



Abbots Ripton Church of England Primary School

Health, Safety and Welfare Policy

Written by: Colombe Flint

(Based on Cambridge County Council document)

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Review date: September 2020

Together with God's help we: Grow in Faith, Learn for Life and Achieve our best.

Statement of General Policy on Health, Safety and Welfare

Abbots Ripton C of E School believes that health and safety is paramount in all areas of its activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being.

Abbots Ripton C of E School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, parents, 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 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 everyone 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 staff 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 team and governing body are accountable for the management of health and safety and for the implementation of the schools health, safety and welfare policy in their areas of control.

Staff 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 manager.

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

The Governing Body will comply with any directions 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. 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.

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. Head teacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head teacher. 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 Head teacher will include:

1. Ensuring that there is an adequate system in place for the undertaking of risk assessments;
2. Ensuring that there is a management system for monitoring the effectiveness of health and safety and safeguarding arrangements, which form part of this policy;
3. Adequate staffing levels for safe supervision;
4. The delegated responsibility for maintenance of the premises;
5. The purchase of equipment to meet appropriate safety standards;
6. The repair, maintenance and testing of school equipment;
7. The provision of appropriate protective clothing where necessary;
8. The purchase and maintenance of first aid materials and firefighting appliances;

9. The identification and funding of necessary safety training for staff;
10. The arrangements for securing health and safety assistance from a competent source;
11. The provision of appropriate health and safety information to governors.

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

3. Delegation of duties in school.

The Head teacher may delegate to relevant staff the following duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed;
- 3.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises (including near misses);
- 3.3 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.4 Arrange for termly evacuation/invacuation drills and weekly fire alarm tests etc. and ensure that all staff are aware of their specific roles in case of fire and/or emergency;
- 3.5 Advise the Governing body and maintenance contractor of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.7 Coordinate with Governors to undertake the termly health and safety walkround, ensuring all areas of the establishment and all activities are covered;
- 3.8 Report to the Head teacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.9 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 and safeguarding of staff, children and others are kept to a minimum;
- 3.10 Oversee all arrangements for educational visits and school journeys;
- 3.11 Ensure that adequate levels of class supervision are available at all

- times;
- 3.12 Maintain or have access to an up to date library of relevant published health and safety guidance and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
 - 3.13 consult with all staff on any matters which may affect their health or safety whilst at work;
 - 3.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
 - 3.15 ensure that good standards of housekeeping are maintained.

4. 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:

- 4.1 be aware of the school's health, safety and welfare policy;
- 4.2 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 4.3 complete all necessary paperwork to ensure the safety of children and staff off site on educational activities and trips include the completion of Evolve risk assessments (the County website);
- 4.4 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 4.5 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.;
- 4.6 ensure that pupils follow school safety rules;
- 4.7 report any defective equipment to the Head teacher;
- 4.8 propose for consideration by their Head teacher any improvements, which they consider, would improve health or safety standards;
- 4.9 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

5. All staff [including temporary & volunteers]

All staff 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.

Staff 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 staff are required:

- 5.1 to participate in the risk assessment process and comply with findings;
- 5.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 5.3 to report all accidents according to the procedures included in Part 3 of this document;
- 5.4 to be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 5.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 5.6 to follow all relevant codes of safe working practice and local rules;
- 5.7 to report any unsafe working practices to the Head teacher.

6. Pupils/students

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

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

7. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 7.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 7.2 to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- 7.3 to make representations to the Head teacher on general matters affecting the health, safety and welfare of employees;
- 7.4 to carry out workplace health, safety and welfare inspections;
- 7.5 to attend any safety committee meetings;
- 7.6 to co-operate with his/her 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	Area Covered
Lorna Blackhurst – Deputy Head	As above
Colombe Flint – Chair of HSSP	As above

8. Health and Safety Committee

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

Head teacher : Claire Matthews
Governor : Colombe Flint
Governor : James Thorp

The Health and Safety Committee will submit regular updates 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.

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

Staff 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 reporting incident system <https://www.reportincident.co.uk/>. Violent incidents and verbal abuse must be reported.
- "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. These will be recorded in the school Incident book held in the school office.
- The Head teacher must ensure that they have completed each incident report before they are sent. A copy should be kept at the establishment and is centrally filed or held on the personal file of a staff member or pupil/child.
- The Head teacher 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 online incident report 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 online incident report guidance for full details of reportable incidents.

A RIDDOR form must be completed and returned to the HSE for the following incidents:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are as follows (regulation 4):

- fractures, other than to fingers, thumbs and toes;
- amputations ;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events.

2. Asbestos

The Head teacher is responsible for the asbestos survey. Our asbestos register with the location of the remaining asbestos (external soffits only) is kept in the hazard file in the main office. Contractors are shown this register and required to sign in prior to any works carried out.

3. Contractors

Most of our contractors are selected by our property management company (Cath Conlon Property Management) from their list of appropriate contractors. All of these contractors adhere to safe working practices and are familiar with how to conduct themselves when working in schools. All contractors are asked to sign in in the Hazard file after familiarising with the content.

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

Risk assessments are undertaken for all out of school learning activities and for the following activities in school:

- Outside play including the use of play equipment such as the climbing wall.
- PE activities including the use of the climbing frame in the hall.

5. Physical Education

Teachers have an additional duty of care in physical education. Pupils must be made aware of all safety issues related to physical education including the assessment and management of risks.

Safe handling and use of all equipment will be taught and encouraged at all times. For example specific procedures for lifting, carrying and placing apparatus correctly:

- bend knees, back straight to lift and lower;
- always travel in a forwards/ sideways direction – be able to see in the direction they are travelling;
- placement of apparatus carefully in position;
- carry apparatus at waist height, not lifted high.

Class teachers must establish safety rules and procedures with pupils e.g. checking of the apparatus prior to use, starting and stopping

signals, stopping and moving off apparatus to sit and listen to instructions.

In addition, teachers check equipment and the working space prior to the start of activity to ensure the teaching/learning environment is safe. Any damaged equipment or gymnastic apparatus is reported to the office and removed and/or labelled and not used. An inspection of the P.E. apparatus including the outside adventure play equipment is completed annually by an external contractor.

Safe preparation is an integral part of every lesson. The warm up will involve:

- mobility exercises to prepare the joints;
- pulse raising activities to prepare the cardiovascular system;
- stretches to prepare the muscles and associated ligaments/connective tissue.
- specific muscle groups should be used that relate to the anticipated activity and bring about a full range of motion. The warm up should be gradual and sufficient to increase muscle/core temperature without causing fatigue or reducing energy stores. Aerobic activity which incorporates mobility of the joints should be completed prior to stretching.

Within physical education, teachers must adhere to the school accident and emergency procedures.

Swimming is taught at St Peter's Leisure Centre which provides life guarding.

Risk assessments which relate to specific physical activities are written and reviewed annually and staff should make themselves aware of these. (see Risk Assessment folder in the school office).

Injured or Unwell Children in PE lessons

In the event of an injured or unwell child during a PE lesson teachers follow these procedures:

- Instruct the rest of the class to sit quietly and calmly while the teacher attends the injured or unwell child.
- If necessary, send the child (with a partner) to the office and/ or the nominated first aider for assistance
- If there is any cause for doubt, do not move the child. Send another child for assistance from the school office.
- Keep a record of all accidents in the accident book which is kept in the school office.
- For serious injuries requiring medical treatment an accident

report form will need to be completed. This is completed online in the school office.

PE KIT

For health and safety of the children engaging in PE lessons they should change into a PE kit for indoor and outdoor lessons. The recommended kit is listed in the school prospectus on the website and enables children to move freely and safely in PE activities and footwear provides support. If PE kit is forgotten, clothes should not be borrowed from another child. Class teachers send a note home to parents if children forget their kit.

Safety Check points:

- Long hair needs to be tied back.
- All jewellery should be removed, including earrings and the children should make provisions for their security. Staff should not take out or put in earrings. If the earrings cannot come out they should be taped over with surgical tape which has been provided by the parent.

6. Drugs & Medications

Please see 'Administration of Medicines' policy.

7. Electrical Equipment [fixed & portable]

The hard wiring of the school is tested every 5 years by and any works completed. Portable electrical equipment is PAT tested regularly by AGG Electrical. Any defective equipment is reported, removed and taken to main office.

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

Fire risks are incorporated into the school risk assessments. The fire alarm is tested weekly. Every term an evacuation test is completed led by the Head Teacher. The register, staff register, contractors register, signing in book and critical incident pack are taken to the assembly point. The assembly point is on the main playground; if further evacuation is required then the church is used.

Some children or staff members may have a Personalised Emergency Evacuation Plan (PEEP) and the staff members responsible for assisting with this are aware and will ensure that this is carried out.

Should a serious situation arise which necessitates a lock-down of all school and classrooms due to an external threat, staff will be informed of this by a member of the office staff or by the Head/Deputy Headteacher. They will be informed by being shown a lock-in card. Staff then know to discreetly close windows and blinds and stay inside their classrooms until they are informed that the threat has passed. If necessary all children and staff may be moved to the hall together.

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 the Fire drill/critical incident pack which is kept in the filing cabinet in the main school office. The pack contains the critical incident file, contact details of the staff and pupils, a mobile phone, whistle, timer, clip boards and pens.

- In the event of a fire alert/alarm the staff on duty will evacuate pupils, staff and visitors to the designated assembly point;
- The office manager will summon the emergency services as necessary on the command of the Head teacher;
- 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 critical incident pack;
- Emergency procedures for incidents outside normal working hours are held at home in a locked location by the Head teacher, the office manager) and the chair of governors;
- These procedures will be reviewed at least annually.

8. First Aid

Please see 'First Aid Policy'.

First aid certificates are displayed in the medical room.

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

Linda Nixon who is also trained in Paediatric first aid

The following staff are trained in Paediatric first aid.

Joy Pollock

Julia Beeley

Kerry Mead

The Office Manager ensures 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:

Full first aid kit in the first aid room
2 x travelling kits in the first aid room
First aid kit in Van Gogh classroom

The designated first aider for each off site trip will check that any vehicles are properly equipped with first aid boxes before they are used.

The office manager is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once every half term.

The First Aid Treatment Record Books for recording details of all first aid administered to pupils are kept in the main office and in the travelling/ playground backpack. The staff first aid book is kept in the main office.

9. Medication Policy.

Please see 'Administration of Medicines' policy.

10. Glass & Glazing

All glass in doors, side panels are safety glass, all replacement glass to be of safety standard, premises have been assessed to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

11. Hazardous Substances

There are no hazardous substances used in the school except for by the kitchen staff and cleaning staff who have their own COSHH files. All hazardous substances are kept by these agents locked at all times and not accessible by pupils.

12. Housekeeping, cleaning & waste disposal

In house cleaner ensures that the school is kept clean and tidy. All rubbish is removed daily by cleaner and disposed of in appropriate bins provided to the rear of the school. Wet floor cleaning is performed outside of school hours and wet floor signs utilised. Waste bins are regularly emptied by Biffa Waste disposal or the local Council.

13. Handling & Lifting and Working at Height.

Manual handling and lifting and working at height are considered in school risk assessments. Any equipment which is too heavy for the staff

or pupils to carry must not be lifted alone or without an appropriate aid. Working at height must only be undertaken with the correct equipment and adequate supervision.

Training is undertaken by a member of staff and is cascaded to all staff via staff meetings and training sessions.

14. Use of VDU's / Display Screens

Staff will be trained on the use of VDU's and how to make an analysis of their workstation. Any defects in their workstations will be reported to the main office.

15. Lone Working

See 'Lone Working Policy' for safe working practices/rules for staff who work alone.

16. Jewellery

Jewellery is not permitted to be worn by pupil with the exception of studs for pierced ears which must be removed or taped during PE.

17. Maintenance / Inspection of PE Equipment

PE and sports equipment is inspected annually for defects and safety by R.E.J.B Ltd, and continuously by all staff. Any equipment not fit for use is removed and disposed of or maintained.

18. School Trips/ Off-Site Activities/ School events (PTA 'STARS')

Risk assessments for trips, off-site activities and special events are written for each new activity and recorded on the County Evolve site, which is reviewed by the governing body.

For all off-site school activity parental permission is required in advance in writing for a pupil to participate. First aid is provided by a first aider carrying an appropriate first aid kit. Pupils are adequately supervised by staff and/or volunteers in an age appropriate child to adult ratio. The school has an off-site insurance policy.

19. School Transport

Drivers are provided under contract by Cambridge County Council who perform relevant checks (medical, license) to ensure suitability.

20. Smoking

Smoking is not permitted on the school premises.

21. Staff Consultation

Staff are encouraged to report any H&S concerns to the Head teacher or to the main office.

New staff and volunteers will receive H&S training as part of their school induction (e.g. work at height, use of VDU's, manual handling) and will be encouraged to report any concerns.

22. Staff Well-being / Stress

EPM provide a pre-employment occupational health assessment through Heales Medical to all new staff. Staff can also be referred for an assessment if there are any concerns for their well-being. Staff undertake performance management reviews which may highlight a cause for concern also.

The county council provide a counselling service with up to 6 sessions available.

23. Supervision [including out of school clubs]

Pupils are always supervised in the appropriate ratio during curriculum and break times from 8.40am until the finish of any after school clubs.

Visitors or providers of activities from outside of the school staff are not left alone with the pupils unless the adult has had a DBS check for the school.

24. Work Experience

Work placements will be invited for an initial meeting with the Head teacher or senior manager at the school. The placements are always arranged via the student's school or college from whom a reference is provided. The student will not be left unsupervised with the school's pupils.

25. Vehicles on Site

The school requests that the parents and staff using the car park adhere to safe practices to ensure the safety of the pupils and other users.

The staff car park at the front of the school is out of bounds to the pupils and the gates are kept closed during school hours limiting the movement of the vehicles.

Delivery drivers drop outside of the school gate.

26. Violence to Staff / School Security

All doors into the school are kept locked and access is only possible by fobs attached to the identity badges of staff and limited visitors.

Visitors may enter only by the front door to be greeted by the office staff. If under threat of abuse they must call for help- in situations of child safety concerns a lock-down procedure will be implemented. Details of this are in the critical incident file in the main office.

Staff are required to report any incidents of verbal or physical violence.

All visitors to the school are required to provide ID and are recorded in the visitor's book or the hazard file (contractors).

The school has a lock down procedure which is practiced annually.

27. Monitoring the Policy

The Health and Safety committee carries out the termly H&S checklist and Staff monitor and updates the health and safety policy annually.

Staff undertake and monitor their own risk assessments. The Head

teacher monitors accident reports/trends, complaints.
The school has bought into audit and training delivered the County.



Ratification of Policy

Health, Safety and Welfare Policy

Presented to:

Policy ratified on:.....

Signed by:

Chair of Committee :.....

Chair of Governors:.....

Head teacher:.....