

# Robert Arkenstall Primary School

## Health & Safety Policy

It is the aim of Robert Arkenstall Primary School to provide a broad curriculum and education of the highest quality within a happy, safe, secure and stimulating environment, which enables each child to experience success; to equip them with skills as thoughtful, caring and active citizens, eager to explore the possibilities of the world.

*pursue possibilities; love learning*

This policy is published on the School website, stored on the Shared Drive and is available on request from the school office

Governor Committee	Full Governing Body
Reviewer	K Bonney
Ratified	October 2022
Review period	2 year
Next review due	October 2024

*Please speak to the School Office if you require a printed version of this policy  
or any other policies referred to in this document*

**Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Robert Arkenstall Primary School**

**Statement of General Policy for  
Health, Safety and Wellbeing**

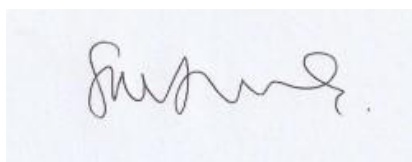
Robert Arkenstall Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

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 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.



*Sam Smith, Chair of Governors*

**11<sup>th</sup> October 2022**



*Kate Bonney, Headteacher*

**11<sup>th</sup> October 2022**

Date of next review: October 2024

## **Robert Arkenstall 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** (Sam Smith - 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** (Kate Bonney)

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 (Robert Fisher)**

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. Key Stage Leaders**

Key Stage 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;
- 4.5 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.6 ensure that adequate levels of class supervision are available at all times;
- 4.7 identify specific staff health and safety training needs;
- 4.8 carry out departmental induction training including any specific information and training that may be necessary;
- 4.9 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.10 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;
- 4.11 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.12 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 an 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 (Haydn Hutt)**

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 (Kate Bonney)**

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 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:

- 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):

<b>Name</b>	<b>Contact Details</b>
Kate Bonney	Headteacher
Haydn Hutt	Site Manager
Warren Holmes-Chatfield	H& S Governor

## **11. 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 school's activities. Membership of the Committee comprises of:

- 11.1 Headteacher [Kate Bonney]
- 11.2 Deputy Headteacher [Rob Fisher]

- 11.3 Health and Safety Governor [Warren Holmes-Chatfield]
- 11.4 Health and Safety Co-ordinator [Kate Bonney]
- 11.5 Site Manager [Haydn Hutt]

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.

## **Robert Arkenstall 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](#)

Site Manager, Haydn Hutt responsible for asbestos;  
Asbestos survey in red Hazard File at main reception;  
Any damage to asbestos to be reported to the Site Manager.

#### **3. Contractors**

##### [Contractor Management Guidance](#)

Contractors are signed in at the main reception. They also sign in the Hazard File;  
Relevant Risk Assessments are shared;  
Contractors for major works are selected by Education Property Management;  
Site Manager responsible for monitoring contractors working methods;  
Staff to report any concerns regarding contractors working methods to the Site Manager.

#### **4. Curriculum Safety**

Generic risk assessments shared via network and staffroom file;  
Out of School learning activity Visits Co-ordinator is Dan Carless. Visits recorded on Evolve;  
Specific risk assessments shared by Visits Co-ordinator and Headteacher;  
Planning identifies Health and Safety specific issues.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. Please e-mail the HSW Team if you require the latest login details as these are changed yearly: [health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@cambridgeshire.gov.uk)

**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**

Parental requests for medicines to be administered in accordance with Administration of Medicines Policy and Guidance policy;  
Staff receive regular special training in administration and storage – see Single Central Record (e.g. Epipen, Asthma);  
Medicine administration records held by School Office Manager;  
Administration of Medicines Policy and Guidance published on website, school network and prospectus.

#### **6. Electrical Equipment**

##### [Electricity Guidance](#)

PAT on rolling programme of inspections by competent person (Site Manager);  
Records held in PAT Testing file;  
No personal items used without prior PAT Test / certificate;  
EICR (Electrical Installation Condition Report) completed 5-yearly via Strictly Education Property Support Services;  
Defective electrical equipment to be reported to Site Manager or Headteacher.

#### **7. Fire**

##### [Fire Safety Guidance](#)

Headteacher responsible for undertaking and reviewing fire risk assessment and arrangement of drills on a termly basis;  
For further information e.g. assembly points, maintenance, staff training etc - see the Fire Policy and Procedure.

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 (Haydn Hutt).



## LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. The School Office
- b. The Staff server
- c. The Staffroom

In the event of a fire alert / alarm the teaching team will evacuate pupils / young people /others\* to the designated assembly point;

Kate Bonney, Headteacher, will summon the emergency services as necessary;

The safe evacuation of persons is an absolute priority.

Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;

Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the Fire and Risk Manual;

Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Fire and Risk Manual.)

Details of service isolation points (i.e. water and electricity) are located in the Site Manager's Log Book.

Emergency procedures for incidents outside normal working hours are held by the Site Manager, Haydn Hutt and the Headteacher, Kate Bonney.

These procedures will be reviewed at least annually.

## 8. First Aid

[First Aid Guidance](#)

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

**There is a First Aid pack in each classroom and in the Medical Room along with other First Aid supplies.**

**Alison Wilkerson** will check that any vehicles are properly equipped with first aid boxes before they are used.

**Alison Wilkerson and Classroom Teachers / Teaching Assistants** are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The First Aid Treatment Record Book for recording details of all First Aid administered is kept in:

**The Group Room – there are separate books for KS1 and KS2.**

**Details of Contact Numbers of Hospital Accident and Emergency Departments, NHS Direct and other Medical Services can be found in: The School Office**

**Medicines are stored and administered in accordance with our Administration of Medicines Policy and Guidance.**

## **9. Hazardous Substances**

[COSHH Guidance](#)

Two COSHH folders are located: 1) in Site Manager's cleaning materials cupboard; 2) with Premises files.

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

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

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

Cleaning rota established Monday to Friday. Rubbish removal is contracted to Veolia - collection days are Mondays and Thursday. Wet floor spot cleaning takes place daily, and full mopping of the hall takes place weekly outside of school hours. Glass disposal is identified and packed appropriately via the main waste disposal. Access pathways are maintained clear of snow by site staff. External locked waste bins are locked within the bin shed area.

## **12. Handling & Lifting**

[Manual Handling Guidance](#)

Handling and lifting identified on all risk assessments. The Site Manager is trained in manual handling.

## **13. Jewellery**

For health and safety reasons the school follows Local Authority guidance in relation to the wearing of jewellery. Children should not wear jewellery to school other than small sleepers or stud earrings, these should be removed when children take part in PE activities. If children cannot remove their earrings independently, please don't wear them to school on PE days. Newly pierced ears may be taped for 6 weeks, so please provide your child with tape for PE lessons. (This information is repeated in the School Prospectus and on the web site).

## **14. Lettings/shared use of premises**

[Lettings Policy Template](#)

For restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fundraising events, emergency lighting, public entertainment licence – please see the Lettings Policy.

## **15. Lone Working**

[Lone working model RA](#)

For safe working practices / rules for staff who work alone, contact arrangements, risk assessment – please see the Lone Working Policy.

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

[HSW Compliance Monitoring Checklist](#)

Ladders and steps – the Site Manager is trained to inspect ladders. For all contracted maintenance checks see Appendix 1: current Planned Maintenance Schedule (updated termly).

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

PPE provided to all staff where appropriate. The Site Manager is responsible for auditing stock.

#### **18. Reporting Defects**

Hazards are reported to the Site Manager who will take interim measures pending rectification. Small items are recorded in the Site Manager's maintenance book. Remedial works beyond the capability of the Site Manager are arranged by agreement of the Headteacher.

#### **19. Risk Assessments**

[Risk Assessment Guidance](#)

The Headteacher and Health and Safety Governor, Warren Holmes-Chatfield, undertakes property risk assessments. The Headteacher undertakes PEEPs assessments as required. Risk Assessments are scheduled for review annually. Generic risk assessments are available to all staff in the staff room folder.

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

[Evolve Educational Trips Support](#)

The school uses EVOLVE <https://evolve.edufocus.co.uk> (a tiered system) to record visits and risk assessments. EVOLVE provides advice and support on all aspects of off-site and educational visits, including approval of overseas and outdoor adventurous activities. It also provides a range of training courses that support learning outside of the classroom. Through EVOLVE the school has access to online visits planning and approval tools which gives access to the latest guidance documents. See also the Educational Visits policy.

CCC Outdoor Education Adviser: [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)

#### **21. School Transport**

Not applicable.

#### **22. Smoking**

There is no smoking permitted anywhere on school premises.

#### **23. Staff Consultation**

The Finance and Personnel Committee includes Health and Safety termly meetings with Governors. Staff consultation on risk assessments via staff meetings. Annual Health and Safety training is part of the CPD schedule.

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

[H&S induction checklist](#)

Health and safety training and development is included as part of induction to new staff.

#### **25. Staff Well-being / Stress**

There is access to counselling for staff via EPM.

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

Pupils are not left unattended during curriculum time. Appropriate ratios are maintained for lunchtime supervision. School trips and visits require: 1:5 for Early Years, 1:8 for KS1 and 1:12 for KS2. There is individual supervision according to EHC Plans or for identified children depending on circumstances.

#### **27. Swimming Pool Operating Procedures**

Not applicable.

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

[DSE Guidance](#)

Any health concerns would be reported to the Headteacher.

#### **29. Vehicles on Site**

[Management of Traffic on site guidance](#)

Car Parking must not restrict access for emergency and contractor's vehicles. The Staff Handbook advises restrictions on moving vehicles around at the start and end of the school day. Pupils and parents are advised to keep to the footpath and not to cross the car park.

#### **30. Violence to Staff / School Security**

[Violence and Aggression in schools guidance](#)

School doors and gates are closed by 9am. Visitor access is managed by the school office. Adults on site are required to sign in and wear appropriate visitor badge. Staff to report any incidents of verbal and physical violence to the Headteacher.

#### **31. Working at Height**

[Working at Height Guidance](#)

Only those trained in using steps and ladders may work at height. The Site Manager is qualified to provide training. Low level steps are available for staff use to reduce the risk of injury. Contractors must provide their own ladders if unsupervised by the Site Manager.

#### **32. Work Experience**

Work placement students are interviewed by the Headteacher and all relevant paperwork completed for participating schools. Induction and policies are shared with work placement students on arrival.