Statement of General Policy for
Health, Safety and Wellbeing

Hemingford Grey Primary School and Pre-school is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

The Leadership Team 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 Leadership Team are 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 Leadership Team, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

(Insert signature)	***(Insert signature)***
(Insert Name), ***Chair of Governors***	*(Insert Name),* ***Headteacher***
(Insert date)	***(Insert date)***

Date of next review: ***(Insert date)***

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.

The Governing Body will identify a representative who will attend termly meetings and inspections with the Headteacher, Deputy Head, Site Manager and Office Manager. Minutes of these meetings will be fed back via the Resources committee.

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:

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

2. Headteacher continued

a. periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
b. ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
c. formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
d. arrange for termly evacuation drills and weekly fire alarm tests;
e. 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;
f. arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
g. co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
h. 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. Deputy Headteacher

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

a. act as a Wellbeing representative, developing and implementing measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the schools activities.
b. review the Wellbeing policy annually to ensure it reflects the practice of the school
c. ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
d. report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
e. ensure that all staff within their area are aware of their specific roles in an emergency;
f. ensure that all accidents (including near misses) occurring within their phase or subject are promptly reported, recorded and investigated where appropriate;
g. identify specific staff health and safety training needs
h. carry out induction training including any specific information and training that may be necessary regarding HSW;
i. resolve health and safety problems referred by members of staff, ensuring the site manager is aware where relevant

4. Phase/Subject Leads

All leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their phase or subject. They will:

a. ensure that risks assessments are undertaken within their phase or subject and that control measures are implemented, and assessments are monitored and reviewed;
b. ensure that appropriate safe working rules and procedures exist within the phase or subject

and that these are brought to the attention of everyone concerned;

c. remove from use and inform the site manager of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
d. ensure that adequate levels of class supervision are available at all times;
e. ensure that levels of first aid provision remain adequate for the activities being undertaken;
f. ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;

i. ensure that good standards of housekeeping are maintained.

5. 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:

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

6. Site Manager

The Site Manager is responsible to the Headteacher. They shall:

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

7. Health and Safety Co-ordinator – Office Manager

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

a. contribute to the review of this policy;
b. ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
c. review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

d. arrange termly evacuation drills and weekly fire alarm tests etc;
e. advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
f. participate in the termly health and safety meetings;
g. report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
h. 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.

8. 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:

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

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 school 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.

Contractors are selected and visits arranged by the Site Manager, who also arranges for the induction of contractors, including health and safety information and agreeing safe working arrangements, risk assessments. The Site Manager is responsible for monitoring contractors

working methods.

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

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

See Administration of Medicines Policy

6. Electrical Equipment

Electricity Guidance

All users of electrical equipment must complete visual inspections and ensure any personal items brought into school are PAT tested by the Site Manager. Defective equipment should be reported to the Site Manager. The Site Manager maintains a record of equipment PAT testing and ensures this is kept updated.

7. Fire

Fire Safety Guidance

All staff must be provided with a copy of the Fire Evacuation information during induction and sign to indicate that they have read and understood it. A copy is kept on Teams All Staff Health and Safety.

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 (Site Manager).

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 on Teams Guidance, Policy and Procedure.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day), Paediatric (2day) 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 of these can be found in the front Office.

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

Easyclean are contracted for daily cleaning on school days in term time to ensure premises are kept clean. Refuse collection is weekly. PHS maintain sanitary, nappy and clinical waste . The Site Manger follows LA guidance for snow and wind occurrences.

12. Handling & Lifting

Manual Handling Guidance

The Site Manager and Office Manager attend Manual Handling training and disseminate information on activities that involve lifting and handling. The staff handbook identifies guidance for all staff on lifting, handling and working at height.

***13.* Jewellery**

As identified in Uniform information, pupils should not wear jewellery to school. Watches and stud earrings are permitted, but should be removed for PE.

14. Lettings/shared use of premises

See Premises Hire Policy

15. Lone Working

Lone working model RA

See Lone Working Policy

16. Maintenance / Inspection of Equipment

HSW Compliance Monitoring Checklist

[Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept.]

17. Personal Protective Equipment (PPE)

PPE is provided free of charge where a risk assessment determines to be necessary.

18. Reporting Defects

Any defects should be reported to the Site Manager via the main school office. A record is located in the office and is accessed daily by the Site Manager. If the Site Manager is not available, the Office Manager will discuss any interim actions with the Headteacher.

19. Risk Assessments

Risk Assessment Guidance

The Health and Safety committee will review whole school risk assessments on an annual basis. Teachers are responsible for risk assessments for the activities carried out with pupils. The Deputy Head will complete individual risk assessments for staff who are pregnant or who have health problems and ensure review arrangements are in place.

20. School Trips/ Off-Site Activities

Evolve Educational Trips Support

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

Approval must be sought when planning school trip from the school EVC, (the Deputy Head) who will require a risk assessment to be uploaded into EVOLE prior to the trip and should detail emergency arrangements, parental authorisation, supervision requirements and first aid provision.

21. Smoking

See school's Smoke Free Policy

22. Staff Consultation

Health and Safety committee meetings and inspections take place termly. Minutes are shared within the Resources committee of the Governing Body. Terms of reference are available … Staff can raise issues of concern and make suggestions for health and safety improvements at anytime by contacting any member of SLT, the Site Manger or Office Manager.

23. Staff Health & Safety Training and Development

H&S induction checklist

New staff are briefed about H&S arrangements by the Deputy Head and given additional information via the school's Staff Handbook.

24. Staff Well-being

See Staff Wellbeing Policy

***25.* Supervision**

[Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance]

26. Use of VDU's / Display Screens

DSE Guidance

Staff who make significant use of VDU's are provided with an appropriate office chair for lumbar support. Any defects with workstations should be reported to the Office Manager. A workstation assessment can be carried out if required.

27. Vehicles on Site

Management of Traffic on site guidance

The carpark should only be used by staff and visitors to the school. All users, in vehicles and pedestrians should be mindful of moving traffic and delivery vehicles.

28. Working at Height

Working at Height Guidance

The staff handbook identifies restrictions on staff using steps and ladders unless trained and working alongside another.