy. All rubbish is removed daily by cleaner and disposed of in appropriate bins provided to the rear of the school. Wet floor cleaning is performed outside of school hours and wet floor signs utilised. Waste bins are regularly emptied by Shanks waste disposal

### **13. Handling & Lifting and Working at Height.**

Manual handling and lifting and working at height are considered in school risk assessments. Any equipment which is too heavy for the staff or pupils to carry must not be lifted alone or without an appropriate aid. Working at height must only be undertaken with the correct equipment and adequate supervision.

Training is undertaken by a member of staff and is cascaded to all staff via staff meetings and training sessions.

**14. Use of VDU's / Display Screens**

Staff will be trained on the use of VDU's and how to make an analysis of their workstation. Any defects in their workstations will be reported to the main office.

**15. Lone Working**

See Lone working policy for safe working practices/rules for staff who work alone.

**16. Jewellery**

Jewellery is not permitted to be worn by pupil with the exception of studs for pierced ears which must be removed or taped during PE.

**17. Maintenance / Inspection of PE Equipment**

PE and sports equipment is inspected annually for defects and safety by Ely Diocese Property Management. Any equipment not fit for use is removed and disposed of.

**18. School Trips/ Off-Site Activities/ School events (PTA 'STARS')**

Risk assessments for trips, off-site activities and special events are written for each new activity.

For all off-site school activity parental permission is required in advance in writing for a pupil to participate. First aid is provided by a first aider carrying an appropriate first aid kit. Pupils are adequately supervised by staff and/or volunteers in an age appropriate child to adult ratio.

The school has an off-site insurance policy.

**19. School Transport**

Drivers are provided under contract by Cambridge County Council who perform relevant checks (medical, license) to ensure suitability.

**20. Smoking**

Smoking is not permitted on the school premises

**21. Staff Consultation**

A staff Governor represents the staff on the H&S committee.

Staff are encouraged to report any H&S concerns to the Head teacher or to the main office

New staff and volunteers will receive H&S training as part of their school induction (e.g. work at height, use of VDU's, manual handling) and will be encouraged to report any concerns.

**22. Staff Well-being / Stress**

EPM provide a pre-employment occupational health assessment through Heales Medical to all new staff. Staff can also be referred for an assessment if there are any concerns for their well-being. Staff undertake performance management reviews which may highlight a cause for concern also.

The county council provide a counselling service with up to 6 sessions available.

**23. Supervision [including out of school clubs]**

Pupils are always supervised in the appropriate ratio during curriculum and break times from 8.40am until the finish of any after school clubs.

Visitors or providers of activities from outside of the school staff are not left alone with the pupils unless the adult has an enhanced CRB check for the school

**24. Work Experience**

Work placements will be invited for an initial meeting with the Head teacher or senior manager at the school. The placements are always arranged via the student's school or college from whom a reference is provided.

The student will not be left unsupervised with the school's pupils

**25. Vehicles on Site**

The school requests that the parents and staff using the car park adhere to safe practices to ensure the safety of the pupils and other users.

The staff car park at the front of the school is out of bounds to the pupils and the gates are kept closed during school hours limiting the movement of the vehicles.

Delivery drivers drop outside of the school gate.

**26. Violence to Staff / School Security**

All doors into the school are kept locked and the code for keypad access is only known to the staff.

Visitors may enter only by the front door to be greeted by the office staff.

If under threat of abuse they must call for help- in situations of child safety concerns a lock-down procedure will be implemented. Details of this are in the critical incident file in the main office.

Staff are required to report incidents of any incidents of verbal or physical violence.

All visitors to the school are required to provide ID and are recorded in the visitor's book or the hazard file (contractors).

The school has a lock down procedure which is practised annually.

**27. Monitoring the Policy**

The Health and safety committee carries out the termly H&S checklist and Staff monitors and updates the health and safety policy annually.

Staff undertake and monitor their own risk assessments. The Head teacher monitors accident reports/trends, complaints.

The school has bought into audit and training delivered by CCC Health & Safety Adviser, Stuart Wood.