



Thorndown Pre-School

Health & Safety Policy

Our aspiration is that Thorndown Primary will be an outstanding school.

We value and respect everyone in our community and work as a team to:

- Provide learning experiences which support and inspire high achievement for all;
- Ensure a caring, safe and welcoming environment;
- Promote co-operative and responsible attitudes to make a positive contribution;
- Actively encourage independence and confidence to thrive in a changing world.

Approved at Finance & Premises committee meeting on 11th November 2021

Review Period: Annually

Date for next review: Autumn 2022

This Policy should be read in conjunction with any COVID Risk Assessments in place

HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;

- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

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Key to abbreviations

EHCP	Educational Health Care Plan
EVC	Educational Visits Co-ordinator
H & S	Health and Safety
HSE	Health and Safety Executive
LA	Local Authority
M & E	Mechanical and electrical
PAT	Portable Appliance Test
PEEP	Personal emergency evacuation protocol
RA	Risk Assessment
SBM	School Business Manager
SEND	Special Educational Needs and Disabilities
SMT	Senior Management Team

PART TWO - ORGANISATION

<p>Organisation – Introduction.</p> <p>In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	
<p>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p><i>The Health and Safety Committee report directly back to the Finance and Premises Committee, who, in turn, report to the full Governing body.</i></p> <p><i>The Health and Safety Committee are responsible for</i></p> <ul style="list-style-type: none"> • <i>H & S walks round the school</i> • <i>the collation of a H & S policy (to be reviewed at Finance and Premises committee)</i> • <i>Management of action points for completion</i> • <i>Review of Risk Assessments</i> • <i>Monitoring of near misses, accidents</i> • <i>Accident investigation</i> • <i>Review of any policies that impact on H & S compliance to inform Finance and Premises Committee</i>
<p>The Duties of the Headteacher</p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	

<p>The Duties of Employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<ul style="list-style-type: none"> • <i>Employees will conform to requested H & S behaviours as requested by the Headteacher</i> • <i>No standing on table or chairs for any reason (elephant foot stools and step ladders are provided)</i> • <i>Employees will proactively report near misses to accidentreportin@thorndown.cambs.sch.uk at weekly staff meetings.</i> • <i>Employees will report any minor accidents to this email address</i> • <i>Employees will immediately report, in person, any accidents to staff that result in the need for first aid</i> • <i>Employees will be given the H & S policy annually and will sign to say they have read it</i>
<p>Pupils</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<ul style="list-style-type: none"> • <i>Pupils have chance to practice emergency evacuation procedures (at least termly)</i> • <i>Pupils have the chance to practice Invacuation procedures (at least termly)</i> • <i>Pupils are advised on the rules for using the stairs</i> • <i>Pupils are advised of any H & S issues directly pertaining to them at assemblies as and when needed</i> • <i>Assemblies are used to reinforce safe behaviours</i> • <i>Pupils able to report unsafe behaviours to an adult</i> • <i>Pupils taught about internet safety</i>

<p>School Health and Safety Representatives</p> <p>The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<p><i>The H & S committee is made up of</i></p> <ul style="list-style-type: none"> • <i>Head</i> • <i>Deputy</i> • <i>Business Manager</i> • <i>Caretaker</i> • <i>Finance and Premises Governor</i>
<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p><i>All information is contained within the Staff Induction folder and given to the member of staff on their first day.</i></p> <p><i>The Business manager will talk through any and all H & S related policies</i></p>
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<ul style="list-style-type: none"> • <i>Class teachers will complete a H & S checklist / Risk Assessment on their classroom to ensure minimisation of hazards.</i> • <i>Teachers will ensure that they remain alert to any changes in their class and cloakroom area and report any hazards immediately in caretakers book.</i> • <i>Teachers will be aware of and cognisant of all H & S policies</i> • <i>Teachers will ensure that all Teaching Assistants comply with H & S as proscribed by the H & S at Work Act 1974 regarding the duties of employees</i> • <i>Teachers will ensure that all equipment is used in the manner for which is was designed</i>

<p>Teaching Assistants</p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<ul style="list-style-type: none"> • <i>TAs will ensure that they comply with any directive from the Head regarding H & S</i> • <i>TAs will ensure that they comply with employee responsibilities as set out in the Health & Safety at Work Act 1974</i>
<p>The Duties of External Visits Coordinators (EVC)</p> <p>The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.</p>	<p><i>EVC's are Deputy Head and School Secretary</i></p>
<p>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</p> <p>The School Business Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<ul style="list-style-type: none"> • <i>The School Business Manager (SBM) has completed a certificated and recognised course in H & S</i> • <i>The SBM, with the Property Manager, will ensure that all statutory safety checks are complete on all M & E</i> • <i>The SBM will provide in house training as required on H & S and completion of Risk Assessments</i> • <i>The SBM will report any H & S issues to the Head and to the H & S committee</i>
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<ul style="list-style-type: none"> • <i>Information is provided in the Volunteer Induction folder and specific H & S issues are advised by the SBM</i>

PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Head SBM School Secretary Caretaker	<i>Staff Induction packs</i> <i>Volunteer Induction pack</i> <i>Contractors sign in to the 5C book</i>
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Head Deputy SBM	<ul style="list-style-type: none"> • <i>H & S committee</i> • <i>Weekly staff meetings</i> • <i>Near miss / Accident reporting email address</i>
Section 1 - RISK ASSESSMENT		

<p>Risk Assessment</p> <p>The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>Head Deputy SENCO SMT SBM EVC Teachers Art Lead Science Lead Maths Lead Literacy Lead PSHE Lead Music Lead EY Team Leader History Lead DT Lead Geography Lead</p> <p>PE Lead IT Lead</p>	<p><i>Review of RAs</i> <i>Review of RAs</i> <i>Individual pupil RAs</i> <i>Play areas, Outdoor Play equipment</i> <i>Premises</i> <i>Trips</i> <i>Class area, cloakrooms,</i> <i>Art</i> <i>Science</i> <i>Maths</i> <i>Literacy</i> <i>PSHE</i> <i>Music</i> <i>Reception & associated activities</i> <i>History</i> <i>DT</i> <i>Geography</i></p> <p><i>PE, Hall, Gym equipment, School field</i> <i>Computing</i> <i>Discovery Suite</i></p>
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School Trips/Offsite Visits The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.	Deputy Head School Secretary	<i>Please see the policy regarding school trips</i>
Working at Height The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.	Head SBM Caretaker	<ul style="list-style-type: none"> • <i>SMB (under advice from the Property Manager) to ensure contactors have correct method statement and equipment</i> • <i>SBM to make sure that contractors have seen the hazard file prior to work commencement</i> • <i>Caretaker with SBM to ensure ladders are safe and checked. See premises check folder held in main office</i> • <i>Head to ensure, under advice, that there are sufficient stools, ladders available for use to ensure compliance with local regulations</i> • <i>Head/SBM to ensure that risks are eradicated for any staff with pre-existing medical conditions that may affect them working at height</i> • <i>Pregnant staff will have an individual RA which will preclude use of stools or ladders</i>
Noise The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.	Head SBM Music co-ordinator	<i>No risks have been identified in this area</i>

<p>Violence to Staff</p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>Head</p>	<ul style="list-style-type: none"> • <i>Near misses reported to email address</i> • <i>Staff immediately notify the Head in person of any aggressive or violent behaviour</i> • <i>RA completed and shared with all staff</i> • <i>Parental Code of Conduct in Home School Agreement</i> • <i>Persistent Complaints procedure</i> • <i>Invacuation Procedure</i>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>Head</p> <p>Caretaker</p> <p>SBM</p> <p>School Secretary</p>	<ul style="list-style-type: none"> • <i>CCTV cameras in place at strategic points around the school (See CCTV Impact Assessment and CCTV Policy)</i> • <i>All external gates locked during the school day</i> • <i>Car Park and main pedestrian access mag locked and released only on request by the main office</i> • <i>Building doors kept locked during the school day (mag locked). Staff access with a key fob</i> • <i>Staff scan in and out of the building on the Inventory system</i> • <i>Visitors and contactors sign in and out on the Inventory system</i> • <i>App on ipad in the office has the Inventory app and can be taken out of the building for emergency evacuation</i> • <i>The caretaker also has the app on his ipad to check building occupation before locking up</i> • <i>Prohibited areas are always locked and access only gained when accompanied by a key holding member of staff</i> • <i>A Lock down procedure is in place should there be a threat outside of the school building</i>
<p>Personal Security/Lone Working</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Head</p>	<p><i>See Lone Working Policy</i></p>

<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>In house cleaning staff</p> <p>Lunchtime UK (catering contactors)</p> <p>Head</p> <p>SBM</p> <p>Caretaker</p>	<ul style="list-style-type: none"> • <i>COSHH Sheets compiled by the school regarding substances used for cleaning the school (Held in the office)</i> • <i>Science coordinator responsible for the sheets for any substances used in science</i> • <i>DT Coordinator to complete RAs for any hazardous substances</i> • <i>SBM , under advice from the Property Manager) to ensure any hazards identified to contactors</i>
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<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	SBM	<i>No requirements for PPE have been identified in the policy</i>
<p>School Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	Head	<i>No requirements have been identified for this policy</i>
<p>Manual Handling (typical loads and handling pupils)</p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks.</p>	Head SBM	<ul style="list-style-type: none"> • <i>Nominated staff are trained in positive handling techniques for named pupils</i> • <i>Risk Assessments are completed for handling of heavy or awkward goods</i> • <i>The Caretaker has specific Manual Handling training.</i> • <i>Staff to watch a video to re-inforce manual handling techniques</i>

<p>Curriculum Safety (including extended schools activity/study support)</p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	All staff	<ul style="list-style-type: none"> • <i>RAs completed by curriculum area coordinator and stored on school server</i> • <i>RAs stored on the server and emailed out to all staff when updated and/or reviewed</i>
<p>Work Experience Placements</p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>	Head SBM	<ul style="list-style-type: none"> • <i>SBM is the coordinator for Work experience students from Year 10</i> • <i>Class Teacher and Head are responsible for PGCE students, College students</i> • <i>Induction folder/ Induction information given to work experience placements including key policies</i>
<p>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	SBM	<p><i>RAs completed for office staff or high users of PCs.</i></p>

<p>Parent Teacher Association (FOTs)</p> <p>The school offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p>Head</p> <p>FOTS</p>	<ul style="list-style-type: none"> • <i>RAs held on the server</i> • <i>Member(s) of school staff attend every event</i> • <i>Training given to FOTs members on RAs by SBM</i> • <i>RAs held on server and hard copy in main office</i>
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>Head</p> <p>Deputy</p> <p>SMT</p> <p>SBM</p>	<ul style="list-style-type: none"> • <i>RA for main playground</i> • <i>RA for KS1 playground</i> • <i>RA for Reception outdoor area</i> • <i>RA for Trim trail</i> • <i>RA for field</i> •

Section 2 – PREMISES

<p>Mechanical and Electrical (fixed and portable)</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in:</p>	<p>Head</p> <p>SBM</p> <p>Property Manager</p>	<ul style="list-style-type: none"> • All M & E equipment is maintained according to statutory regulations • The SBM, with the Property Manager, will ensure any checks and tests are carried out within the required timescales • The Property file containing details of all checks is kept on the school office and a copy held by the Property Manager • All contractors will give proof of operating methods to the Property Manager who will only contract vetted contractors • All contractors will be made aware of the hazard file • Staff will be made aware of any specific operating manuals for equipment • The Property Manager will ensure all contractors have the necessary qualification and insurances to undertake the task for which they are contracted
<p>Maintenance of Machinery and Equipment</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.</p>	<p>SBM</p> <p>Property Manager</p>	<p><i>See Property Manager file held in the school office</i></p>

<p>Asbestos</p> <p>To 21minimize risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p>Head</p> <p>SBM</p> <p>Property Manager</p> <p>Local Authority</p>	<ul style="list-style-type: none"> • <i>Infant building – All asbestos was stripped during the refurbishment in 2015. However, it is assumed that some asbestos may be present in the mortar surrounding the bricks.</i> • <i>Staff are made aware of this annually.</i> • <i>Caretaker is aware.</i>
<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>SBM</p> <p>Property Manager</p>	<ul style="list-style-type: none"> • <i>All contactors report to SBM or Caretaker</i> • <i>Orders for work provided by Property Manager’s system</i> • <i>Termly visits from Property Manager</i> • <i>All contractors vetted by Property Manager</i> • <i>Hazard book available to contractor when on site</i>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>Head and SBM in conjunction with any building contractors</p>	<p><i>Not applicable at this stage</i></p>

<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>Head</p> <p>SBM</p> <p>Property Manager</p> <p>Caretaker</p>	<ul style="list-style-type: none"> • <i>Contractors vetted by Property Manager</i> • <i>Contractors accompanied by SBM/Caretaker and inducted</i> • <i>Work undertaken during holiday periods will be overseen by the Caretaker</i>
<p>Lettings (shared working – playgroups etc)</p> <p>The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>SBM</p> <p>School Secretary</p>	<ul style="list-style-type: none"> • <i>Liability insurance is checked annually for all lettings</i> • <i>Emergency exit routes clearly explained for lettings</i> • <i>Written letting agreement between school and letter</i>

<p>Slips/Trips/Falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>SBM</p> <p>Caretaker</p> <p>Cleaning Staff</p> <p>Lunchtime UK</p> <p>All staff</p>	<ul style="list-style-type: none"> • <i>Wet floor signs are put up whenever needed</i> • <i>Cleaning staff have access to and see wet floor signage as a matter of routine</i> • <i>Cleaning is undertaken after the children have left the building</i> • <i>Staff are encouraged to report near misses</i> • <i>The caretaker has a book for any defects to be recorded in and dealt with in a timely manner</i> • <i>H & S committee undertake termly walk rounds</i> • <i>Teachers are responsible for H & S in class areas</i> • <i>SBM remains vigilant to hazards whilst walking round the building</i>
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<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>In house cleaning staff</p> <p>Caretaker</p>	<ul style="list-style-type: none"> • <i>Inspections and training carried out by Ken Booth or Caretaker</i> • <i>Termly deep clean on kitchen and equipment</i> • <i>Biffa contracted to remove waste from the site</i> • <i>Ladder register maintained and ladder checks recorded</i> • <i>Defects written in Caretakers book</i>
<p>Transport Arrangements (on-site)</p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p>Head</p> <p>SBM</p>	<ul style="list-style-type: none"> • <i>Controlled access gates to car park</i> • <i>Designated walking routes</i> • <i>6 Visitor and 2 disabled bays available</i> • <i>Cycle racks accessible from pedestrian entrances and segregated from vehicular access</i> • <i>RA for Car park</i>
<p>Bus Duties (supervision of pupils boarding school buses)</p>	<p>N/A</p>	<p>N/A</p>

<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>SBM</p> <p>Caretaker</p> <p>Property Manager</p> <p>HHA (Grounds Maintenance)</p> <p>Files and records held in the school office</p>	<ul style="list-style-type: none"> • <i>All statutory checks are advised by the Property Manager (PCM Ltd).</i> • <i>Records include:</i> <ul style="list-style-type: none"> ○ <i>Monthly Legionella Water tests</i> ○ <i>Legionella Risk Assessment</i> ○ <i>Fire alarm tests and maintenance</i> ○ <i>Intruder alarm tests and maintenance</i> ○ <i>Emergency lighting tests and maintenance</i> ○ <i>Sprinkler room tests and maintenance</i> ○ <i>Lightening Protection maintenance</i> ○ <i>Lift maintenance</i> ○ <i>All sports and PE equipment</i> ○ <i>Equipment checks of all kitchen items</i> ○ <i>All M & E work</i> ○ <i>Maintenance of dining hall tables</i> ○ <i>Fire extinguishers maintenance</i>

<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>SBM</p> <p>Caretaker</p> <p>Property Manager</p>	<ul style="list-style-type: none"> • • <i>Property Manager and SBM ensure all checks carried out as per statutory regulations</i> • <i>Property Manager ensures vetting and compliance of all contractors</i> • <i>PAT tests done annually (file on school office)</i> • <i>Visual checks routinely done as caretaker and SBM walk round school</i>
<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>SBM /Kier/Atkins</p> <p>Caretaker</p>	<ul style="list-style-type: none"> • <i>New build requirements ensure compliance with current safety levels</i> • <i>Caretaker routinely checks glazing daily when locking up</i> • <i>Termly window cleaner also aware of reporting defects</i> • <i>Large glass panes in doors have marks to ensure they can be seen</i>
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Property Manager / SBM</p>	<ul style="list-style-type: none"> • <i>Water checks carried out monthly by Aquatide</i> • <i>Legionella RA carried out annually</i> • <i>All documents stored in school office</i>

<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	Caretaker	<p><i>See Snow Clearing Policy</i></p> <p><i>Caretaker ensures that there is sufficient grit on site</i></p>
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases</p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>School Secretary</p> <p>Head</p>	<p><i>Poster located in Main School Office</i></p> <p><i>School Secretary, with Head will report any reportable infections</i></p> <p><i>See also the school's COVID risk assessment</i></p>
<p>Dealing with Medical Conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>Head</p> <p>School Secretary</p> <p>SENCO</p> <p>SBM</p>	<p><i>See Administration of Medicine in School Policy</i></p> <p><i>See Scholarpack for medical records</i></p> <p><i>Poster produced with child's picture and details of allergy for catering staff</i></p> <p><i>See individual care plans</i></p> <p><i>See SEND files</i></p> <p><i>Personal Emergency Evacuation Plans – Staff and Pupils</i></p>

<p>Drug Administration</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>Head</p> <p>School Secretary</p>	<p><i>See Administration of Medicine policy (held on school server)</i></p> <p><i>Training for Epi-pen usage carried out online</i></p>
<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>Head</p>	<p><i>81 staff 1 day 1st Aid trained</i></p> <p><i>14 Staff have paediatric first aid training</i></p>
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>	<p>All staff</p>	<p><i>Accidents and near misses recorded by email to specific email address (checked daily)</i></p> <p><i>Weekly staff meetings</i></p> <p><i>Any injuries to staff needing first Aid immediately verbally reported to SMT or SBM</i></p> <p><i>Pupil accident books held in each class</i></p> <p><i>Medical tracker available on ipad or laptop to all staff</i></p> <p><i>Pupil accident book held in school hall</i></p>

<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>		<p><i>See Fire Policy</i></p> <p><i>See Fire Risk Assessment</i></p> <p><i>See PEEPS</i></p> <p><i>See maintenance folder detailing weekly checks</i></p>
<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Head</p> <p>SMT</p> <p>SBM</p>	<p><i>See Critical Incident Plan (held by all SMT, SBM, School Secretary, Chair of Governors, Vice Chair of Governors Chair of Personnel Committee, Chair of Finance and Premises)</i></p>
<p>Section 4 - MONITORING AND REVIEW</p>		
<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>	<p>Head</p> <p>SBM</p> <p>H & S Committee</p>	<p><i>H & S Committee</i></p> <p><i>SBM & Head</i></p>

<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>H & S Committee</p> <p>Head</p> <p>SBM</p>	<p><i>H & S termly walk round.</i></p> <p><i>Any defects or remedial work implemented by SBM / PCM / Caretaker</i></p> <p><i>Fire risk assessment carried out annually.</i></p>
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>H & S committee</p> <p>Head</p> <p>SBM</p>	<p><i>H & S Committee terms of reference</i></p> <p><i>Head and SBM remain aware of any hazards as they walk round school</i></p> <p><i>All staff aware of reporting near misses</i></p>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Head</p> <p>SBM</p> <p>Local Authority</p>	<p><i>SBM has daily duty to ensure compliance (as far as is reasonably practicable)</i></p> <p><i>Local Authority will audit the school</i></p>

Section 5 -TRAINING

<p>Staff Health and Safety Training/Competence</p> <p>The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>Head</p> <p>Deputy</p> <p>SBM</p> <p>SMT</p>	<ul style="list-style-type: none"> • See Scholarpack for all staff detailing course undertaken • SBM has specific H & S training by recognized body • Performance Management meetings identify specific training requirements • TA PM meetings identify specific training requirements • SBM to keep updated on key changes Governor and staff on H & S requirements • H & S agenda item for weekly staff meetings for any issues to be raised
<p>Supply and Student Teachers</p> <p>The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>Head</p> <p>SBM</p> <p>SMT</p>	<ul style="list-style-type: none"> • Supply and student teachers give a copy of the Induction folder detailing the necessary policies. • Specific H & S items identified by SBM

Volunteer and Parent Helpers Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.	SBM Class teacher	<i>Induction pack given to volunteer and parent helpers</i>
Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff The First Aid Room/Rest Room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.	Head SBM	<ul style="list-style-type: none"> • <i>Sick Bay by main office</i> • <i>SBM to carry out RAs for pregnant staff</i>
Health and Well Being Including Absence Management The school has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	Governors Head Deputy	<ul style="list-style-type: none"> • <i>Staff absence policy</i> • <i>Counselling offered if needed</i> • <i>Poster in all staff toilets detailing contacts for help with stress</i> • <i>Advice from OH when needed</i>
Smoking on Site		<i>No smoking on the school site.</i>

Section 7 - ENVIRONMENTAL MANAGEMENT

Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	SBM Caretaker	<ul style="list-style-type: none"> • <i>Biffa collect bins weekly</i> • <i>Recycled bins collected fortnightly by Huntingdon District Council</i> • <i>Classes all have recycle bins for paper</i> • <i>Composting bins in each class – taken to garden area</i> • <i>Electrical items collected by recognized company and WEE duties paid</i>
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	SBM Caretaker	<ul style="list-style-type: none"> • <i>ICT is disposed of by certified contractors – PRM Technologies</i> • <i>Light bulbs disposed of correctly</i> • <i>Batteries recycled and collected</i>

Section 8 - CATERING AND FOOD HYGIENE

Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).	Lunchtime UK – Catering Contractors	<ul style="list-style-type: none"> • <i>All paperwork held in the school kitchen for compliance and RAs</i>
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Section 9 – HEALTH AND SAFETY ADVICE

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