‘Achieving Potential Together as a School Family.’

- Compassionate
- Curious
- Courageous
- Resilient
- Inclusive

Health and Safety Policy

This policy was ratified on: October 2026

Implemented on: October 2026

Review date: October 2029

Signed by the Headteacher: N Swann

Signed by the Chair of Governors: H Parkinson

Statement of General Policy for Health, Safety and Wellbeing

Stretham Community Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

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

H.Parkinson ***N.Swann***

Hannah Parkinson ***Chair of Governors***	*Nicole Swann,* ***Headteacher***

Date of next review: October 2029

Stretham Community Primary School

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 *(Hannah Parkinson - Chair)*

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 *(Nicole Swann)*

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.

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 *(Kate Yeoman)*

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

3.1 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed

periodically;

3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;

3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;

3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

3.5 arrange for termly evacuation drills and weekly fire alarm tests;

3.6 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;

3.7 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;

3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;

3.9 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

4. Curriculum Leads

All Subject Leaders 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 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 carry out departmental induction training including any specific information and training that may be necessary;

4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;

4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;

4.12 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. 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:

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. Site Manager *(Steve Barsby)*

The Site Manager 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 participate in the termly health and safety inspections;
6.4 identify health and safety training/supervisory needs of site supervisory staff;
6.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
6.6 ensure that all staff work in accordance with safe working practices/risk assessments.

7. Health and Safety Co-ordinator *(Nicole Swann)*

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:

7.1 contribute to the review of this policy;
7.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
7.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
7.4 arrange termly evacuation drills and weekly fire alarm tests etc;
7.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
7.6 participate in the termly health and safety inspections;
7.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
7.8 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, work experience/trainees and volunteers

All employees, supply staff, volunteers and work experience/trainees 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:

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

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:

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

11. Health, Safety and Wellbeing Committee (membership to be determined locally)

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:

11.1 Headteacher [Nicole Swann]
11.2 Deputy Headteacher [Kate Yeoman]
11.3 Health and Safety Governor [Simon Garth-Greeves]
11.6 Site Manager [Steve Barsby]

The Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Stretham Community Primary School

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 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.

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

Please see our medication and first aid policy

6. Electrical Equipment

Electricity Guidance

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the headteacher and finance manager immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary, a portable appliance test (PAT) will be carried out by a competent person

All isolator switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

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. A copy is kept in the school office and on the server.

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 school office and on the server

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 of these can be found *(insert location).*

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

Daily cleaning takes place to ensure premises are kept clean, to minimise accumulation of rubbish. Wet floor cleaning takes place at the end of each school day to minimise risks of slips. Glass and sharp objects are disposed of in appropriate bins at the side of the school. Gritting takes place each evening in instances of freezing/snowy weather.

12. Handling & Lifting

Manual Handling Guidance

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, if required, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

13. Jewellery

Pupils should only wear a pair of stud earrings (which they can remove themselves for PE) and a watch. No other jewellery is permitted when in school.

14. Lettings/shared use of premises

Please see our separate lettings policy.

15. Lone Working

Lone working model RA

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

16. Maintenance / Inspection of Equipment

HSW Compliance Monitoring Checklist

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

17. Personal Protective Equipment (PPE)

All staff should:

Wear disposable, non-powdered vinyl or latex-free CE marked gloves and disposable plastic aprons when there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing.

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

Use personal protective equipment to control the spread of infectious diseases when required or recommended by government guidance and/or a risk assessment.

18. Reporting Defects

Defects should be reported to the headteacher and site manager.

19. Risk Assessments

Risk Assessment Guidance

The headteacher is responsible for risk assessments in school, including but not limited to: New and expectant mothers, disease prevention and critical incident planning.

20. School Trips/ Off-Site Activities

Evolve Educational Trips Support

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

When taking pupils off the school premises, staff will ensure that:

- Risk assessments are completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

21. Smoking/Vaping

Smoking/vaping is not permitted anywhere on the school premises

22. Staff Consultation

Health and safety committee meetings will take place termly. Health and safety is a standing item on all governor meeting agendas and is a regular fixture in staff meetings. Staff can raise concerns with the headteacher in these meetings or immediately in person.

23. Staff Health & Safety Training and Development

H&S induction checklist

All new staff receive an appropriate induction with clear Health and Safety briefings delivered too.

24. Staff Well-being / Stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. All staff have access to the local authority's Employee Assistance Programme managed by Health Assured

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

Pupils must not be left unattended. At all other times when in the care of the school, ratios for school trips will be agreed by the EVC/headteacher and will be based on age and needs of the children and the context of the trip (types of activity involved, venue). All adults involved in regulated activity will have an enhanced DBS check.

26. Swimming Pool Operating Procedures

CCC Curriculum Adviser: Ian.roberts@cambridgeshire.gov.uk
Please see our swimming pool guidance and risk assessments

27. Use of VDU's / Display Screens

DSE Guidance
All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

28. Vehicles on Site

Management of Traffic on site guidance

29. Violence to Staff / School Security

Violence and Aggression in schools guidance
We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.
The headteacher and site manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
The headteacher, site manager and deputy headteacher are key holders and will respond to an emergency.

30. Working at Height

Working at Height Guidance
We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
In addition:

- The site manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

- Access to high levels, such as roofs, is only permitted by trained persons

This policy will be reviewed every three years. At every review, the policy will be approved by the governing body.