



## **Burwell Village College Primary School**

**Immediate Health & Safety advice can be obtained from:**

**Cambridgeshire Local Authority Health & Safety Home Page:  
<https://www.learntogether.org.uk/services/hands/Pages/Welcome.aspx>**

**Full access to information requires you to log in to the portal (Teachers & Office use same name and password used to log in to Central Hosting)**

**Stuart Wood (Health & Safety Adviser)  
[Stuart.Wood@cambridgeshire.gov.uk](mailto:Stuart.Wood@cambridgeshire.gov.uk) or Phone: 01223 699122**

**As of August 2018 any references to The Governing body should be changed to the Interim Executive Board (IEB)  
Contact details are available on the school website or from the school office.**

# **BURWELL VILLAGE COLLEGE PRIMARY SCHOOL**

## **Statement of General Policy on Health, Safety and Welfare**

Burwell Village College 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. Burwell Village College 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 the effective management of health and safety;
- 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.

***Davyd Andrew, Chair of Governors***

*[Insert date]*

***Nicholas Smith, Head Teacher***

*[Insert date]*

## ***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 [Davyd Andrew]***

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 [Nicholas Smith]***

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;
  - 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. School Manager [Karen Taylor ]**

The Headteacher will delegate to the Business Manager, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:-

- 3.1 Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed (termly/half-termly).
- 3.2 Annual review of the 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. and log appropriately;
- 3.6 Advise the Health & Safety Premises Committee 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 annual health and safety check, 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 staff 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. Senior Leaders: Deputy Head & Phase Leaders (Key Stage 1 and Key Stage 2 Phase Leaders)**

All Senior Leaders 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

departments. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risk 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 a fire and/or emergency;
- 4.6 remove from use any equipment/appliance which has been identified as being unsafe and which is in need of repair and inform the School Business Manager of this;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 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;
- 4.9 identify specific staff for health and safety training needs and inform the Deputy Headteacher accordingly;
- 4.10 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.11 carry out induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 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 department. Any problems must be referred to the School Business Manager / Headteacher.
- 4.16 ensure (via subordinate staff) 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 Staff [Including supply]**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, etc., and off site e.g. school trips. Class teachers 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 specifically to the department concerned;
  - 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 report any defective equipment to the School Business Manager;
  - 5.8 investigate all accidents (in conjunction with Senior Leader / SBM which occur through activities organised/supervised by the Department;
  - 5.9 propose for consideration by the Senior Leadership Team any improvements, which they consider, would improve health or safety standards within the department;
  - 5.10 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. Site Manager (Paul Bish)**

The Senior Site Supervisor is responsible to the Headteacher via the SBM. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.4 participating in the health and safety check / site survey paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 ensuring that other site supervisory staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.

## **7. 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:

- 7.1 to participate in the risk assessment process and comply with findings;
- 7.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 7.3 to report all accidents to the SBM / Site Manager / Headteacher
- 7.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 7.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 7.6 where necessary, to make use of all control measures made available to them, e.g. fume cupboards etc.;
- 7.7 follow all relevant codes of safe working practice and local rules;
- 7.8 report any unsafe working practices to the head of dept/Deputy Headteacher.

## **8. 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:

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

## **9. 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:

- 9.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 9.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 9.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 9.4 to carry out workplace health, safety and welfare inspections;
- 9.5 to attend any safety committee meetings;
- 9.6 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

<b>Name</b>	<b>Contact Details</b>	<b>Area Covered</b>
<i>None at present</i>		

### **10. *Governors of the Finance & Premises Committee with responsibility for Health and Safety***

The Governors Finance & Premises Committee which meets termly, takes responsibility for Health and Safety. A sub-committee is established to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 10.2** Governor (Mick Scarff) **Now replaced by IEB member**
- 10.4 School Finance Manager (Karen Taylor)
- 10.5 Site Manager (Paul Bish)
- 10.6 Union Safety Representative if nominated [Name]

The Health and Safety Committee will submit an annual report 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.

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## **Burwell Village College 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:

Note:

SBM (School Manager): refers to Karen Taylor

SM (Site Manager): refers to Paul Bish

HT (Headteacher) refers to Nicholas Smith

#### **1. Accident Reporting, Recording & Investigation**

[Who should be notified, who reports to the LEA, how details are to be recorded, who undertakes 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 standard on-line County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “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.
- The Headteacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. 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 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 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 IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

#### **2. Asbestos**

Sandy Cater (School Business Manager) Paul Bish (Site Manager) responsible for Asbestos.

Location of asbestos survey: **The 5c Control of Contractors and visiting workers: Hazard File** is available for all site users & contractors in main office. All contractors and others such as site manager have sight of survey prior to starting any work on the premises. Contractors are expected to sign this log before starting any work. Staff are instructed not to drill or affix anything to walls without first obtaining approval from Site manager/checking manual.

Staff should report any damage including asbestos materials to the School Business Manager.

### **3. Contractors**

Contractors are taken from an approved list.

All contractors are expected to sign the **The 5c Control of Contractors and visiting workers: Hazard File**.

Contractors are initially escorted through the site; taken through the job specifications, Cambridgeshire County Council's 5 C's expectations (including asbestos register and health & safety information) and site arrangements (Safeguarding and Fire) by the Site Manager.

Risk assessments are a part of any contract and specific risk assessments for specific jobs are undertaken by the contractor.

For large jobs (often initiated and led by the Local Authority who take the lead role) there is an initial site meeting between all parties to exchange health and safety information; agree safe working arrangements; ensure appropriate 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. This is all with reference to the County Council 5Cs system.

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

It is the responsibility of all staff to ensure the health & safety of all pupils in all lessons. If there is a specific lesson with a risk to pupils then health & safety risks will be identified in the lesson plan.

Teaching staff undertake written risk assessments (using the Local Authority proforma) prior to commencing hazardous activities. There is a bank of school risk assessments available to all staff for curricular activities which staff must refer to and adapt if required. This includes inside & outside PE lessons.

Extra curricular activities are arranged by Burwell Family Project (BFP) and all tutors have Safeguarding checks and receive an induction / tutor pack. This covers registration of pupils, safeguarding issues, emergency contact details, H&S expectations & ensuring pupils leave safely in the care of their parents.

### **5. Drugs & Medications (See Medication Policy)**

This is set out in the First Aid and administering medications Policy which follows the DfE guidance (Governors Policy Drive or School Policy Folder (G drive: Staff share)

Copies of the Parental requests for prescribed medicines to be administered in school are available from the school office or the school website. This outlines what the school is able to administer.

Added to this the school ensures that any pupils who have specific medical issues and have a medical protocol from their GP or consultant or specialist nurse have their photo, basic details and medical protocol up in the staff room. This is updated each September by the class teachers and parents.

Any specialist training as a result of these medical conditions (such as diabetes, epilepsy, Anaphylaxis, toileting issues) will lead to relevant and specific training for any member of staff who deal with the pupil.

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

This is undertaken biannually by an approved contractor. A record of the items checked and any defective equipment is kept by the SBM.

Fixed five year electrical testing is undertaken by an approved contractor. A record of the visit is kept by the SBM.

Staff should report any damage including fixed or portable electrical equipment to the School Business Manager.

#### **7. *Signing In System [Inventory]***

There is a system installed in Main Reception which requires all visitors and staff to electronically sign in when on site and sign out when leaving the school site. It is also the system used to sign in all late pupils and pupils leaving school early for any reason.

Visitors are issued with a temporary badge which includes their picture and must be worn at all times on a lanyard. Visitors must be accompanied around the site should this be necessary.

The system is also used on an iPad to check all staff who are marked in on the system are present in the event of an evacuation

Staff are issued with a photographic ID card and door access card which must be worn at all times. The door access card allows staff to move around the site and to use the security doors.

Any pupil or member of staff has the right to challenge any person on site who is not wearing a lanyard with a photo ID

This system is also used to electronically record First Aid incidents in school (see First Aid for further details)

#### **8. *Fire Precautions & Procedures [and other emergencies incl. bomb threats]***

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are set out in the Emergency / Critical Incident plan. This is located in the Governors Policy drive and school policy files (G drive – staff share) as well as in the emergency red “Grab Bag” in the main school office.

This includes:

- Evacuation procedures; role call of pupils, staff & visitors.
- Emergency services contact procedures
- Emergency Grab-bag (keys, registers etc)

The school also has:

- trained Fire Marshalls
- Regular termly fire drills undertaken by chief Fire Marshall (SBM) & SM
- Post drill review meeting by Fire Marshalls to review the drill and make

recommendations and feedback to staff & pupils.

- Log of drills & weekly fire alarm tests
- Contracts for testing of fire extinguishers, emergency exit signs and emergency lighting.

The Governors termly Health & Safety visit reviews the safety of the site, evacuation drills & fire alarm test logs and maintenance of safe exits from school.

## **ACTION IN CASE OF EMERGENCY**

### **EVACUATION:**

It is the responsibility of **all** concerned with supervision activities during the day and in the evening, to make themselves familiar with the procedures. The school holds regular fire drills and it is the responsibility of all evening clubs and activities to do the same. If in doubt please ask:

Nicholas Smith      (Head Teacher)  
Karen Taylor        (School Manager)  
Paul Bish            (Caretaker) or  
Kevin Casey        (Evening caretaker: Tuesday, Wednesday & Thursday))

Anyone discovering a fire or bomb threat should operate the nearest fire alarm and inform the school office. It is then the responsibility of the school office to contact the emergency services and take the "Grab Pack" & registers outside.

On hearing the **continuous** alarm bell, all personnel and pupils must leave the building by the **nearest** designated fire exit, in an orderly manner and go to the muster point.

**Muster Point:** On the main field next to the astro pitch.

### **General Responsibilities of staff, parents & adults working with pupils:**

The safe evacuation of all pupils in their charge. This requires that you and the children are aware of all the procedures; know how to behave; that they should walk and not return to collect belongings and that silence is required when the register is being called.

The class teacher or, where appropriate, the teaching assistant should be the last to leave the room and ensure that windows & doors are closed.

Designated Fire Marshalls will walk through their designated areas to ensure no pupils or adults are left behind.

Once outside the class teacher will firstly count the pupils and then take the registers.

Office Staff are responsible for ensuring that all staff members marked in on the Inventory system are present once evacuated.

The Chief Fire Marshall (Sandy Cater) or in her absence the caretaker or Head Teacher must be informed of any issues or missing people.

No one re-enters the building until the Emergency services have given permission to do so.

A current list of trained Fire Marshalls is kept by the SBM.

Details of service isolation points (i.e. gas, water, electricity) are located in:

### 1. Electric

- The electric isolation switches are located in the Electric Store which is located directly before turning left to the Community Room
- The caretaker has a key to the Electric Store on his main key bunch
- There is an additional key on the main keyboard located in the photocopier room (Key 40)
- There are 2 main isolation switches in the Electric Store and separate isolation switches for the Kitchen & Army Cadet hut

### 2. Gas

- The gas isolation points are within the small gas building located between the portakabin store and tennis court playground
- The only key is held on the main keyboard located in the photocopier room (Key 17)

### 3. Water

- The water stop cock is within the Tank room – access to this room is outside school near the portakabin store
- The caretaker has a key to the Tank room on his main key bunch
- There is an additional key on the main keyboard located in the photocopier room (Key 11)

### ***Emergency procedures for incidents outside normal working hours are as follows:***

- *Site Manager (Paul Bish) has out of hours contact details for the other Key Holders: Nicholas Smith (Head Teacher).*
- *The Site Managers (Paul Bish) contact details are available in school for out of hours users, clubs, Friends etc. This is located in the servery kitchen.*
- *Emergency contact details for Local Authority support are held by SBM, Head, Deputy, Members of School Leadership Team, SENCO and main office.*
- *Out of hours and off site the Head & Deputy hold this information.*
- *The local authority maintains a list of school contacts & key holders for out of hours and school holidays.*

### 9. **First Aid**

A complete and up to date list of Trained First Aiders and training / retaining schedule is held by the Deputy Head. Copies are placed in the classrooms & halls, first aid areas and a main copy is posted on the notice board in the Deputy Head's office. It shows who are First Response and First Aiders as well as their timetable and location in school.

A trained member of support staff (Teaching Assistant or Midday supervisor) is available at all times during the school day and is stationed at breaktime and lunchtimes in the KS2 kitchen.

First Aid boxes are available in KS1 and in the Kitchen in KS2 (next to Year 4)  
These boxes are maintained by the appointed Teaching Assistants who ensure stock is replaced.

The Inventory system is used to record all first aid treatment in school. Yellow accident logs are completed and sent home to parents.

In the event of an emergency the office staff will ring 999 and contact parents or next of kin for staff. If parents cannot attend their child then a member of staff will accompany the child to hospital and act in loco-parentis until the parents arrive. This will often be the class teacher or Head / Deputy.

Details of Burwell surgery are kept in the main office.

## **10. Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises by H&S governors to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

## **11. Hazardous Substances**

[Rules on selection and use of substances, hazard data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation Protection Adviser, if applicable]

NORSE are contracted for both grounds and internal cleaning and the provision, safe storage & use of all associated hazardous substances. Edwards & Blake are responsible for the catering & kitchen area and the provision, safe storage & use of all associated hazardous substances. They and any other contractors are required to provide the school with a file that proves they follow all appropriate regulations on the selection and use of hazardous substance; provide hazard data sheets; risk assessments; evidence of staff training in safe use; provision and use of protective equipment; ensure safe storage arrangements; provide staff health supervision.

### **Health and Safety Advice**

Further Health & safety advice can be sought from Cambridgeshire Local Authority Health & Safety Adviser, Stuart Wood on 01223 699122 or from recognised Trade Unions and School Governing Body.

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

The school cleaning contract is with ACS. They have a full cleaning schedule which is monitored by the SBM and SM on a termly basis (or more frequently if required) They are responsible for cleaning the classrooms and main corridors; vacuuming carpets and wet cleaning hard floors (safety signs are put out) and emptying bins.

The Site Manager and evening site person are responsible for general site tidiness, security and ensuring the bins are taken out for collection.

Grounds maintenance is undertaken by Maurice Gill.

A plan exists for gritting and the clearing of snow from the school site.

Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins]

## **13. Handling & Lifting**

No member of staff is expected to lift heavy or awkward loads. The SM will identify any items which require lifting / handling and will ensure that appropriate trolleys / lifting aids or extra assistance is used. Staff can ask the SM to move any heavy / awkward object(s).

No children should be lifted by an adult or another child. Children are reminded of this by class teachers and in assemblies. However children are given suitable advice about lifting in PE / Gymnastic lessons.

#### **14. Jewellery**

Pupils may wear stud earrings only which must be removed or covered by micro-tape during PE lessons.

#### **15. Lettings/shared use of premises**

This is covered by the school's letting policy. Hirers have to ensure they can prove they have the appropriate liability insurance and any relevant entertainment licences. The hire cost includes caretaking, room hire and use of chairs, tables and ICT equipment (projectors & screen) if requested.

Village groups – and youth groups (brownies etc) also use the school and this is covered in the lettings policy.

The School Friends also uses the school for fund raising both during school hours and after school hours. They have had a Safeguarding update from the Headteacher (2013) and have to ensure they have a first-aider on duty at all events.

#### **16. Lone Working**

See Lone Working guidance

The school is locked at 5.30 p.m. every Monday & Friday.

On Tuesday, Wednesday & Thursday evenings the SM is on site until 6.00 p.m. and the evening caretaker is on site until 10.00 p.m. Staff may determine what time they leave the premises. The health & safety of the school is monitored by the SM and evening caretaker who secures the premises after any community clubs have finished.

Staff are asked to always inform their colleagues as and when they are leaving to give other staff the option of not working alone and leaving at the same time. The SM and evening caretaker ensure as a part of their evening rounds they know which members of staff are still working in school.

#### **17. Maintenance / Inspection of Equipment**

The school budgets for and maintains a register of regular / annual Health & safety checks. This is monitored by the SBM and PCM (Property Manager) these include:

- Monthly water testing & Blender valve testing (legionella testing)
- PE equipment (inside & outside)
- Lifts & hoists
- Automatic doors
- Emergency lighting
- Fire extinguishers
- Hall lighting
- Portable Appliance Testing (PAT) testing
- 5 year electrical test / Fix electrical testing
- Fire alarm

- Intruder Alarm

### 18. **Monitoring the Policy**

The Governors with responsibility for H&S in conjunction with SBM & SM undertake termly H&S monitoring. This will include site visits; monitoring of the 5C control of Contractors & Visiting workers Hazard File; Visitors book & procedures; fire alarm checks & drills; Critical Incidents & emergency (fire) procedures; accident reports; and evidence of completion of other checks or workplace inspections (lifts, hoists, water checks, lighting checks, fixed electrical testing etc) to monitor implementation of policy by staff.

### 19. **Personal Protective Equipment (PPE)**

All contractors are responsible for ensuring their staff have appropriate PPE. The Site Manager will ensure that PPE is ordered for himself and the evening caretaker. Current equipment includes: work gloves, helmet, goggles, large rubber gloves (acid proof), latex gloves, wellington boots, steel toecap boots, overalls, dust masks, ear defenders.

SBM and H&S governors will ensure that appropriate PPE equipment is provided.

### 20. **Reporting Defects**

All members of staff, site visitors and contractors are responsible for reporting faults, defects, risks and hazards which have health & safety implications to the SBM and SM. The school uses the on-line TES Foundation for teaching & office staff to report issues directly to the SBM & SM.

<https://portal.tesfoundation.com/IssueLog.aspx> (requires password)

These are acted upon and / or reported to the appropriate authority depending upon the need & severity of the risk. The system is monitored by the SBM.

Risks are also picked up by the H&S committee and their termly site visits. Risks which require remedial action are monitored at all subsequent visits.

### 21. **Risk Assessments**

The Local Authority trained teaching staff to write curriculum Risk Assessments and as a result there is a bank of generic curriculum risk assessments which teachers must refer to and follow. They can also be for specific lessons.

Any other risk assessments such as for pregnant staff or staff who have health problems will be carried out when necessary by HT or SBM with advice from the Local Authority and EPM (Personnel provider).

The Governors responsible for H&S will monitor these risk assessments and update them when there is a need..

### 22. **School Trips/ Off-Site Activities**

All school trips / off-site activities follow the Local Authority guidance and are managed through the Local Authority on-line system: EVOLVE.

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=cccpcvisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=cccpcvisits.org.uk)

This also contains all of the latest guidance from the Local Authority and links to national guidance :<http://oeapng.info/evc/>

School trips and Evolve is managed by the **School Visits Coordinator** (Deputy Head) and all teachers are trained to use it.

There is a rigorous signing-off system where the teacher, then Deputy then Headteacher sign-off the trips on line.

This system requires staff to log their trip; complete risk assessments (including specific assessments for pupils with medical or behavioural issues); emergency contact numbers (staff, location, transport company and designated emergency contact at school); numbers of pupils and staff ratios; names of adult helpers; location of the trip and transport companies. If the location or transport company is not known to the LA (not an option from the drop-down menus) then further advice is sought from the Local Authority. The Evolve system is also monitored by the Local Authority.

Other than Early Years settings there are no prescribed adult:pupil ratios. The ratio depends upon the activity and the needs of the pupils. The appropriate ratio on an outing is always likely to be lower than the legal minimum of 1:13 in Early years nursery provision and 1:30 in infant classes.

The DfES 1998 guidance suggested “starting points” for ratios:

- School years R & 1-3, 1:6
- School years 4-6, 1:10/15

Parental permission is sought for all trips involving transport. If permission is not received (either on paper or electronically through the World-Pay / Tucasi system) then the pupil is unable to attend unless the Head or Deputy receive verbal permission from the parent either in person or over the phone. All walking trips in the village are covered by the Risk Assessment for trips within the school village (church, museum etc) and do not require parental permission.

### **23. School Transport**

As the school arranges transport for school trips staff will not usually take pupils in their cars. The school uses transport suppliers who are known on the EVOLVE school trip data base. Occasionally the school will hire a minibus from Burwell House (Local Authority centre) or a taxi firm.

If a member of staff is concerned about the condition of the coach then they must report it to the driver and the Head Teacher or Deputy before allowing pupils to board.

Occasionally parents are asked to make their own arrangements to get their children to a trip or sports event. If a pupil needs to attend a special event (extra induction visit to secondary school for a SEN pupil) and if they cannot be taken by their parents then the school may consider the child to be taken in a member of staff's car as long as there is another accompanying adult (their parent or a DBS cleared member of staff) and they sit on a booster seat if required and the insurance include business use.

Pupils will always be supervised by a Teacher on a coach with support from Teaching Assistants and parent helpers to ensure the adult: pupil ratio is in line with the current Local Authority guidance.

### **24. Smoking**

Burwell Village College is a non-smoking site. This includes all outside areas (car parks, sports hall car park, BEL and the Print Centre) with the exception of the public footpath. If people wish to smoke they must walk to The Causeway or Buntings Path.

### **25. Staff Consultation**

AT any time during the working day any member of staff (or visitor) staff can raise issues of

concern and make suggestions for health and safety improvements to Paul Bish (Site Manager, Karen Taylor (School Manager) and Nicholas Smith (Headteacher)

## **26. Staff Health & Safety Training and Development**

All new staff receive an induction pack which they sign for. This includes Health & Safety advice and Trip Guidance on Evolve.

Contractors including Norse (Cleaning & Grounds Maintenance), Edwards & Blake (catering) are responsible for training their staff on Health & Safety Issues, manual handling, hazardous substances, working at height, etc).

SBM will ensure that contractors meet H&S requirements & legal, financial and insurance liabilities.

The SBM will be responsible for ensuring that the school's Site Manager & evening caretaker receive appropriate H&S training and that Fire Marshall training is undertaken by staff. A full list of current Fire Marshalls is kept by the SBM.

The Deputy Head will ensure that First Aid, intimate care and all medical training (epi-pens etc) are undertaken by the appropriate members of staff working with any specific pupils who require medical support. A full list of training is kept by the Deputy Head.

## **27. Staff Well-being / Stress**

It is the responsibility of all staff to monitor their own stress levels and the stress levels of their colleagues. If stress is a factor there are various mechanisms to support this within school.

- Informally with colleagues and support from the School Management Team
- Formally as part of Appraisal / Performance Management
- Support from the school's Personnel provider EPM (Educational Personnel Management) and referral to medical or occupational health support.
- Burwell School also uses School's Advisory Service for the staff absence insurance which provides a range of medical as well as stress related support free of charge to staff.

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

Pupils must be supervised at all times by a DBS cleared member of staff or supply teacher or Teaching Assistant. Classes are supervised by the Class Teacher, Supply Teacher, Sports Coach or High Level Teaching Assistant (HLTA) undertaking class cover.

Under the supervision of the class teacher a Teaching Assistant may work with and supervise individuals or groups around the school. Parent helpers should always work within site of and under the supervision of the class teacher.

Qualified Sports Coaches may work unsupervised with pupils, but the school will often have a TA with the class as well.

Pupils are free to walk around the school unattended to deliver messages & registers or go to intervention or music lessons or to the toilet.

The school runs specialist Teacher, Teaching Assistant or specialist medical or behavioural interventions either for small groups or individuals. These may be curricular (literacy, phonics, maths) or may be play therapy, counselling, social skills groups or medical & physio programmes or peripatetic (music) or extra-curricular (clubs at lunchtime and after school). Staff may work in designated rooms around the school. No adult / member of staff should be alone in a closed room with a pupil.

At break times staff are on duty on the KS1 and KS2 playgrounds.

At lunchtimes, Midday Supervisors are on duty in the hall, classrooms and outside. When outside MDS wear high visibility jackets so they can be easily identified by pupils.

On school trips the Local Authority adult: pupil ratios must be followed. On a trip with a defined or secure site, groups may have to work with a Teaching Assistant or Parent helper out of sight of the class teacher.

### **29. *Swimming Pool Operating Procedures***

The Burwell Swimming Pool is no longer in operation. Alternative arrangements are currently being sought for 2014 when health & safety procedures will be reviewed in line with the pool's procedures.

### **30. *Use of VDU's / Display Screens***

Staff and other people who use computer and projector display screens must take regard of their working conditions and report any related faults or health & safety issues to the SBM or ICT technician. Advice about safe working with VDUs, time spent at workstation or screen can be obtained from the ICT technician.

All staff using a VDU /DSE over 2 hours in one working day need to complete a VDU assessment on an annual basis. This is available from the SBM / ICT technician. Subsidised / free eye tests are available to all staff who work on a computer for 2 hours or more during a working day (Office staff, head teacher & ICT technician).

### **31. *Vehicles on Site***

The car parks on site are for staff and visitor use only. The main car park is also used and accessed by staff of, and visitors to Burwell Early Learners (Pre-school) and Burwell Print Centre.

The Sports Hall car park can be used by parents each morning & afternoon to drop off and pick up pupils (by kind permission of Burwell Sports Hall).

Disabled bays are available at the front of the school and in the main car park adjacent to the Burwell Print Centre. A bay is also kept clear for emergency vehicles (ambulance) access and two bays are available for use by the Library.

Parking bays, no- parking bollards, zig-zag no-parking lines, zebra crossings and dedicated "Safer Routes" pathways are all demarked on the school site.

Parents may drive on to the school site to drop off pupils. The traffic and parking issues are regularly monitored by the SM and HT, at the start and end of the school day.

### **32. *Violence to Staff / School Security***

Threatening, intimidating, aggressive or violent behaviour (physical, verbal or emotional) towards staff is not acceptable. A notice is located in the main entrance and all forms of aggression are reported to the HT.

The school and staff are also within their rights to report any such behaviour to the police as assault (including threats, intimidation and being sworn at).

The school follows the Local Authority Guidance on Persistent Complaints & Harassment and parents or visitors may ultimately be excluded from the school premises.

School security: all visitors must sign in and wear a visitor's badge. No one may enter the building unless they have signed in and let in by the office or school staff. Anyone not wearing a visitors badge should be challenged by a member of staff.

Parent helpers are reminded of these expectations in the Guidance for Parent Helpers and

volunteers which is available from the Main Office.

Outside doors and access gates are locked by the SM at the start of the school day and end of the school day.

There is always a member of staff at the door to see children in at the start of the day & out at the end of the day. To stop parents wondering through school they are asked to leave information with the Teaching Assistants at the door each morning. They will only be let in if there is a need to speak to the class teacher.

### **33. Working at Height**

Only trained members of staff should use ladders and work at height. Currently this is restricted to the Site Manager who has been trained and has responsibility to ensure ladders are checked and follow all the guidance on working at height. No member of staff should stand on tables or chairs.

### **34. Work Experience**

There is an induction process for all work experience. This includes a meeting between student and the deputy head to discuss the workplace requirements, appropriate Safeguarding checks (DBS and references); professional behaviour and includes health & safety and safeguarding issues.

There are also meetings with training providers (SNITT & CRC) and secondary school placement tutors which include health & safety issues.

Work placements are placed in the classroom under the supervision of the class teacher and are not expected to work alone or unaccompanied with a pupil.