

BENWICK PRIMARY SCHOOL



General Policy for Health, Safety & Wellbeing

School Name: Benwick Primary School

Date Agreed at FGB: 13.7.22

Next Review: July 2023

Date shared with staff: 15.7.22

Published on website: 15.7.22

Signed: **Role:**

Benwick Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all employees, pupils, contractors and visitors.

The **Senior Leadership Team (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 noncompliance and to promote continuous improvement.

The SLT are accountable for the management of HSW and for the implementation of this Policy.

Employees 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.

(Insert signature)

(Insert signature)

Darren Gore , Chair of Governors

Clare Talbot , Headteacher

(Insert date)

(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 *Darren Gore - 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 *Clare Talbot*

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 arrange for termly evacuation drills and weekly fire alarm tests;
- 2.16 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;
- 2.17 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 2.18 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 2.19 report to the any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 2.20 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. Curriculum Leads / Deputy Headteacher

All *Staff* are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department/area/class including workshops and off site visits:

They shall:

- 3.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 3.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 3.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 3.4 ensure that all staff within their area are aware of their specific roles in an emergency;

Health & Safety Policy reviewed June 2022 next review June 2023

- 3.5 remove from use and inform SLT of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 3.6 ensure that adequate levels of class supervision are available at all times;
- 3.7 identify specific staff health and safety training needs;
- 3.8 carry out departmental induction training including any specific information and training that may be necessary;
- 3.9 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 3.10 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;
- 3.11 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 3.12 ensure that good standards of housekeeping are maintained.

4. Teaching Staff - Teachers / Supply Teachers / Teaching Assistants

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:

- 4.1 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;
- 4.2 be aware of the schools health and safety policy and any local rules and arrangements;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 4.4 know the location of the nearest firefighting equipment and first aid box, and know the relevant emergency procedures;
- 4.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 4.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 4.7 report accidents, near misses and defective equipment to the SLT.

5. Site Manager/Caretaker/ Cleaner in Charge *Tina Hinde*

The Cleaner in-charge is responsible to the School Business Manager.

They shall:

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

6. Health and Safety Co-ordinator, School Business Manager (SBM) *Karen Hill*

The Safety Co-coordinator's role is primarily that of facilitator. The SBM 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:

- 6.1 contribute to the review of this policy;
- 6.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 6.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 6.4 arrange termly evacuation drills and weekly fire alarm tests etc;
- 6.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 6.6 participate in the termly health and safety inspections;
- 6.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 6.8 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.

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 or SBM.

8. Pupils/Students

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

All pupils will:

- 8.1 follow instructions issued by a member of staff in case of an emergency;
- 8.2 ensure that they do not intentionally or recklessly interfere with equipment provided for Health & Safety or Fire Safety equipment;
- 8.3 Inform any member of staff of any situation, which may affect their own safety.

9. Health, Safety and Wellbeing

The school takes Health, Safety and Wellbeing very seriously. The school works in partnership with the Local Authority, payroll provider and has a number of policies in place to protect all staff and visitors from stress, violence, supporting ill health and reducing accidents.

The Governing Body are well informed within the 'Headteacher report' that will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets building maintenance priorities for the forthcoming year.

Benwick 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](#). 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 stored within the Health & safety reporting folder found in the Headteachers office.

Documents of incidents should be maintained and centrally filed within personal file and held within the Health & Safety reporting folder. NB faulty systems of work, plant, equipment, and fittings must be addressed, reported and attended to as soon as possible.

The Headteacher must investigate incidents and take remedial steps to avoid the same/similar incidents recurring. Faulty equipment must be taken out of use when necessary and clearly labelled to that effect.

'Near misses' must also be reported. These are incidents that occur but when no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action must be taken promptly after a near miss can be a serious accident occurring later on.

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

The SBM is responsible for keeping the asbestos register up-to-date and sharing of information of asbestos with contractors to site.

The asbestos survey and associated plans are located in the contractor hazard file which is held in the contractors signing in book within the front office it is also freely available to all Staff. On induction of new staff the location of asbestos in school is covered.

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

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 by the School Business Manager, overseen by the Head teacher and the contractor hold their own arrangements re health and safety information and risk assessments. Contacts and a named person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor in Property and Estates reference to the County Council's 5C's system.

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

First Aid and Medicines policy June 2020

6. Electrical Equipment

In order to comply with health & safety obligations, fixed wire electrical survey is carried out in line with legislation every 5 years. This identifies any remedial action, records of this inspection will be kept.

The annual PAT testing of electrical equipment is arranged by the schools chosen company. The school receives a written report highlighting any areas of concern.

The school does not hold an 'electrical safety policy' staff items brought into school as is **not allowed**. Contractor's equipment should carry out their own risk assessment, ensuring equipment is well maintained and carry their own liability insurance.

7. Fire

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 *within the 'fire log' and in the staffroom*.

All staff must complete fire awareness training on the day of induction when they join the school and periodically thereafter, to be determined by the Headteacher or SLT.

8. First Aid

All staff are provided with a copy of the *First Aid and Medicines policy June 2020*

First aid needs assessment to ensuring there are adequate members of staff who are either EFAW trained (1 day) or Paediatric trained (3 day).

The following members of staff are trained first Aiders:

Name	Emergency First Aid at work	Paediatric	Date	Expires
Rachael Barton	✓		16/03/2022	15/03/2025
Janice Fiore	✓	✓	09/10/2020	08/10/2023
Siana Hay	✓		04/09/2020	03/09/2023
Tina Hinde	✓	✓	22/04/2022	21/04/2025
Deborah Kelso	✓		22/06/2022	21/06/2025
Karen Piper	✓	✓	01/05/2020	01/05/2023
Kate Strong	✓	✓	27/09/2019	27/09/2022
Karl Pedder	✓	✓	12/11/2021	11/11/2024

- First aid boxes are located in the staff kitchen;
- Teaching staff must check they are equipped with a first aid bag before leaving site with pupils, on foot, school transport.
- *Janice Fiore* is responsible for regularly checking the contents of first aid boxes and replenished as necessary
- The first aid treatment record book for recording detail is in the locked medical box in staff kitchen
- Details of contact number of hospital accident and emergency departments NHS Direct and other medical services are displayed in the school office

9. Glass and Glazing

All glass in doors/side panels to be safety glass, all replacement glass to be safety standard, assessment of premises to establish whether these are area which are unsuitable for use by children due to the glass being of low standard.

10. Hazardous Substances

This area is under review

COSHH (Control of Substance Hazardous to Health) risk assessments is reviewed and a list of all hazardous substances which is stored on site is recorded. Copies of these can be found *cleaners cupboard and within the health and safety file*.

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

11. Health and Safety Advice

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council,

Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904

12. Housekeeping, cleaning & waste disposal

The school has an in-house Cleaner in Charge – Tina Hinde and work is monitored by both the Headteacher and School Business Manager.

The school waste is collected by Amey Cespa on weekly intervals. Pest control is carried out by an external company Soham Pest Control – quarterly checks.

13. Handling & Lifting

Members of staff received training 2021: Karen Hill, Racheal Barton, Tina Hinde & Karl Pedder. Posters are around school with up to date information.

14. Jewellery

The wearing of jewellery by children including rings, bracelets and necklaces is not permitted. Watches and stud earrings can be worn, however these must be removed prior to physical activity.

15. Lettings/shared use of premises

Arrangements for letting school premises are detailed in the schools letting policy.

16. Lone Working

This policy is located centrally in the 'staff' shared folder on the system and paper copy in the staffroom. Employees received training Karen Hill & Tina Hinde.

17. Maintenance / Inspection of Equipment

Equipment that are periodically inspected are: Ladders and steps, PE equipment, fire alarm, smoke alarm, fire extinguishers, boilers intruder alarm, perimeter fencing, wooden play equipment and surfaces.

18. Personal Protective Equipment (PPE)

PPE equipment is provided free to staff who require protection, High Vis vests, safety boots, welly boots, warm clothing, gloves for gritting all supplied to Cleaner-in Charge. PPE for Covid-19 is provided and free of charge to all staff and visitors.

19. Reporting Defects

Hazard should be reported to the Headteacher or School Business Manager, who is then responsible for taking interim measures pending rectification and organising of remedial works to make safe.

20. Risk Assessments

The headteacher is responsible for ensuring that risk assessments are undertaken. The Headteacher is also responsible for special risk assessments e.g. For staff who are pregnant, breastfeeding mothers, employees with health problems. They will also review the risk assessment when necessary.

21. School Trips/ Off-Site Activities

This is covered by the Schools Educational Visits policy.

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

22. School Transport

Volunteer drivers are required to give the school evidence of insurance, MOT and Driving License before assisting with pupil trips. They also are required to undertake a Disclosure & Barring Service (DBS) or List 99 check as minimum in line with our Volunteering policy.

23. Smoking

NO smoking is permitted within the school grounds or building including the front of the school carpark area. Signage is displayed.

24. Staff Consultation

Weekly staff meetings give all staff the opportunity to raise concerns. All staff are aware of the leadership team who undertake Health & safety arrangements and know how to raise a concern. A log book is available for damaged items around school or issues that arise – Staff should ensure that they practice having a safe environment – and remove items that are a danger.

25. Staff Health & Safety Training and Development

Health & Safety is covered in the 'New Staff Induction checklist'. Induction takes place on their first day of work or before their contract commences. Further training is carried out on a case by case or when required by law for those people directly involved with H&S. Periodic updates for H & S at work details e.g. fire safety, first aid, class safety, when policy is updated.

26. Staff Well-being / Stress

The school have a Policy and Procedure for the Management of Sickness Absence which covers this. This policy is located in the policy folder stored in the staffroom and centrally held under 'staff' share.

27. Supervision

Pupils must not be left unattended, when in the care of the school, County Council agreed ratios for school trips, enhanced DBS checks etc will be adhered to.

28. Use of VDU's / Display Screens

Staff who make significant use of VDU's, will report defects in workstation, and health concerns to either the Headteacher or SBM. Setting up workstations and working on computers safety are circulated to all staff.

29. Vehicles on Site

Car parking on the school property is limited for staff and visitors. Unless special arrangements have been made, parents should not park within the car parking area. Staff are encouraged to park in a forward facing direction for then exiting the carpark and not to block access to the main double gated access.

The school has zig-zag prohibited parking zone outside the school with operates between 8.45 – 9.30am and 2.45 to 3.30pm.

30. Road Safety

Children and parents living local to the school are encouraged to walk or cycle to school. Road safety is delivered as part of the National Curriculum P.S.H.E, through assemblies and specific road safety training in school. Partnered with Bike Ability taught in years 5 and 6. The school is a member of 'STARS Education Scheme' a national schools travel awards scheme supported by the Department for Transport

31. Working at Height

Staff using steps and ladders, should not do so if lone working or without correct Ladder training. Pupils are not permitted to use ladders or steps. Contractors may use school steps and ladders after completing their own risk assessment.

People with ladders training:

Karen Hill, Tina Hinde, Karl Pedder

Routine ladder checks are carried out annually and recorded.

32. Work Experience

All work experience students receive an induction which includes Healthy & Safety and fire Safety Training. Colleges are do and are welcome to complete their own risk assessment of our school. Supervision is carried out of all work experience students, full DBS if over 18. They are monitored and report to their placement class teacher.

33. Employers' Liability (compulsory Insurance)

In order to meet the health & safety obligations, under the Health and Safety at work Act' 1974' Employers Liability is organised by the Local Authority and paid by the school. Minimum £50 million. Certificates are kept and placed clearly in the reception area.