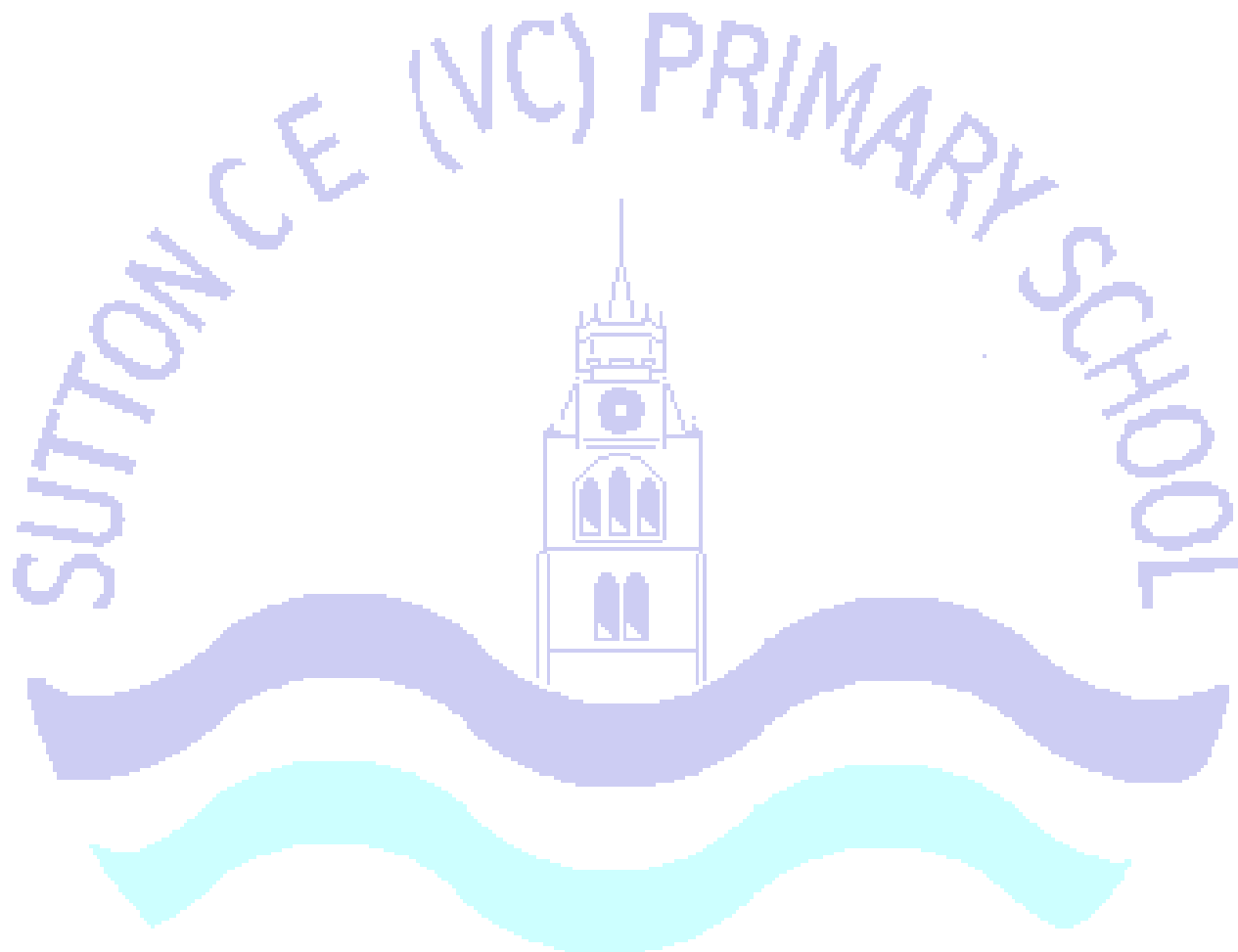




Sutton CE (VC) Primary School

Health & Safety Policy

February 2025



Sutton CE (VC) 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 non-compliance and to promote continuous improvement.

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

Staff have a duty to protect themselves and others by working safely, co-operating with the 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

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

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:

- there is a system in place for undertaking risk assessments;
- there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- there are adequate staffing levels for safe supervision;
- responsibility for school maintenance is clearly defined and delegated;
- equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- protective clothing/safety equipment is provided where necessary;
- first aid materials and fire equipment is adequate, and maintained;
- the funding of necessary health and safety training for staff;
- the arrangements for securing health and safety assistance from a competent source;
- appropriate health and safety information is provided to Governors.

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

3. Deputy Headteacher

The Headteacher will delegate to the Deputy Headteacher, the following duties:

- ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;

- formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- arrange for termly evacuation drills and weekly fire alarm tests;
- 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;
- arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

4. Teaching Staff

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

- 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;
- be aware of the schools health and safety policy and any local rules and arrangements;
- ensure that safety instruction is given to all pupils prior to commencing an activity with an element of risk;
- know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- ensure that pupils follow safety rules and that protective equipment is worn where required;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- report accidents, near misses and defective equipment to management.

5. Caretaker

The Caretaker is responsible to the Headteacher. They shall:

- arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- take appropriate action when necessary to prevent injury to others on site;
- participate in the termly health and safety inspections;
- identify health and safety training/supervisory needs of site supervisory staff;
- ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- ensure that all staff work in accordance with safe working practices/risk assessments.

6. Health and Safety Co-ordinator

The Health & Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. They shall:

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

7. 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:

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

8. Pupils

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

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

Any food provided by the school canteen will not include nuts, but the school cannot legislate for what staff and students include in their snacks and packed lunches. Every effort will be made to discourage food stuffs containing nuts to mitigate risk.

9. Staff Safety Representatives

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

- investigate potential hazards and examine the causes of accidents in the workplace;

- investigate complaints by any employee they represent relating to that employee's health and safety at work;
- make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- carry out health, safety and welfare inspections;
- attend the health and safety committee meetings;
- work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered

10. Health, Safety and Wellbeing Committee

The school has established a Health, Safety and Wellbeing 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. Membership of the Committee comprises of:

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Health and Safety Governor/Member
- Site Manager

The Committee will submit termly reports 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 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 the main office. 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. This is kept in the Main Office at the entrance of the school.

New contractors are required to notify the school via the Site Officer of their health and safety procedures and risk assessments (RAMS) for any work undertaken at school.

The Headteacher and Caretaker will monitor working methods and practices halting work if he deems it to be unsafe endangering contractors and/or school staff.

Major work will always be conducted during the school holidays.

In any event, Reception and the Site team will ask contractors to confirm they have had sight of the Asbestos register.

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.

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

5. Drugs and Medication

Training for all staff for the administering of Epi-Pens and Asthma awareness will take place.

6. Electrical Equipment [Electricity Guidance](#)

A termly visual inspection of all computer equipment is carried out during the termly Health & Safety audit. All other electrical equipment is visually inspected termly by the Caretaker.

PAT testing for all electrical equipment is carried out by qualified external company

All defective equipment is reported to the Headteacher who will ensure the faulty item is removed and either sent for repair or disposed of as appropriate.

Used electrical equipment brought from home by staff members is not permitted to be used on site.

New electrical equipment brought from home by staff members is permitted provided it is visually inspected by the Site Manager in the first instance.

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. Copies are kept in the Main Office, on the school server and on the school website.

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. Copies are kept in the Main Office, on the school server and on the school website.

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).

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 are kept in the Main Office, on the school server and on the school website.

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, 01223 715309, 07881 945904

11. Housekeeping, cleaning & waste disposal

The premises are kept clean and tidy by a team of cleaners supervised by the Caretaker and the Headteacher. All rubbish is disposed of in either bins kept at the rear of the school kitchens.

12. Handling & Lifting [Manual Handling Guidance](#)

Site staff have attended the required training regarding handling and lifting and are aware that they must complete their own individual mental risk assessment before completing any task.

13. Jewellery

Policy for students wearing jewellery is included in the school prospectus and the School Uniform policy.

14. Lettings/shared use of premises [Lettings Policy Template](#)

School premises is let on a regular basis, details of which is included in the Lettings Policy.

15. Lone Working [Lone working model RA](#)

Staff are required to sign on and off the site during school holidays. The school requires at least two members of staff to be on site at any one time with the exception of the Site Manager who will be working alone for general maintenance and upkeep of the premises during school holidays and for locking and unlocking the site after school and lettings.

16. Maintenance / Inspection of Equipment [HSW Compliance Monitoring Checklist](#)

The Administration Team keeps and maintains a list of equipment that is scheduled for annual inspections and regular maintenance.

17. Personal Protective Equipment (PPE)

PPE will be supplied as required although it is the staff member's responsibility to utilise the equipment effectively and correctly in line with the relevant control measure.

18. Reporting Defects

Any defects of buildings and equipment should be reported to the Caretaker and/or Headteacher who will arrange for inspection and repair or disposal as appropriate.

19. Risk Assessments [Risk Assessment Guidance](#)

RA's are completed by staff as necessary. All RAs will be periodically reviewed and amended as required by the Resources Manager. Special Risk Assessments e.g. for pregnant staff or for those with health problems will be completed in the first instance by the by the Headteacher.

20. School Trips/ Off-Site Activities [Evolve Educational Trips Support](#)

School Trips are authorised by the Headteacher. All teaching staff are required to follow guidance and instructions included in the Trips and Visits policy together with the 'Evolve' platform.

21. School Transport

Transport arrangements relating to educational visits is outlined in the Trips and Visits Policy.

22. Smoking

Smoking is not permitted anywhere on the school site at any time.

23. Staff Consultation

All new staff attend a Health and Safety induction meeting with the Headteacher. All staff are aware that they are individually required to be vigilant with regard to their surroundings and any concerns / suggestions can be reported to the Headteacher via email or verbally, at any time.

All staff are aware of the location of the school policies and H&S requirements for any hazardous working.

24. Staff Health & Safety Training and Development [H&S induction checklist](#)

The site team will undertake relevant training and are encouraged to research further information when necessary.

25. Staff Well-being / Stress

Staff are fully supported in times of stress. A return to work policy is adopted after any illness period of over 7 days by the Resources Manager who will arrange a phased return to work programme and involve the Occupational Health service if necessary. Each case will be dealt with on an individual basis.

26. Supervision [including out of school learning activity/study support]

Pupils will be supervised at all times during the school day. After school activities are required to be adequately supervised and parental permission obtained if necessary. Further details can be found in the Safeguarding and Child Protection policy.

27. Use of VDU's / Display Screens [DSE Guidance](#)

Staff who regularly use VDU's will undergo an initial workstation assessment followed by periodic workstation assessments by the Headteacher who will re-iterate the advice on maximum time to be spent on VDU's without a break.

All staff are also advised that they are responsible for their own personal health and safety. Defects on the workstation and any health concerns can be reported to the Headteacher.

28. Vehicles on Site [Management of Traffic on site guidance](#)

Vehicular access is confined to the school carpark, access to which is controlled via gates. Vehicular access for ground maintenance will only be granted out of curriculum time or when all children are within their respective classes under staff supervision.

29. Violence to Staff / School Security [Violence and Aggression in schools guidance](#)

The Positive Behaviour Policy advises staff on dealing with any violent outbursts from Students.

All visitors to the school are required to sign in at Reception and requested to wait there until they are collected by the relevant member of staff. Parents and other visitors are encouraged to make an appointment to visit rather than turning up on spec. All staff are required to report all incidents of verbal and physical abuse to the Headteacher.

30. Working at Height [Working at Height Guidance](#)

Students are not permitted to use step ladders or chairs to stand on. Staff are permitted to use low level step stools and step ladders of no more than two rungs. Site staff are permitted to use higher level step ladders on provision that they have undertaken the relevant training and can conduct their own personal risk assessment in line with the schools existing RA on working at height.

Contractors will prepare their own RAs for working at height as part of the 'use of contractors' guidelines.