



Abbots Ripton Church of England Primary School

# Health, Safety and Welfare Policy

**Written by: Claire Matthews**

(Based on Cambridge County Council Health and Safety team model Policy)

**Date: April 2021**

**Review date: April 2022**

*Our church school creates a firm foundation where together, with God's help and with the help of others, we learn for life, achieve our best and grow in faith.*

## **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 everyone 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, safety and welfare policy in their areas of control.

Staff 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 manager.

# Organisation and Responsibilities for Health, Safety and Wellbeing

In order to ensure that Health, Safety and Wellbeing (HS&W) 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.

## 1. Governing Body

The Governing Body will comply with any HS&W directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HS&W 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 HS&W issues are addressed. However, they will inform the Education Directorate of any issue which has significant HS&W 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. Head teacher

Overall responsibility for the day-to-day management of HS&W 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 HS&W concern which may need to be addressed by the allocation of funds. The Head teacher will ensure that:

1. there is an adequate system in place for the undertaking of risk assessments;
2. there is a management system for monitoring the effectiveness of HS&W arrangements, which form part of this policy;
3. there are adequate staffing levels for safe supervision;
4. responsibility for school maintenance is clearly defined and delegated;
5. equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
6. protective clothing/safety equipment is provided where necessary;
7. first aid materials and fire equipment is adequate and maintained;
8. the funding of necessary health and safety training for staff;

10. there are arrangements for securing HS&W assistance from a competent source;
11. governors are provided with appropriate HS&W information.

The Head teacher may choose to delegate to other members of staff any 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 HS&W 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/invacuation 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 coordinate with Governors to undertake the termly health and safety walk round, 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 and safeguarding of staff, children 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 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 HS or W 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 and off site e.g. school trips. Class teachers shall:

- 4.1 be aware of the school's health, safety and welfare 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 complete all necessary paperwork to ensure the safety of children and staff off site on educational activities and trips include the completion of Evolve risk assessments (the County website);
- 4.4 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 4.5 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.;
- 4.6 ensure that pupils follow school safety rules;
- 4.7 report any defective equipment to the Head teacher;
- 4.8 propose for consideration by their Head teacher any improvements, which they consider, would improve health or safety standards;
- 4.9 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 staff** [including temporary & volunteers]

All employees must take care of their own HS&W whilst at work along with that of others who may be affected by their actions.

Staff 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 staff are required to:

- 5.1 participate in the risk assessment process and comply with findings;
- 5.2 report all defects in the condition of the premises or equipment to which

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

## 6. 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:

- 6.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 6.2 to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- 6.3 to make representations to the Head teacher on general matters affecting the health, safety and welfare of employees;
- 6.4 to carry out workplace health, safety and welfare inspections;
- 6.5 to attend any safety committee meetings;
- 6.6 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
Colombe Flint – Chair of HSSPW	As above

## 7. Health, Safety and Welfare Committee

The school has established a Health, Safety and Welfare Committee (HSSPW), which meets at least 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 is decided at the first full Governing Body meeting of the academic year but will always include the Headteacher and the HS&W link Governor.

The Health, Safety and Welfare Committee will submit regular updates to the Governing Body for their consideration. The Headteacher's report to Governors each half term will include (as a minimum) a summary of reported accident and ill health statistics for the current year.

# Arrangements & Procedures for Health, Safety and Wellbeing

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. Incident Reporting, Recording & Investigation

Staff must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses to the Headteacher.

- All accidents, dangerous occurrences, and near misses must be reported on the Cambridgeshire County Council online reporting incident system <https://www.reportincident.co.uk/>. Violent incidents and verbal abuse must also be reported.
- Incidents for pupils in which they were taken from the scene to hospital and treated there, while there was a contributory factor caused by a definable hazard are required to be reported within 5 days.
- Similarly, incidents in which a member of staff has suffered a reportable specified injury or has been absent from work or on light duties in work for 7+ days (the first day is the day after the incident) due to an incident caused by a work-related activity is also required to be reported within 5 days.
- "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. These will be recorded in the school Incident book held in the school office.
- The Head teacher must ensure that a copy of the reported incident is kept centrally filed or held on the personnel file of a staff member or pupil brown file.
- 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, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

For further details of reporting directly to RIDDOR please visit their website [here](#).

## 2. Asbestos

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 being carried out.

### **3. Contractors**

The majority of our contractors are selected by our property management company (Cath Conlon Property Management) from their list of approved contractors. All of these contractors adhere to safe working practices and are familiar with how to conduct themselves when working in schools.

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

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

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

The school has access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. Please e-mail the HS&W Team if you require the latest login details as these are changed yearly:

[health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@cambridgeshire.gov.uk)

### **Physical Education**

The 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks associated with sport and PE. The document contains guidance issued by the relevant national governing body for physical activities and these are followed by school staff to minimise risks. A copy of the AfPE booklet is available as a hard copy to all staff on the PE shelf in the staffroom.

Teachers have an additional duty of care in physical education. Pupils must be made aware of all safety issues related to physical education including the assessment and management of risks.

Safe handling and use of all equipment will be taught and encouraged at all times. For example specific procedures for lifting, carrying and placing apparatus correctly:

- bend knees, back straight to lift and lower;
- always travel in a forwards/ sideways direction – be able to see in the direction they are travelling;
- placement of apparatus carefully in position;
- carry apparatus at waist height, not lifted high.

Class teachers must establish safety rules and procedures with pupils e.g.

checking of the apparatus prior to use, starting and stopping signals, stopping and moving off apparatus to sit and listen to instructions.

In addition, teachers check equipment and the working space prior to the start of activity to ensure the teaching/learning environment is safe. Any damaged equipment or gymnastic apparatus is reported to the office and removed and/or labelled and not used. An inspection of the P.E. apparatus including the outside adventure play equipment is completed annually by an external contractor.

Safe preparation is an integral part of every lesson. The warm up will involve:

- mobility exercises to prepare the joints;
- pulse raising activities to prepare the cardiovascular system;
- stretches to prepare the muscles and associated ligaments/connective tissue.
- specific muscle groups should be used that relate to the anticipated activity and bring about a full range of motion. The warm up should be gradual and sufficient to increase muscle/core temperature without causing fatigue or reducing energy stores. Aerobic activity which incorporates mobility of the joints should be completed prior to stretching.

Within physical education, teachers must adhere to the school accident and emergency procedures.

Swimming is taught at St Peter's Leisure Centre which provides life guarding.

Risk assessments which relate to specific physical activities are written and reviewed annually and staff should make themselves aware of these. (see Risk Assessment folder in the school office).

### **Injured or Unwell Children in PE lessons**

In the event of an injured or unwell child during a PE lesson, teachers follow these procedures:

- Instruct the rest of the class to sit quietly and calmly while the teacher attends the injured or unwell child.
- If necessary, send the child (with a partner) to the office and/ or the nominated first aider for assistance.
- If there is any cause for doubt, do not move the child. Send another child for assistance from the school office.
- Keep a record of all accidents in the accident book which is kept in the school office.
- For serious injuries requiring medical treatment, the red triangle procedure should be followed and an accident report form will need to

be completed. This is completed online in the school office.

### **PE KIT**

For health and safety of the children engaging in PE lessons they should change into a PE kit for indoor and outdoor lessons. The recommended kit is listed in the school prospectus on the website and enables children to move freely and safely in PE activities and footwear provides support. If PE kit is forgotten, clothes should not be borrowed from another child. Class teachers send a note home to parents if children forget their kit.

### **Safety Check points:**

- Long hair needs to be tied back.
- All jewellery should be removed, including earrings and the children should make provisions for their security. Staff should not take out or put in earrings. If the earrings cannot come out they should be taped over with surgical tape which has been provided by the parent.

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

Please see 'Administration of Medicines' policy.

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

The hard wiring of the school is tested every 5 years by EJ Parker Technical Services (Central) LTD and any works completed. Portable electrical equipment is PAT tested every 16 months by AGG Electrical. Any defective equipment is reported, removed/decommissioned and taken to the school office if possible.

School staff must not bring any electrical items from home for use in school without permission from the Headteacher.

### **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 and this is logged in the Fire Log Book in the school office. Every term an evacuation test is completed, led by the Head Teacher. The register, staff register, contractors register, signing in book and critical incident pack are taken to the assembly point. The assembly points are located on the playground and side field. If a full evacuation from the site is required then the local church is used.

Some children or staff members 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.

Should a serious situation arise which necessitates a lock-down of the whole school and classrooms due to an external threat (invasion), staff will be informed of this by a member of the office staff or by the Head/Assistant Headteacher. They will be informed by being shown a

lock-in card. Staff then know to discreetly close windows and blinds and stay inside their classrooms until they are informed that the threat has passed. If necessary all children and staff may be moved to the hall together.

### **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 critical incident pack which is kept in the filing cabinet in the main school office. The pack contains the critical incident pack, a mobile phone, whistle, timer, clip board 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;
- The office staff will summon the emergency services as necessary on the command of the 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 (without putting themselves or others at risk) by closing doors, and windows;
- Fire drills will be undertaken termly and a record kept in the Fire Log Book;
- Regular inspections of the premises and grounds will be undertaken each term or more frequently if necessary;
- Details of service isolation points (i.e. gas, water, electricity) are located in the critical incident pack;
- These procedures will be reviewed at least annually.

### **8. First Aid**

Please see 'First Aid Policy'.

First aid certificates are displayed in the medical room.

### **The following staff are trained to first aid at work level:**

Claire Matthews  
Linda Nixon

### **The following staff are trained in Paediatric First Aid:**

Julia Wilcock  
Charlotte MacLeod

Melissa Hawthorne  
Sarah Jackson  
Kate Slater  
Joy Pollock  
Kerry Mead  
Sarah Gibbons  
Sarah Richardson

**First aid boxes are located at the following points:**

Full first aid kit in the first aid room

All classrooms have a first aid kit with basic items such as gloves, plasters etc.

2 x travelling kits in the first aid room for off-site activities

A named designated first aider will be identified for all off site trips who will check that there are suitably equipped first aid boxes on the trip prior to departure from school.

The office manager 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 first aid administered to pupils are kept in the main office. The staff first aid book is kept in the main office.

**9. Medication Policy**

Please see 'Administration of Medicines' policy.

**10. Glass & Glazing**

All glass in doors and windows are safety glass.

**11. Hazardous Substances**

In the school office, there are 3 COSHH files (Control of Substances Hazardous to Health). One contains hazardous substances used in the kitchen, one is for substances used by the cleaner and there is one for all other hazardous substances used on site. All hazardous substances are stored in line with the COSHH guidance e.g. locked away.

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

Our in house cleaner ensures that the school is kept clean. All rubbish is removed daily by the cleaner and disposed of in appropriate bins provided to the side of the school. Wet floor cleaning is performed outside of school hours and wet floor signs utilised. Waste bins are regularly emptied by Biffa Waste disposal or the local Council.

**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 then cascaded to all staff via staff meetings and training sessions.

**14. Use of VDUs / Display Screens**

Staff will be trained on the use of VDUs 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 pupils 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 R.E.J.B Ltd, and continuously by all staff. Any equipment not fit for use is removed and disposed of or maintained.

**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 and recorded on the County Evolve site, which is reviewed by the Headteacher and the governing body.

For all off-site school activity, beyond the local village, 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**

Staff are encouraged to report any HS&W 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 through Health Assured, an independent, external organisation. Support is available 24 hours a day, 7 days a week, 365 days a year.

**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 had appropriate checks including a DBS check.

**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 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 unless supervised by a member of school staff 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 (magnetic log not key locked) and access is only possible by fobs attached to the identity badges of staff and limited visitors.

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 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 regularly.

**27. Monitoring the Policy**

The Health, Safety and Welfare committee carries out the termly H&S checklist and Staff monitor 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 brought into audit and training delivered the County as well as membership to the County HS&W team.





**Ratification of Policy**

**Health, Safety and Welfare Policy**

Presented to: .....

Policy ratified on:.....

**Signed by:**

Chair of Committee :.....

Chair of Governors:.....

Head teacher:.....