

Folksworth Church of England (VC) Primary School

Health and Safety Policy



Inspiring a love of learning through
the bonds of **family, faith and friendship.**

Date: October 2024
Review date: October 2025

'A cord of three strands is not easily broken.' Ecclesiastes 4:12

We believe that all people are unique and of equal worth. As part of God's family everyone is nurtured, valued and respected. We provide a safe community where we give everyone the fullest opportunity to be the very best they can be.

(school vision statement)

Statement of General Policy on Health, Safety and Wellbeing

At Folksworth Church of England Primary School we believe 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. At Folksworth Church of England Primary School we are also committed to conducting our undertakings in such a way as to not adversely affect the health and safety of its children, parents, customers, 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 business 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 personnel 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 Headteacher and Governors are accountable for the management of health and safety and for the implementation of the school's 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 Headteacher and Governing Body, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Overall accountability for Health and Safety in the school rests with the Governing Body, led by the Chair of Governors. The Headteacher is responsible for day to day implementation of the Health & Safety policy as the principal employee.

Organisation and Responsibilities for Health, Safety and Wellbeing

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 Duties and Responsibilities

The Governing Body will comply with any directions issued by the Local Authority 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 Local Authority 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 Local Authority 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. The Headteacher Duties and Responsibilities

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher 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 Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 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 firefighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager where deemed to be required.

2.12 The provision of appropriate health and safety information to governors.

The Headteacher 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 Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Specific Duties of the Headteacher

More specifically the Headteacher 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 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 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;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Local Authority (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 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;
- 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;
- 3.11 Oversee all arrangements for educational visits and school journeys.

4. Teaching Staff Duties and Responsibilities [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, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 4.1 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;
- 4.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;

- 4.4 know the location of the nearest firefighting 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 and that protective equipment is worn where appropriate;
- 4.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 4.8 report any defective equipment to the Headteacher;
- 4.9 investigate all accidents (in conjunction with Headteacher), which occur through organised or supervised activities;
- 4.10 propose for consideration any improvements, which they consider, would improve health or safety standards within the school;
- 4.11 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. Duties and Responsibilities of 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 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, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 5.7 follow all relevant codes of safe working practice and local rules;
- 5.8 report any unsafe working practices to the Headteacher .

6. Duties and Responsibilities of Pupils/students [This section should be drawn to attention of all pupils]

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 wellbeing at work;
- 7.3 to make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- 7.4 to carry out workplace health, safety and wellbeing inspections;
- 7.5 to attend any safety committee meetings;
- 7.6 to co-operate with his 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.

8. Health Safety and Wellbeing Committee [membership to be determined locally]

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 school's activities. Membership of the Committee comprises of:

- 8.1 Headteacher
- 8.2 Link Governor(s)

The Health and Safety Committee is responsible for reporting back to the full governing body on all issues related to health and safety.

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. Accident Reporting, Recording & 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.

2. Asbestos

The Governing body delegates the responsibility for asbestos management to the Headteacher. The asbestos register is kept in the Hazard file in the school office and is shown to all contractors visiting the site. Recent surveys suggest there is no asbestos identified on the school site.

3. Contractors

We use contractors which have good references and often used by other schools in the area. Contractors are DBS checked. Contractors are called in for remedial work or regular safety checks. All information regarding safety checks is logged on Smartlog following their visit. All contractors sign in and are shown the 5Cs Hazard file outlining information linked to the school site and hazards.

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

It is the duty of all teaching staff to carry out a full risk assessment for any planned activities they undertake if they do not fall under the school's generic risk assessments. Where possible, pupils are involved in the risk assessment process through recognising, managing and reducing risks appropriately. For offsite visits risk assessments are completed through Evolve Edufocus.

5. Drugs & Medications

The school has a Medicines in School policy which details requirements for the administration of prescribed medication.

6. Electrical Equipment [fixed & portable]

All staff are expected to do a visual inspection of electrical equipment when they use any appliance and immediately report any concerns. The school follows Local Authority recommendations to ensure that regular Portable Appliance Testing is carried out and appropriate action is taken. In addition fixed electrical testing is conducted following Local Authority recommendations to ensure compliance.

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

The Headteacher, in conjunction with the contracted fire risk assessment company, undertakes and reviews the school's fire risk assessment. Termly drills are undertaken and action taken if necessary following this to ensure safe evacuation or lock down of the building.

Fire extinguishers are visually inspected monthly and regularly serviced to ensure they are in date.

Alarms and emergency lighting are also tested regularly and serviced.

Fire wardens have received full training. If safe to do so they do a full sweep of the corridors, and upper school toilets. It is the responsibility of the class teacher to ensure their classroom (and toilet area where they are on route to the exit) are evacuated. The office staff are responsible for taking out all registers, the red emergency bag, telephone and radio. The assembly point is at the back of the field and the car park for visitors. All visitors are briefed on arrival.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist as part of the Critical Incident Plan covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in the red folder in the school office and Headteacher's office.

In the event of a fire alarm:

All staff will evacuate pupils/young people/others to the designated assembly point;

- The Headteacher (or other nominated person) will summon the emergency services as necessary (the alarm being triggered does not do this);
- The safe evacuation of persons is an absolute priority. Evacuation routes are displayed on doors in each room.
- 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 doors are installed throughout the building and should be kept shut.
- Fire drills will be undertaken termly and fire alarm tests weekly with a record kept on Smartlog;

- Assembly points are at the very back of the field or by the wooden gates at the front of the school.
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible.
- Details of service isolation points (i.e. gas, water, electricity) are located in the school office.
- Emergency procedures for incidents outside normal working hours are held by the critical incidents team
- These procedures are reviewed by the Health and Safety Committee.

8. First Aid

- All school staff are trained at least at an emergency aid level with at least three staff members pediatric trained.
- The Headteacher or Manager should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.
- First aid boxes are located in the classrooms and disabled toilet.
- A defibrillator is located in the disabled toilet.
- The Headteacher 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 termly.
- The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept In the school office.
- Details Of Contact Numbers of Hospital Accident And Emergency Departments, NHS Direct And Other Medical Services are kept in the school office.

9. Health and Safety Advice

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council, Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904

10. Glass & Glazing

All glass in doors is safety glass and replacement glass is safety standard. There are no areas which are unsuitable for use by children due to glass being of low standard.

11. Hazardous Substances

Hazardous substances are stored in a locked cupboard inside their original containers. COSHH Risk assessments have been completed for these. Staff receive training on the use of hazardous substances via Smartlog.

12. Housekeeping, cleaning & waste disposal

The Headteacher and Cleaning Contractors ensure that the premises are kept clean to minimise the accumulation of rubbish. Regular waste collections take place and waste is kept in appropriate facilities. Wet floor cleaning is done at times of low use to minimise risk of slips.

Glass or other sharp objects are disposed of in a safe way.
The Headteacher is responsible for the shifting of snow/ gritting to ensure clear pathways for all when the school is open.

13. Handling & Lifting

Staff are all trained in handling and lifting through Smartlog.

14. Jewellery

The school's uniform policy notes that pupils may only wear plain stud earrings and that they have to be removed for PE. Further details are set out on the school website.

15. Lettings/shared use of premises

See Lettings Policy.

16. Lone Working

The school has a lone working policy. Risk assessments are in place. Lone working is discouraged. In the event of a member of staff being alone in the building the school is kept secure at all times and is well lit.

17. Maintenance / Inspection of Equipment

All equipment requiring regular inspection is listed on Smartlog and scheduled for checks to be completed and logged.

18. Monitoring the Policy

The biannual health and safety checklist will be carried out by the headteacher in conjunction with the Governing Body. The Governing Body is responsible for monitoring implementation of the policy by staff, monitoring accident reports/ trends and complaints.

19. Personal Protective Equipment (PPE)

Personal protective equipment is available when required and replaced as required. Personal protective equipment is identified through safer schemes of work stored on Smartlog.

20. Reporting Defects

Any defects are to be reported to the headteacher by any person who has a concern. The headteacher, will liaise with appropriate others to arrange an interim solution as well as ensuring that appropriate work is arranged where required.

21. Risk Assessments

The headteacher, along with other school staff, is responsible for ensuring that risk assessments are undertaken, including special risk assessments (such as for staff who are pregnant or who have health problems), and these are reviewed regularly.

Risk assessments are all uploaded onto Smartlog and can be accessed by all staff.

22. School Trips/ Off-Site Activities

The school uses the Local Authority Guidance for Offsite Visits. Risk assessments are logged on Evolve Edufocus and reviewed by the Education Visits Coordinator and Headteacher. For residential visits this also receives Local Authority approval.

23. School Transport

School transport is booked through reputable companies which have been used regularly by the school. Staff are DBS checked and risk assessments for transport are completed and logged on Evolve Edufocus. Staff complete a visual check of the vehicle before setting off on their journey.

24. Smoking/ Vaping

The whole school site is a no-smoking/ no vaping site. All staff and visitors are expected to leave the site if they wish to smoke. It is the smoker's responsibility to ensure that cigarettes are extinguished and disposed of correctly.

25. Staff Consultation

Staff are requested to report any issues of concern directly to the Headteacher.

26. Staff Health & Safety Training and Development

All staff have access to the health and safety policy at the point of their induction. They also receive a log in for Smartlog. Health and safety training is expected to be completed and risk assessments referred to.

27. Staff Well-being / Stress

It is the responsibility of the Governing Body to support the well-being of all members of staff. This will be done in consultation with EPM or other agencies as appropriate.

28. Supervision [including out of school learning activity/study support]

All staff and volunteers are DBS checked. Staff are fully supervised until clearance is received. Pupils are supervised at all times in ratios appropriate to the activity. Risk assessments are in place.

29. Use of VDU's / Display Screens

Risk assessments are made for those who make significant use of VDUs and any defects or health concerns are reported back to the headteacher.

30. Vehicles on Site

The site has adequate parking for all staff. Parents are not permitted to drive into the school site at the start and end of the school day in order to minimise the risk to pedestrians. Risk assessments are in place.

31. Violence to Staff / School Security

The school is locked throughout the day and access for visitors is only permitted once the visitor has signed in at the school office. All visitors wear identification stickers. Violent or aggressive behaviour is not tolerated and sanctions put in place including reporting this behaviour to the police and Local Authority where appropriate.

32. Working at Height

Staff are discouraged from working at height. All staff receive training through

Smartlog. An approved set of small steps and kick-stool are available for staff to use. Children are not permitted to use these under any circumstances.

33. Work Experience

The school welcomes work experience students. All prospective students must attend an induction interview with the headteacher where health and safety arrangements are discussed as part of this. Students are supervised at all times by the teacher and teaching assistants in the classroom they are working in. All work experience opportunities must be arranged through a school or training institution.