



## Wyton on the Hill Primary School

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

Wyton on the Hill 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.

***Signed:***

***Signed:***

***Chris Lewis, Chair of Governors***

***Jo Phillips, Headteacher***

**Date of next review: 1<sup>st</sup> September 2026**



## Wyton on the Hill 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** (*Chris Lewis - 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** (*Jo Phillips*)

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 there is adequate funding of necessary health and safety training for staff;
- 2.9 the arrangements for securing health and safety assistance are 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. School Business Manager (*Jason Tuxworth*)**

The Headteacher will delegate to the School Business Manager, 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. Subject Leaders**

All subject leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department/area/class. They will:

- 4.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 identify specific staff health and safety training needs;
- 4.9 carry out departmental induction training including any specific information and training that may be necessary;
- 4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
- 4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.13 ensure that good standards of housekeeping are maintained.

## **5. Teaching Staff**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- 5.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 report accidents, near misses and defective equipment to management.
- 5.8 check large P.E equipment before each lesson.

## **6. Site Manager (*Jason Tuxworth*)**

The Site Manager is responsible to the Head teacher. 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 the day-to-day safety of the equipment and learning environments (inside and out), carrying out regular daily, weekly and monthly checks; this includes safe storage and access to equipment;
- 6.7 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 6.8 ensure that all staff work in accordance with safe working practices/risk assessments.

## **7. Health and Safety Co-ordinator (*Jason Tuxworth, School Business Manager*)**

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

- 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 ensure that the school's collection of Health and Safety documents (and their review by governors) is kept up to date and is easily accessible;
- 7.6 organise the annual inspection of equipment, including Gymnastics apparatus, small equipment and adventure play equipment;

- 7.7 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 7.8 participate in the termly health and safety inspections;
- 7.9 ensure that new staff, including newly qualified teachers and sports coaches, are aware of the Local Authority safety policy and school Health, Safety and Wellbeing Policy and procedures;
- 7.10 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.11 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.
- 7.12 ensure that staff are notified via email and the staff social media app about any hazards / defects, with follow up at staff communication meetings as necessary.
- 7.13 ensure arrangements for the periodic review of risk assessments are kept up to date.

## **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):

Name	Contact Details	Area Covered
None at present.		

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

The school has established a Health, Safety and Wellbeing Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 11.1 Headteacher: Jo Phillips
- 11.2 Deputy Headteacher: Liz Pugh
- 11.3 Health and Safety Governor: Chris Lewis (interim)
- 11.4 Health and Safety Co-ordinator Jason Tuxworth
- 11.5 Union Safety Representative: none at present

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.



## Wyton on the Hill 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. Contractors

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

All contractors must sign in/out of the school's inventory system once they have read and agreed with the school 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 in accordance with the school's finance regulations, under the support and guidance of the school's Property Management team at Strictly Education. Once a contract has been agreed, the School Business Manager, Jason Tuxworth (the person responsible for monitoring contractors' working methods) makes arrangements for the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who to, etc.

#### 3. 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>.

### **Physical Education**

The 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks associated with sport and PE. The document contains guidance issued by the relevant national governing body for physical activities and these are followed by school staff to minimise risks.

A copy of the AfPE booklet is available as a hard copy to all staff on the safeguarding shelf in the staffroom. Teachers have an additional duty of care in physical education. Pupils must be made aware of all safety issues related to physical education including the assessment and management of risks. Safe handling and use of all equipment will be taught and encouraged at all times.

For example specific procedures for lifting, carrying and placing apparatus correctly:

- bend knees, back straight to lift and lower;
- always travel in a forwards/ sideways direction – be able to see in the direction they are travelling;
- placement of apparatus carefully in position;
- carry apparatus at waist height, not lifted high.

Class teachers must establish safety rules and procedures with pupils e.g. checking of the apparatus prior to use, starting and stopping signals, stopping and moving off apparatus to sit and listen to instructions.

In addition, teachers check equipment and the working space prior to the start of activity to ensure the teaching/learning environment is safe. Any damaged equipment or gymnastic apparatus is reported to the office and removed and/or labelled and not used. An inspection of the P.E. apparatus including the outside adventure play equipment is completed annually by an external contractor. Safe preparation is an integral part of every lesson.

The warm up will involve:

- mobility exercises to prepare the joints;
- pulse raising activities to prepare the cardiovascular system;
- stretches to prepare the muscles and associated ligaments/connective tissue.
- specific muscle groups should be used that relate to the anticipated activity and bring about a full range of motion. The warm up should be gradual and sufficient to increase muscle/core temperature without causing fatigue or reducing energy stores. Aerobic activity which incorporates mobility of the joints should be completed prior to stretching.

Within physical education, teachers must adhere to the school accident and emergency procedures. Swimming is taught at St Peter's Leisure Centre which provides life guarding.

Risk assessments which relate to specific physical activities are written and reviewed annually and staff should make themselves aware of these. (see Safety in PE / Risk Assessment folder in the staff room).

**Injured or Unwell Children in PE lessons**

In the event of an injured or unwell child during a PE lesson, teachers follow these



procedures:

- Instruct the rest of the class to sit quietly and calmly while the teacher attends the injured or unwell child.
- If necessary, send the child (with a partner) to the office and/ or the nominated first aider for assistance.
- If there is any cause for doubt, do not move the child. Send another child for assistance from the school office.

Keep a record of all accidents in the accident book which is kept in the school office. For serious injuries requiring medical treatment, the red triangle procedure should be followed and an accident report form will need to be completed. This is completed online in the school office with the School Business Manager.

#### PE KIT

For health and safety of the children engaging in PE lessons they should wear PE kit for indoor and outdoor lessons. The recommended kit is listed in the school prospectus on the website and enables children to move freely and safely in PE activities and footwear provides support.

If PE kit is forgotten, clothes should not be borrowed from another child – the school can provide spare kit which is regularly washed. Class teachers send a note home to parents if children forget their kit.

PE Safety Check points:

Long hair needs to be tied back.

All jewellery should be removed, including earrings and the children should make provisions for their security.

Staff should not take out or put in earrings.

#### **4. Drugs and Medication**

The staff has 'in loco parentis' responsibilities for the welfare of children during school time.

The administering of prescribed medicines at prescribed times falls outside those responsibilities. Most medicines can be taken outside the school day. If this isn't possible parents or carers may come into school themselves to give children the prescribed dose. In exceptional circumstances it may be possible for the Head teacher or School Secretary to administer medicines. Should the need arise, parents or carers should contact the School Secretary by telephone or in person to see if arrangements can be made. Children cannot self-administer medicines unless they are able and a parent has signed a consent form. Only prescribed medication will be administered. Wherever possible medicine should be administered by parents/carers outside of school hours, however should it be necessary to bring medicine into the school it must:

- not have expired;
- be in the original container;
- be clearly labelled with the child's name;
- be clearly labelled with the dosage and any further instructions.

Staff receive annual training on specific emergency medications such as the Epi-pen when required and an up to date list of trained personnel is held by the School Business Manager.

Medications such as Epi-pens and Inhalers are named and usually stored in children's classrooms, although some children under medical guidance carry their medication on their person. Parents/carers remain responsible for ensuring all medications remain in date. Parents/carers complete a Medical Information Consent Form with regard to the storage or administration of drugs and medications in school.

For further information, please see the school's Administering Medication Policy.

## **5. Electrical Equipment (fixed and portable)**

### [Electricity Guidance](#)

Electrical appliances are inspected annually by a competent contractor and subjected to a Portable Appliance Test (PAT). Records are maintained by the School Business Manager and stored on the school server. Unauthorised electrical equipment is not permitted on site. Defective equipment must be taken out of use and reported to the School Business Manager.

The fixed wiring installation is inspected each 5 years by a competent contractor. Records are maintained by the School Business Manager stored on the school server.

## **6. Fire**

### [Fire Safety Guidance](#)

*See also: Fire Policy*

All staff must be provided with a copy of the Fire Policy during induction and sign to indicate that they have read and understood it. A copy is kept in all classrooms, offices and shared spaces. It is also stored electronically on the school server in the shared staff area.

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 Paddy Swallow.

## **7. First Aid**

### [First Aid Guidance](#)

*See also: First Aid Policy*

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is stored electronically on the school server in the shared staff area.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

The procedure for dealing with an accident during curriculum lessons, break time activities and out of hours learning activities are as follows:

First aid kits, request for first aid support cards and class inhaler boxes will be taken to the hall or outside for PE lessons.

The class teacher/qualified coach / teacher / lunchtime supervisors on duty will deal with the accident in the first instance and immediately send for a designated first aiders who will administer any first aid required.

First Aid kits are kept in classrooms, the medical room and the medical area situated outside Year 2.

All accidents in PE are recorded following the school's first aid policy by the first aider dealing with the accident and pupil accident report slip will be sent home with children.

Should a head accident occur, it will be reported to the office and parents will be informed immediately.

Pupils' contact details are kept in the school office (hard copy) and are available via the school's electronic MIS (BromCom).

Should any injury require hospital assessment/treatment, the first aider will inform the School Business Manager, who will complete the appropriate online form in accordance with the Cambridgeshire County Council (CCC) Incident Reporting – guidance on what to report document.

In the event of an accident happening off-site, mobile phones would be used to contact parents. If the tournament/fixture was out of school hours when the office was closed, parents contact numbers would be taken to the event.

#### **8. Hazardous Substances**

##### [COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be found on the school server in the shared staff area.

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

#### **9. Health and Safety Advice**

For any information and guidance not contained within this document or related documents, staff should consult with the School Business Manager, who will liaise with: 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

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

Our in-house cleaners ensure that the school is kept clean. All rubbish is removed daily by the cleaners and disposed of in appropriate bins provided to the side of the school. Wet floor cleaning is performed outside of school hours and wet floor signs utilised. Waste bins are regularly emptied by Biffa Waste disposal or the local Council. Details of contracts and work carried out by external contractors are stored on the school server.

#### **11. Handling & Lifting**

##### [Manual Handling Guidance](#)

Manual handling and lifting and working at height are considered in school risk assessments. Any equipment which is too heavy for the staff or pupils to carry must not be lifted alone or without an appropriate aid.

Working at height must only be undertaken with the correct equipment and adequate supervision. Training is undertaken by a member of staff and is then cascaded to all staff via staff meetings and training sessions.

#### **12. Jewellery, clothing and hair**

Minimal jewellery may be worn by pupils. Acceptable items are watches and studs for pierced ears, which must be removed during school lessons involving physical exercise. Newly pierced ears must be reported to the class teacher.

School pupils must wear appropriate PE kit for any physical exercise as per the school website. Children must wear clothing which is comfortable and appropriate for all activities.

Outdoor shoes should be suitable for safe active play. High heels are prohibited.

Long hair should be tied back for PE.

**13. Lettings/shared use of premises**

*See also: Lettings Policy.*

All external agencies using the school building outside of normal school time should be provided with a copy of this document.

The groups must ensure that all equipment brought on to the premises is safe with all electrical items being PAT tested.

Any accidents or incident that occurs during a letting must be documented and reported immediately to the caretaker or lettings officer in charge (and take action if needed).

First-aid equipment is provided in the First Aid room for external groups and other emergencies.

All groups are required to know the location of fire exits and fire extinguishers. Groups are responsible for their own fire evacuation and other emergency arrangements but must not interfere with the fire arrangements in situ.

Where the activity to be undertaken has specific hazards that may affect the school, its equipment or reputation, then the provider or hirer may be required to provide suitable risk assessments.

All hirers will be given a copy of the Conditions of Hire.

**14. Lone Working**

[Lone working model RA](#)

*See also: Lone Working Policy.*

If staff work after 5.30pm or during the weekend or school holidays they should alert the Site Manager/Caretaker or Headteacher so that their safety can be ensured and to prevent them being locked in the building.

**15. Maintenance / Inspection of Equipment**

[HSW Compliance Monitoring Checklist](#)

See LA and Health and Safety Guidance on line.

All, plant, machinery and equipment should be maintained according to manufacturers' instructions and any applicable statutory requirements. A record of these checks will be kept in the school office.

Portable electrical equipment will be formally checked on a bi-annual basis. A record of such checks will be kept in the school office.

Classroom equipment and tools should be checked by the class teacher as appropriate. Large P.E equipment should be checked by the member of staff using the equipment before each lesson.

The fixed electrical installation building wiring is inspected by an approved contractor every five years.

Hazardous materials are stored in the secure cleaners' storage area.

COSHH Assessments are available in this area. Hazard data information relating to cleaning materials is readily available on site.

**16. Personal Protective Equipment (PPE)**

Only equipment which is deemed suitable / appropriate by the Local Authority H&S team may be considered for purchase.

Checking and maintenance of equipment will be undertaken by the School Business Manager as part of audit and checking of First Aid equipment.

PPE will be provided free of charge where risk assessment determines its use to be necessary.

**17. Reporting Defects**

Hazards and defects should be reported to the School Business Manager, who arranges remedial works.

Interim measures must be taken to ensure hazards / defects are managed until repair or replacement is undertaken – in the first instance by the person reporting the incident and then by the School Business Manager, who will ensure that the hazardous / defective equipment is removed from the area immediately, or if it cannot be removed that it is clearly labelled 'do not use' or, in the case of part of the environment, that it is cordoned off. The School Business Manager will ensure that staff are notified via email and the staff social media app about any hazards / defects, with follow up at staff communication meetings as necessary.

**18. Risk Assessments**

[Risk Assessment Guidance](#)

All employers must carry out suitable and sufficient assessments of the risks to the health and safety of any person who may be affected by the work under the employers control and record any significant findings.

The School Business Manager, on behalf of the Governing Body, will liaise as necessary with the Health and Safety Manager for the LA to meet the school's responsibilities.

The Head teacher ensures that Curriculum Risk Assessments are undertaken by subject leaders and that these are subject to annual review.

Detailed guidance on risk assessment is set out in the health and safety manual for schools (online).

All staff should take particular note of the necessary risk assessments for PE and school visits, (see PE policy and school visits file).

Special Risk Assessments (for example, for staff who are pregnant or who have health problems).

The School Business Manager is responsible for collecting and maintain the school's library of risk assessments and liaising with the head teacher to ensure arrangements for the periodic review of risk assessments are kept up to date.

**19. School Trips/ Off-Site Activities**

[Evolve Educational Trips Support](#)

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

Risk assessments for trips, off-site activities and special events are written for each new activity and recorded on the County Evolve site, which is reviewed by the School Business Manager, Headteacher and the governing body. On booking, the teacher planning the trip should request all site risk assessments and working practices, upload them to Evolve and submit them to the School Business Manager for storing on the school server.

For all off-site school activity, beyond the local village, parental permission is required in advance in writing for a pupil to participate.

First aid is provided by a first aider carrying an appropriate first aid kit.

Pupils are adequately supervised by staff and/or volunteers in an age appropriate child to adult ratio.

The school has an off-site insurance policy.

Staff driving the school minibus must be trained within the last three years to the standard outlined in the Local Authority's policy and outlined in the school's Mini-bus risk assessment.

- 20. School Transport**  
Drivers are provided under contract by Cambridge County Council who perform relevant checks (medical, license) to ensure suitability.
- 21. Smoking**  
Smoking is not permitted on the school premises.
- 22. Staff Consultation**  
Staff are encouraged to report any HS&W concerns to the Head teacher or to the School Business Manager.  
Staff are reminded to report any HS&W concerns at the beginning of each weekly whole staff 'Communications Meeting' and HS&W concerns are a standing item at weekly CPD staff meetings.
- 23. Staff Health & Safety Training and Development**  
[H&S induction checklist](#)  
*See also: school Induction Policy*  
New staff and volunteers will receive H&S training as part of their school induction (e.g. work at height, use of VDU's, manual handling) and will be encouraged to report any concerns.
- 24. Staff Well-being / Stress**  
*See also: Staff Well-being Policy*  
EPM provide a pre-employment occupational health assessment through Heales Medical, which is available to all new staff.  
Staff can also be referred for an assessment if there are any concerns for their well-being.  
Staff undertake performance management reviews which may highlight a cause for concern also.  
Staff are made aware that the Local Authority provides a counselling service through Health Assured, an independent, external organisation. Support is available 24 hours a day, 7 days a week, 365 days a year.
- 25. Supervision** [including out of school learning activity/study support]  
Pupils are always supervised in the appropriate ratio during curriculum and break times from 8.35am until the finish of any after school clubs. If a member of staff does not know the whereabouts of a child in the care, they must raise the alarm immediately by sending a message to the School Business Manager or Head teacher so that the school's Lost Child Procedure can be implemented immediately.  
Visitors or providers of activities from outside of the school staff are not left alone with the pupils unless the adult has had appropriate checks including a DBS check.
- 26. Use of VDU's / Display Screens**  
[DSE Guidance](#)  
Staff will be trained on the use of VDUs and how to make an analysis of their workstation.  
Any defects in their workstations will be reported to the School Business Manager.
- 27. Vehicles on Site**

#### [Management of Traffic on site guidance](#)

Children do not have access to the school car park during the school day. A risk assessment regarding the use of the car park is reviewed annually.

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

#### [Violence and Aggression in schools guidance](#)

*See also: Site Security Policy*

Violence and aggression against staff, pupils, visitors and other on the site is unacceptable. Any incident of violence to staff, whether from an adult or a child should be reported to Headteacher or Senior Staff immediately and recorded formally.

Where it is considered necessary other steps, that may include prosecution, will be taken against offenders.

All doors into the school are kept locked (magnetic log not key locked) and access is only possible by fobs attached to the identity badges of staff and limited visitors. Visitors may enter only by the front door to be greeted by the office staff.

If under threat of abuse, they must call for help - in situations of child safety concerns a lock-down procedure will be implemented.

Details of this are in the critical incident file in the main office.

Staff are required to report any incidents of verbal or physical violence.

All visitors to the school are required to provide ID and are recorded in the school Inventory system. The school has a lock down procedure which is practised annually.

### **29. Working at Height**

#### [Working at Height Guidance](#)

Staff and other supervising adults should use the designated stepladders when working at height (eg displaying work).

Chairs and tables should not be used.

Only staff trained in the use of ladders should use ladders.

### **30. Work Experience**

Work placements will be invited for an initial meeting with the Head teacher or senior manager at the school. The placements are always arranged via the student's school or college from whom a reference is provided. The student will not be left unsupervised with pupils.

### **31. Outdoor Play Equipment and den building area**

One member of staff or Lunchtime Supervisor closely supervises the use of the outdoor adventure play equipment and another the use of the den building area at playtimes.

Pupils should not use the outdoor adventure play equipment or den building until a member of staff or a Lunchtime Supervisor is in attendance.

If the adventure play equipment is used for extra playtime or during curriculum time then a member of staff should closely supervise it.

Pupils should not climb to the top of the posts.

Staff should regularly remind pupils of safe use.

Supervising staff should inspect the equipment prior to use and report any defects to the Headteacher immediately. Faulty equipment should be withdrawn from use.

Parents and carers are advised that the equipment is not supervised before and after school and children, including pre-schoolers, should not play on it during those times.

If they do this will be the responsibility of the parents/carers looking after them before and after school.

Adventure play equipment is checked on an annual basis by an external safety contractor.

**32. Playground**

Staff supervise all outside areas during playtime.

Lunchtime supervisors are on duty at lunchtime.

**33. Movement around the school**

Teachers are responsible for ensuring that children move around the school safely during curriculum time.

No pupils should remain unsupervised in classrooms.

Staff or supervising adults should report any conditions considered likely to cause slips, trips and falls eg. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, School Business Manager or Caretaker immediately.