



FOWLMERE PRIMARY SCHOOL

Statement of General Policy on Health, Safety and Welfare

AUTUMN 2022

Co-Chairs of Governors: Hayley Woods and
Phil Butterworth

Headteacher: Suki Hinton

Ratified: Electronically – 10th October 2022

To be reviewed: Autumn 2023

Fowlmere Primary School believes that health and safety is paramount in all areas of its business 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. Fowlmere Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its 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 senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

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

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.

Fowlmere Primary School

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body (Co-Chairs: Hayley Woods and Phil Butterworth)

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

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

2. Headteacher (Suki Hinton)

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 Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the 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 fire fighting

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 (if required);
- 2.12 The provision of appropriate health and safety information to governors.

3. Other duties that may be delegated

- 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 Property and Estates Division (or other appropriate body e.g. Joint Property Unit) 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 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Oversee all arrangements for educational visits and school journeys.

4. Teaching Staff

All teachers are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective classrooms. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.

- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Headteacher;
- 4.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 identify specific staff health and safety training needs and inform the Headteacher accordingly;
- 4.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 carry out induction training including any specific information and training that may be necessary;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their classroom. Any problems that cannot be satisfactorily solved within the classroom must be referred to the Headteacher;
- 4.16 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

5. Teaching and Non-teaching Staff [Including supply]

All 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. Staff shall:

- 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 which may apply;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and

- know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices are in good condition and are used;
- 5.8 report any defective equipment to the Headteacher;
- 5.9 investigate all accidents (in conjunction with Headteacher), which occur through activities organised/supervised by the teacher;
- 5.10 propose for consideration any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 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.

6. Safety Co-ordinator

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 Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 6.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 6.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 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 for biannual evacuation drills and weekly fire alarm tests etc.
- 6.5 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) 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;
- 7.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 7.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. 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:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Headteacher .

9. Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

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

10. 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:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 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.

Names of appointed Safety Representatives

Name	Contact Details	Area Covered
Andrew Page	01763 208203	Health and Safety Governance
Suki Hinton	01763 208203	Operational daily health & safety – whole school
Toni Parker	01763 208203	Weekly & monthly safety checks / Swimming pool
Emily Pope	01763 208203	Operational First Aid – whole school / Swimming pool

11. Competent Assistance

The competent assistance and advice is provided by:

Cambridgeshire County Council LGSS Occupational Health & Safety Team

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures. The organisation of Health and Safety Consultants indicated above has been contracted to ensure that Great Gidding C of E Primary School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Contact Details:

Cambridgeshire County Council Health & Safety Team
 1st Floor Octagon
 Shire Hall
 Cambridge
 Cambridgeshire
 CB3 0AP
 Tel: 01223 699122
 Fax: 01223 475932

Fowlmere Primary School

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

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

- All accidents, dangerous occurrences, and near misses must be reported on the online accident reporting system at the following link www.reportincident.co.uk/cambridgeshire. Violent incidents and verbal abuse must also be reported on the online accident reporting system.
- “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.
- A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.
- The incident report must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal.

2. Asbestos

The Headteacher is responsible for the day to day management of asbestos. The location of asbestos is duly noted in the asbestos survey (kept in the Office Manager's office).

Contactors are presented with the survey in the 5C's folder and sign to say that they have had sight of the survey prior to starting any work on the premises.

3. Contractors

Contractors are obtained through the building management company Strictly Education, who exchange health and safety information and agree safe working arrangements and risk assessments.

The Headteacher and Office Manager are responsible for monitoring contractors working methods, dealing with staff concerns and liaising with contract supervisor in Property & Estates, as referenced in the County Council 5Cs system.

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

There is a requirement for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensuring that health & safety is written into the lesson scheme of work (when necessary).

5. Drugs & Medications

Please refer to the school's Medicine and Management of Medicines policy

6. Electrical Equipment [fixed & portable]

All electrical equipment is PAT tested every two years. All staff have a duty to visually inspect electrical equipment and report any damage to the Headteacher or Office Manager. Staff need to gain written permission from the Headteacher in order to use any personal electrical items,

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

Please refer to the school's Fire Safety Policy and Procedure document for further details.

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:

- a. **The main Office (Emily Pope)**
- b. **The Headteacher's Office (Suki Hinton)**

- In the event of a fire alarm teaching and non-teaching staff will evacuate pupils to the designated assembly point;
 - **Emily Pope** will summon the emergency services as necessary;
 - The safe evacuation of persons is an absolute priority.
 - Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
 - Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the Risk Management Handbook;
 - Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)
 - Details of service isolation points (i.e. gas, water, electricity) are located in: The Property File
 - Emergency procedures for incidents outside normal working hours are held by: Headteacher and Chair of Governors
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- These procedures will be reviewed at least annually.

8. First Aid

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

Mrs Toni Parker
Mrs Emily Pope
Mrs Suki Hinton
Mrs Anna Morris
Mrs Janice Stanley
Miss Kym Rouse
Mr Tom Nethercott
Mr Daniel Brinsdon
Mrs Lorna Chisholme
Mrs Jackie Rands

THE FOLLOWING STAFF HAVE BEEN TRAINED TO PEADIATRIC LEVEL:

Mrs Toni Parker
Mrs Emily Pope
Mrs Anna Morris
Mrs Janice Stanley
Miss Kym Rouse
Mr Tom Nethercott
Mr Daniel Brinsdon
Mrs Lorna Chisholme
Mrs Jackie Rands

The Headteacher should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- First Aid Room
- Starlings Classroom
- Goldfinches Classroom
- Kingfishers Classroom
- Owls Classroom
- Corridor to outside area

All Teaching Assistants are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.

Emily Pope and Andrew Page will make a check at least once termly.

The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Are Kept In: All First Aid Boxes and the First Aid Room

Emily Pope will weekly gather data from all record books. **Suki Hinton** will collate information (including the analysis of location of accidents) half termly and present to **The Governing Body**. **Andrew Page** will monitor, challenge and support the creation of any Action Plan resulting from analysis of data if required.

Details Of Contact Numbers Of Hospital Accident And Emergency Departments, Nhs Direct And Other Medical Services Are Displayed In: **The Main Office. and The First Aid Room.**

9. Medication Policy
As above

10. Glass & Glazing
All glass in doors, including side panels are safety glass. All replacement glass will be of safety standard.

11. Hazardous Substances
The school adheres to the Cambridgeshire County Council rules on the selection and use of substances. Hazard data sheets, risk assessments, staff training in safe use, are all contained in the caretakers room.

12. Health and Safety Advice
All staff are proactive in obtaining competent health and safety advice.
Health & Safety Adviser, Stuart Wood 01223 699122.

13. Housekeeping, cleaning & waste disposal
The school ensures that premises are kept clean, to minimise accumulation of

rubbish. The arrangements for wet floor cleaning are in place to minimise risks of slips. We have means of disposing of glass and other sharp objects. Staff have been briefed on the arrangements for snow shifting.

14. Handling & Lifting

Arrangements are in place for the identification of all activities involving lifting/handling and risk assessments to identify precautions to minimise manual handling tasks have been written. Staff training in manual handling is available.

15. Jewellery

Please refer to the school prospectus for details on the school policy for the wearing of jewellery.

16. Lone Working

Please refer to the school's Lone Working Policy.

17. Maintenance / Inspection of Equipment

Please refer to our Health and Safety file for the maintenance and inspection of equipment list.

18. Monitoring the Policy

The Governing Body are responsible for carrying out the bi-annual H&S checklist alongside the Headteacher.

Further checks are carried out by PCM, the Headteacher and the Caretaker.

19. Personal Protective Equipment (PPE)

PPE in school is mainly the use of barrier gloves. Further risk assessments will be written in the event of needing further PPE.

20. Reporting Defects

All defects should be reported to the Headteacher.

21. Risk Assessments

The Headteacher is responsible for undertaking all operational risk assessments. Further H&S risk assessment can be undertaken by the Governing Body and Teachers where necessary.

22. School Trips/ Off-Site Activities

Suki Hinton is the school's Education Visit Lead and has undergone the relevant training attributed to this role.

Kym Rouse is undergoing training to become EVC.

Please refer to the school's Educational Visits Policy for full details.

23. School Transport

Please refer to the school's Transportation of pupils policy.

24. Smoking

Smoking is strictly prohibited on the school's site.

25. Staff Consultation

Health and safety is a regular agenda item at staff meetings.

26. Staff Health & Safety Training and Development

New staff are briefed in depth during their induction period on all H&S arrangements in the school.

27. Staff Well-being / Stress

School and county arrangements are in place for supporting staff.

28. Supervision

Pupils must not be left unattended in any area of the school. Please see the school's Educational Visits policy for staff: pupil ratios.

29. Violence to Staff / School Security

All visitors must report to the main office and sign in the visitors (or contractors) book. Access to the school is through coded key pad at both the main office and the side gate. The window at the main office is kept locked unless access is required.

All incidents of violence of staff are immediately reported to the Headteacher.

30. Working at Height

There are restrictions on staff using steps and ladders and training is required,

31. Work Experience

Please see the school's work experience policy.