



Abbots Ripton Church of England Primary School

# Statement of General Policy for Health, Safety and Wellbeing

**Written by: Claire Matthews**

(Based on Cambridge County Council Health and Safety team model Policy  
July 2023)

**Date: January 2024**

**Review date: January 2027**

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

The Headteacher together with the Governing Body aim to achieve this commitment by:

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

The Headteacher is accountable for the management of HSW and for the implementation of this Policy.

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

## **Organisation and Responsibilities for Health, Safety and Wellbeing**

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### **1. Governing Body Chair – Mr James Harrison**

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a *local* level. They accept that the

delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

## **2. Headteacher – Mrs Claire Matthews**

Overall responsibility for the day-to-day management of HSW in the school sits with the Headteacher. The Headteacher will advise Governors of the areas of HSW which require an allocation of funds. The Headteacher will ensure that:

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

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

### **3. Property administrator – Mrs Claire Murray**

The Headteacher will delegate to the property administrator, the following duties:

- 3.1 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.2 co-ordinate and participate in the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 3.3 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.4 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including 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.
- 3.5 arrange for termly evacuation drills and weekly fire alarm tests, call point testing and emergency lighting;

### **4. Class teachers**

All teachers are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department/area/class. They will:

- 4.1 ensure that risks assessments are undertaken within their curriculum areas and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.7 ensure that adequate levels of class supervision are available at all times;

- 4.8 identify specific staff health and safety training needs;
- 4.9 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.13 ensure that good standards of housekeeping are maintained.

## **5. All classroom based staff**

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

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

## **6. Cleaner – Mrs Mandy Cooper**

The cleaner is responsible to the Headteacher. They shall:

- 6.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 take appropriate action when necessary to prevent injury to others on site;
- 6.3 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 6.4 ensure that they work in accordance with safe working practices/risk assessments/COSHH.

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

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

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

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

## **8. Health, Safety, Security, Property and Wellbeing Committee (HSPW)**

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

The Committee will submit a written report to the Governing Body for their consideration following each meeting. As a minimum, annually, the report will contain a summary of accident and ill health statistics for the current year.

### **Arrangements for Health, Safety and Wellbeing**

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

#### **1. Incident Reporting, Recording and Investigation**

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the CCC [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally.

Local logs e.g. first aid book records should be kept. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required.

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

## **2. Asbestos**

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held in (insert location). Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

## **3. Contractors**

[Contractor Management Guidance](#)

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors will also receive a local induction from the Headteacher, Office Manager or Property Administrator on arrival. All risk assessments will be checked on arrival if not shared with our Property Manager prior to arrival.

## **4. Curriculum Safety**

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>.

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

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

### **Physical Education**

The 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks associated with sport and PE. The document contains guidance issued by the relevant national governing body for physical activities and these are followed by school staff to minimise risks. A copy of the AfPE booklet is available as a hard copy to all staff on the PE shelf in the staffroom.

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, the red triangle procedure should be followed and 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.

## **5. Drugs and Medication**

*Please see our Administration of Medicines Policy*

## 6. Electrical Equipment

### [Electricity Guidance](#)

The hard wiring of the school is tested every 5 years by WT Parker and any works completed. Portable electrical testing is PAT tested every 15 months by AGG Electrical. Any defective equipment is reported, removed/decommissioned and taken to the school office if possible.

School staff must not bring any electrical items from home for use in school without permission from the Headteacher.

## 7. Fire

### [Fire Safety Guidance](#)

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

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher and the School's competent Fire Safety Adviser

## 8. First Aid

### [First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is kept in the policies folder on staff share.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

#### **First aid boxes are located at the following points:**

- Full first aid kit in the first aid room
- All classrooms have a first aid kit with basic items such as gloves, plasters etc.
- 2 x travelling kits in the first aid room for off-site activities

A named designated first aider will be identified for all off site trips who will check that there are suitably equipped first aid boxes on the trip prior to departure from school.

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. The staff first aid book is kept in the main office.

## **9. Hazardous Substances**

### [COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be found in the school office. There are 3 COSHH file. One contains hazardous substances used in the kitchen, one is for substances used by the cleaner and there is one for all other hazardous substances used on site. All hazardous substances are stored in line with the COSHH guidance e.g. locked away.

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

## **10. Health and Safety Advice**

Caoimhe Keenan, Health, Safety and Wellbeing Adviser,  
Cambridgeshire County Council,  
[Caoimhe.Keenan@cambridgeshire.gov.uk](mailto:Caoimhe.Keenan@cambridgeshire.gov.uk), 01223 715309, 07881 945904

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

Our in house cleaner ensures that the school is kept clean. All rubbish is removed daily by the cleaner and disposed of in appropriate bins provided to the side 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.

Body fluid disposal is in yellow body waste bags which are emptied by PHS

Sharps are disposed of in the sharps bin and disposed of by PHS

## **12. Handling & Lifting**

### [Manual Handling Guidance](#)

Manual handling and lifting 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.

### **13. Jewellery**

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

### **14. Lone Working**

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

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

[HSW Compliance Monitoring Checklist](#)

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

We have a range of PPE available for staff including gloves to be used during first aid support and also cleaning. We have full length aprons as well as hair nets and face masks.

### **17. Reporting Defects**

All staff have a responsibility to remove items which are defective and to report to the Headteacher and/or the Property Administrator. If the item can not be removed it must be clearly labelled as defective and not for use.

### **18. Risk Assessments**

[Risk Assessment Guidance](#)

Risk Assessments are held in the office in a Risk Assessment file. The Property Administrator is responsible for highlighting which need reviewing to the appropriate member of staff.

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

[Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser:

[Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk) Please see our Educational Visits Policy

### **20. School Transport**

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

### **21. Smoking**

Smoking is not permitted anywhere on the school premises.

## **22. Staff Consultation**

Staff are encouraged to report any HS&W concerns to the Head teacher or directly to the link H&S Governor.

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

[H&S induction checklist](#)

New staff are briefed on Health and Safety as part of their induction with the Headteacher.

## **24. 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 through Health Assured, an independent, external organisation. Support is available 24 hours a day, 7 days a week, 365 days a year. Details shared with all staff.

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

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 appropriate checks including a DBS check.

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

[DSE Guidance](#)

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

## **27. Vehicles on Site**

[Management of Traffic on site guidance](#)

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 gate to the staff car park is locked at 8:30am by the Office Manager; this is to allow children to cross this area when they arrive. After this time, this area at the front of the school is out of bounds to the pupils unless supervised by a member of school staff. Gates are closed during school hours limiting the movement of the vehicles. If a vehicle does need to move, an additional member of staff must be in the car park to ensure safe movement of the vehicle.

Delivery drivers will be encouraged to drop outside of the school gate. When this is not possible, the vehicle will be supervised by school staff at all times.

**28. Violence to Staff / School**

**Security [Violence and Aggression in schools guidance](#)**

All doors into the school are kept locked (magnetic log not key 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 practised regularly.

**29. Working at Height [Working at Height Guidance](#)**

Working at height is considered in school risk assessments. Working at height must only be undertaken with the correct equipment and adequate supervision.

Contractors working at height will be expected to use their own equipment and to have risk assessments in place.