

Hauxton Primary School

Statement of General Policy for Health, Safety and Wellbeing

Hauxton Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

The Senior Leadership Team (SLT) 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 SLT are accountable for the management of HSW and for the implementation of this Policy.

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

(Insert signature)

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<i>Simon Burgin, Chair of Governors</i>
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<i>Helen Hurworth, Headteacher</i>

16th January 2024

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Date of next review: ***Spring 1 2025***

Hauxton Primary School

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.

1. Governing Body (*Chair – Simon Burgin*)

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. Headteacher (*Helen Hurworth*)

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:

- 2.1 there is a system in place for undertaking risk assessments;
- 2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- 2.3 there are adequate staffing levels for safe supervision;
- 2.4 responsibility for school maintenance is clearly defined and delegated;
- 2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 2.6 protective clothing/safety equipment is provided where necessary;
- 2.7 first aid materials and fire equipment is adequate, and maintained;
- 2.8.1 the funding of necessary health and safety training for staff;
- 2.9 the arrangements for securing health and safety assistance from a competent source;
- 2.10 appropriate health and safety information is provided to Governors.
- 2.11 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- 2.12 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 2.13 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 2.14 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.15 arrange for termly evacuation drills and weekly fire alarm tests;
- 2.16 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;

- 2.17 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 2.18 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 2.19 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. Curriculum Leads

All Curriculum Leads are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken within their area of responsibility. They will:

- 3.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 3.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 3.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 3.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 3.5 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 3.6 ensure that adequate levels of class supervision are available at all times;
- 3.7 identify specific staff health and safety training needs;
- 3.8 carry out staff induction training for their curriculum area including any specific information and training that may be necessary;
- 3.9 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 3.10 resolve health and safety problems referred by members of staff. Any problems that cannot be satisfactorily solved by the curriculum lead must be referred to management;
- 3.11 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 3.12 ensure that good standards of housekeeping are maintained.

4. 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:

- 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;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 4.4 know the location of the nearest firefighting equipment and first aid box, and know the relevant emergency procedures;
- 4.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 4.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 report accidents, near misses and defective equipment to management.

5. Site Manager/Caretaker (*Jason Trueman*)

The Caretaker is responsible to the Headteacher. They shall:

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

6. Health and Safety Co-ordinator (*Tara Dennington, School Administrator*)

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator 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:

- 6.1 contribute to the review of this policy;
- 6.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 6.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 6.4 arrange termly evacuation drills and weekly fire alarm tests etc;
- 6.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 6.6 participate in the termly health and safety inspections;
- 6.8 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.

7. 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:

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

Hauxton Primary School

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:

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.

2. Asbestos

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held in the 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.

3. Contractors

[Contractor Management Guidance](#)

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. Where contractors have any health and safety concerns these are to be raised with the School Office in the first instance.

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>. Please e-mail the HSW Team if you require the latest login details as these are changed yearly:

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

5. Drugs and Medication

Please refer to our Administration of Medication Policy.

6. Electrical Equipment

[Electricity Guidance](#)

PCM Services Limited, as the school's appointed Property Management Consultants, are responsible for organising the undertaking of PAT testing and overseeing the necessary safety inspections.

7. Fire

[Fire Safety Guidance](#)

All staff must be provided with a copy of the Fire Policy during induction and sign to indicate that they have read and understood it. A copy is kept in the School Office.

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.

8. First Aid

[First Aid Guidance](#)

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 is kept in the School Office.

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).

9. Hazardous Substances

[COSHH Guidance](#)

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 Caretaker's cupboard by the School Office.

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

10. Health and Safety Advice

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

11. Housekeeping, cleaning & waste disposal

The school is cleaned on a daily basis during term time and at times agreed with the Headteacher during the school holidays. Wet floor signs are available and must be used in the lunch hall and around the building when floors have been mopped or there has been a wet spillage. Glass and other sharp objects should be swept up immediately and placed directly in the outdoor bin located behind the staff room.

In cases of heavy snow, the Headteacher (alongside the Caretaker) will risk assess the school playground and clear a safe pathway through the snow, gritting as appropriate.

12. Handling & Lifting

[Manual Handling Guidance](#)

13. Jewellery

Children should not wear jewellery to school with the exception of stud earrings and a watch. If stud earrings cannot be removed for PE sessions, these can be taped by the child, using tape provided by home, at the parents' own risk.

14. Lettings/shared use of premises

Please refer to our School Lettings template.

15. Lone Working

[Lone working model RA](#)

16. Maintenance / Inspection of Equipment

[HSW Compliance Monitoring Checklist](#)

[Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept.]

17. Personal Protective Equipment (PPE)

PPE will be provided free of charge where risk assessment determines it to be necessary. Staff assigned PPE are responsible for periodic checking of equipment. Where wear and tear is evident, or defects are identified, the Headteacher should be made aware so that replacement PPE can be arranged.

18. Reporting Defects

Any defects should be recorded in the Site Manager's workbook and the Headteacher should be notified to ensure interim measures are taken and remedial works are arranged.

19. Risk Assessments

[Risk Assessment Guidance](#)

The Headteacher is responsible for undertaking Risk Assessments, as required.

20. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk *[Requirements when planning school trip, who to obtain approval from, when to notify Education Visit Adviser, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school visits co-ordinator]*

21. Smoking

The School is a non-smoking site. Vaping and smoking are strictly prohibited throughout the site.

22. Staff Consultation

Health and Safety Committee meetings are held half-termly and staff are invited to share

any health and safety concerns at the weekly staff meetings, which are then fed into the committee meetings.

23. Staff Health & Safety Training and Development

[H&S induction checklist](#)

24. Staff Well-being / Stress

Posters signposting staff to support available from the County Council's counselling service are erected around the school site and details are shared with staff at induction and annually.

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

Children must not be left unattended at any time. It is the class teacher's responsibility to ensure that there is an appropriate adult present in their classroom if they need to leave the room for any reason. Ratios for supervision must be considered during Risk Assessments for school trips and visits.

26. Use of VDU's / Display Screens

[DSE Guidance](#)

The Governor responsible for Health and Safety is responsible for ensuring that annual checks are undertaken for staff who use VDUs giving due regard to the DSE Guidance.

27. Vehicles on Site

[Management of Traffic on site guidance](#)

During school hours the gates are closed and no vehicles are permitted to enter or leave the site, except in an emergency and with verbal permission from the Headteacher. Out of school hours, where vehicles are required to access the site, then the attached guidance should be followed.

28. Violence to Staff / School Security

[Violence and Aggression in schools guidance](#)

All visitors are required to sign in on arrival and wear a lanyard throughout the duration of their visit. Visitors and contractors must satisfy the School's Safeguarding and Child Protection Policy requirements and, where deemed necessary by the Headteacher, will be accompanied at all times.

29. Working at Height

[Working at Height Guidance](#)

[Restrictions on staff using steps and ladders, training required, rules on using access]

30. Work Experience

Hauxton Primary School welcomes Work Experience students and will liaise with the Work Experience Co-ordinator from the student's School or College to ensure that appropriate Risk Assessments and checks are undertaken. The School will also carry out an induction with the student on their first day of placement. This may be undertaken by the Headteacher, or dedicated to the supervising teacher, as appropriate.