



## **Foxton Primary School**

### **Health, Safety and Welfare Policy**

---

Date:	May 2022
Reviewed by:	Janet Muir and Anna Caroe
Next Review date:	May 2025
Signed:	

## Foxton Primary School

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

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

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

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

The School Leadership Team 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)*

*(Insert signature)*

*Anna Caroe, Chair of Governors*

*Janet Muir Headteacher*

*05/05/22*

*05/05/22*

Date of next review: **(05/05/25)**

## Foxton 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** (*Anna Caroe - Chair*)

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** (*Janet Muir*)

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 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.

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

#### 3. **Senior Teacher** (*Stephen Atkinson*) alongside **Office Manager** (*Anita Armitage*)

The Headteacher will delegate to the Senior Teacher/Office Manager, the following duties:

- 3.1 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed

- periodically;
- 3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
  - 3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
  - 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;
  - 3.6 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
  - 3.7 arrange for the repair, replacement or removal of any item of furniture, apparatus or equipment, which has been identified as unsafe;
  - 3.8 co-ordinate the termly health and safety inspection, 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.

#### **4. Subject Leaders**

All *Subject Leaders* are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their subject area. They will:

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

#### **5. Teaching Staff**

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

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

## **6. Cleaner** (*Julie Fletcher*)

The Cleaner is responsible to the Headteacher. They shall:

- 6.1 cleaning all areas of the school at the end of the school day
  - 6.2 take appropriate action when necessary to prevent injury to others on site;
  - 6.3 report any concerns relating to health & safety to the HT
  - 6.4 identify health and safety training/supervisory needs;
  - 6.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
  - 6.6 ensuring they work in accordance with COSHH regulations when handling chemicals
  - 6.7 ensure all chemicals are stored in locked cupboards
  - 6.8 ensure they wear appropriate Person Protection Equipment
  - 6.9 ensure they follow appropriate manual handling procedures
- deep clean areas as instructed from time to time by the Headteacher

## **7. Health and Safety Co-ordinator** (*School Office Manager*)

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:

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

ensure that all staff work in accordance with safe working practices/risk assessments

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

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

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

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

## **9. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. This representative is elected to the Governing Body by the staff for a term of four years and shall be a member of the Finance and Premises Committee

## **11. Health, Safety and Wellbeing – part agenda on FGB meetings and staff meetings**

The school discusses Health, Safety and Wellbeing at least half termly. The main purpose of the meetings are to develop and implement measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the schools activities.

- 11.1 Headteacher [Janet Muir]
- 11.2 Senior Teacher [Stephen Atkinson]
- 11.3 Health and Safety Governor [Laura Moran]
- 11.4 Wellbeing Governor [Anna Caroe]

Health, Safety and Wellbeing will be reported 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.

## Foxton 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. The First Aid Book is located in the Medical Room. 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 *(remove this section if your school has never contained asbestos; applies to all schools built after the year 2000)* [Asbestos Guidance](#)

There is not any known asbestos within the school premises (the building was built in 2002).

#### 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.

Contractors are selected first by using known contacts, advice is sought from the local Authority and in conjunction with the Governing Body. The School Office Manager ensures that there is public liability insurance; that they are competent and follow school's Health and Safety expectations: to exchange health and safety information and agree safe working arrangements; risk assessments; frequency of liaison meetings; name of person responsible for monitoring contractors working methods; how staff should report concerns and who to, liaising with contract supervisor in Property & Estates, reference to the County Council 5Cs system. Staff are either supervised by our staff or have DBS clearance. Whenever possible contractors are arranged to work outside the school day.

#### 4. Curriculum Safety

Staff must undertake suitable written risk assessments prior to commencing hazardous activities or out of school activities and ensure that health and safety precautions are

written into planning.

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

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

## 5. **Drugs and Medication**

### **Non-prescribed medicines**

- These should not be brought into school.
- Staff will not administer non-prescribed medicines.

### **Prescribed medicines**

- Parents should endeavour to time doses to be administered at home, or arrange to come into school and administer the medicine themselves.
- If this is not possible, the parent must
  - complete the relevant form from the medical room giving details of the medicine and its administration. (I.e. only if medicines need to be administered more than 3 times daily).
  - ensure that the medicine is in its original container and clearly labelled with the child's name.
- An appointed person will be responsible for the storage and administration of any medicines during school hours.
- A member of staff will log the time and personnel involved in administering medicines, on the form completed by the parent. Paperwork will be kept for one year.

## 6. **Electrical Equipment**

### [Electricity Guidance](#)

The school pays for a contractor to do PAT testing according to recommended cycle dependent on need – some items annually some biannually. Fixed electrical testing occurs in conjunction with the Village Hall committee (every 5 years).

## 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 and the School's competent Fire Safety Adviser (*School Office Manager*).

## 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). A list is kept in the School Office.

**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 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](mailto:Caoimhe.Keenan@cambridgeshire.gov.uk), 01223 715309, 07881 945904

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

The cleaner removes all waste daily to the external bins which are collected weekly.

Recyclable items are collected fortnightly. Sanitary waste is removed by registered waste contractors on a monthly basis. Clinical waste is disposed of in yellow bags. Spillage of body fluids are cleared using specific equipment and the area cleaned with disinfectant. Sharp objects to be wrapped and labelled for disposal. Warning signs are available to be positioned over spills.

**12. Handling & Lifting**

[Manual Handling Guidance](#)

Risk assessment should be carried out for moving of furniture or other objects. Staff not to move items beyond their capabilities, assistance should be sought. Manual handling training to be given if necessary.

**13. Jewellery**

Children should be discouraged from wearing jewellery and pierced ears should wear studs only. Watches may be worn but removed for PE. Jewellery should be removed for PE. Micropore tape should be used for newly pierced ears but parents are encouraged to have piercing done at the beginning of the summer holidays.

**14. Lettings/shared use of premises**

[Lettings Policy Template](#)

Foxton Primary School hire the hall from the Village Hall, any arrangements are completed in association with them.

**15. Lone Working**

[Lone working model RA](#)

Lone working is not encouraged but Governors' recognise that in some circumstances it may be necessary. Staff should make the Headteacher aware if they plan to be in school alone. Staff undertaking lone working should make sure somebody knows when they expect to return home and preferably have a mobile phone with them in the building. External doors should be kept locked and keys kept in the person's possession. If there is any suspicious activity on site, the police should be contacted immediately and intruders not confronted. See Lone Working policy.

**16. Maintenance / Inspection of Equipment**

[HSW Compliance Monitoring Checklist](#)

Inspection of play equipment/sports equipment

- All supervisors/teachers and users should carry out a visual inspection of fixed and portable equipment before use to check for any hazards.
  - Any defects or hazards must be reported to the School Office Manager or Headteacher.
  - Fixed play and sports equipment is annually inspected by REJB – recommended actions identified and followed up.
  - The School Office Manager co-ordinates other contractors to check emergency lighting, fire extinguishers, smoke detector alarms, air conditioning and kitchen equipment. Records are kept in the school office.
- 17. Personal Protective Equipment (PPE)**  
Gloves are provided for use for First Aid. The cleaners have gloves provided for cleaning work.
- 18. Reporting Defects**  
Defects should be reported to the School Office Manager as soon as possible. The School Office Manager will make arrangements either with a contractor or Headteacher
- 19. Risk Assessments**  
[Risk Assessment Guidance](#)  
Class teachers are responsible for Risk Assessments for Class activities. Any other Risk Assessments are carried out by Headteacher, School Office Manager or Senior Teacher
- 20. School Trips/ Off-Site Activities**  
[Evolve Educational Trips Support](#)  
CCC Outdoor Education Adviser: [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)  
Staff notify the office when arranging a school trip or visit off site. A risk assessment is done by the teacher, approved by the Head teacher and details of the trip recorded on the Evolve system. Stephen Atkinson is the EV Coordinator.
- 21. School Transport**  
Andrews/Kenzies coaches are used and/or minibuses with certified drivers
- 22. Smoking**  
Smoking or vaping are not allowed on the school site.
- 23. Staff Consultation**  
Health and Safety matters can be raised and discussed at the weekly staff meeting the notes of which are sent by email to staff. Matters can also be raised at weekly briefings.
- 24. Staff Health & Safety Training and Development**  
[H&S induction checklist](#)  
All staff and volunteers have a brief induction including locating policies, reading key documentation, fire exits, evacuation procedure and safeguarding. Other more focussed briefing is dependent on the role in the school. We do not have a school caretaker so we need to consider contractors qualifications – eg working at height.
- 25. Staff Well-being / Stress**  
The Headteacher will listen and offer advice to employees experiencing stress. If possible the cause of stress may be addressed. When appropriate staff are made aware of the County Council Staff Counselling service.

- 26. Supervision** [including out of school learning activity/study support]  
All staff, volunteers and extra curricular providers are required to undertake an enhanced DBS check. Minimum Ofsted recommended ratios for adult:child supervision are followed, with further provision being made appropriate to the activity and needs of children participating.
- 27. Swimming Pool Operating Procedures**  
CCC Curriculum Adviser: [lan.roberts@cambridgeshire.gov.uk](mailto:lan.roberts@cambridgeshire.gov.uk)  
Children take part in swimming sessions at Sawston Village College. 3 members of staff travel with the group and are met by 2 instructors who teach the class. Risk Assessments are written and approved for travel and activity. Water quality is maintained by the Sports Centre at Sawston Village College.
- 28. Use of VDU's / Display Screens**  
[DSE Guidance](#)  
Move away from computer screens every hour for at least a few minutes. If there is a fault in the display inform SA/AA. Please see IT code of conduct
- 29. Vehicles on Site**  
[Management of Traffic on site guidance](#)  
A sign at the raised area of Hardman Road indicates the school & kitchen entrances and the designated parking bays. During school hours: (Term time: weekdays 8.30am - 4.30pm )  
Personnel may only bring vehicles on site if this is essential for them to carry out their task. Prior arrangements have been made with the Headteacher
- 30. Violence to Staff / School Security**  
[Violence and Aggression in schools guidance](#)  
The external gate is opened at 8:45am with a member of staff on duty, it is then locked at 9am. In the afternoon the gate is opened at 3:10pm and locked by 3:25pm when parents have left the playground. On arrival at the entrance to school, visitors sign the visitors' book, tear off and wear the slip within a lanyard. The Office Manager opens the locked door and escorts the visitor to their appointment. When leaving, they sign out, leaving their slip and lanyard in the office. Any incidents of verbal or physical violence must be reported directly to the Headteacher so the Headteacher can act on and investigate the report.
- 31. Working at Height**  
[Working at Height Guidance](#)  
No member of staff is currently trained to work at height. Risk assessments are conducted for work requiring steps or ladders.
- 32. Work Experience**  
All students should complete school induction – dress, safety, conversations with children, safeguarding. Consideration regarding whether to take a placement will include the school's capacity to adequately support the student. The school will liaise with professionals from their own college/school. Class teachers are responsible for their supervision but students can go off site at lunchtime (sign in and out).