



Petersfield Church of England Aided Primary School Statement of General Policy for Health, Safety and Wellbeing

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God teaches us we are all equal, valued and unique. We are a small rural school with deeply held Christian values which motivate and inspire us to provide a rich and diverse education. **"I have come that they may have life, and have it to the full." John 10:10.**

Love: 1 Corinthians 13:4-7 It is integral in all our decision-making. This equips our children for all aspects in life, as they grow and reach their full potential.

Trust: Isaiah 26:4 It encourages the whole school to work together for the mutual benefit of all, promoting an excellent working relationship

Peace: Thessalonians 5:13 It helps us to respect each other, recognising all opinions to provide a safe and inclusive learning environment that encourages discussion of all ideas, so promoting a deeper understanding of each other and the wider world.

Friendship: Luke 6:31 We constantly strive to build and foster the positive relationships so providing a safe and caring environment in which to learn.

Creativity: Romans 12:6 Each one of us has a unique talent, we all have inherent creativity, and we actively encourage this in all aspects of school life.

Petersfield 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.

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

(see <https://www.petersfield.cambs.sch.uk/site/pages/pageReact.php?page=governors&t=1659505587>)

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Health and Safety Team and 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. Headteachers

(see https://www.petersfield.cambs.sch.uk/site/pages/page.php?page=staff_information&t=1659505595)

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;
- 2.7.1 first aid materials and fire equipment is adequate, and maintained;
- 2.8 the funding of necessary health and safety training for staff;
- 2.8 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. Senior Leadership Team

(see https://www.petersfield.cambs.sch.uk/site/pages/page.php?page=staff_information&t=1659505595)

The Headteacher may delegate to the Senior Leadership Team or Office Administrator, the following duties:

- 3.1 ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- 3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 arrange for termly evacuation drills and weekly fire alarm tests;
- 3.6 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
- 3.7 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been

- identified as unsafe;
- 3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 3.9 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

4. Curriculum Leads

All Curriculum Leads are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their subject area. 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 subject area 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 area. Any problems that cannot be satisfactorily solved within the area 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 an activity with an element of risk;
- 5.4 know the location of the nearest fire exit, 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. Caretaker

(see https://www.petersfield.cambs.sch.uk/site/pages/page.php?page=staff_information&t=1659505595)

When in post, the Caretaker is responsible to the Headteachers. Whilst advertising, these roles are split between office staff and SLT. 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

(see Secretary https://www.petersfield.cambs.sch.uk/site/pages/page.php?page=staff_information&t=1659505595)

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 School Property Manager (responsible for coordinating statutory checks and vetting and commissioning contractors) or contractors 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.

10. Health, Safety and Wellbeing Committee

The school has established a Health, Safety and Wellbeing Committee, which meets termly and includes a site walk. 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 may comprise of:

- 10.1 Headteacher
- 10.2 Senior Leadership Team
- 10.3 Health and Safety Governor
- 10.4 Health and Safety Co-ordinator
- 10.5 Safety Representative
- 10.6 Caretaker
- 10.7 Pupil representatives
- 10.8 School Property Manager

The Committee submits an action plan at least termly to the Resources Committee.

Updated statistics are submitted at least annually to the Governing Body for their consideration. As a minimum, the reports will contain a summary of reportable accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Petersfield Church of England Aided Primary School

Arrangements for Health, Safety and Wellbeing

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Incident Reporting, Recording and Investigation

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the CCC [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally.

Local logs e.g. first aid book records should be kept. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required.

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

2. Asbestos

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held in the office. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

3. Contractors

[Contractor Management Guidance](#)

All contractors must sign in/out and view the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Our property Manager, Matt (PCM) vets and commissions contractors and monitors and coordinates work and remedial actions identified. All contractors view the blue laminated sheets including safeguarding and health and safety information on arrival on site. They sign to confirm this. Where work is not routine, regular liaison throughout their time on site is coordinated by the Headteachers, Secretary or Property Governor. Any concerns identified by staff or contractors should be reported to the secretary or Headteachers.

4. Curriculum Safety

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

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

PE: The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks

5. Drugs and Medication

Please see our Medical Needs and First Aid Policy.

6. Electrical Equipment

[Electricity Guidance](#)

PCM commission PAT testing including a thorough examination by competent person, who maintains the record of inspection. The Asset register and regular visual inspection is the responsibility of our secretary. All staff are responsible for a regular visual inspection of equipment used and should stop using and report any defects to the secretary and complete a caretaker log. Staff should ask the Headteacher before bringing personal items to school.

7. Fire

[Fire Safety Guidance](#)

All staff must be provided with a copy of the Fire Policy during induction and sign to indicate that they have read and understood it as part of the induction. This information is in the Petersfield Principles and a summary is contained in the Health and Safety leaflet. These documents are on the staff share and the staff website. The Health and Safety Leaflet is in the school entrance.

All staff must complete fire awareness training as part of induction 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 (Matt, PCM)

8. First Aid

[First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it as part of the induction. A copy is on the staff share and the staff website. A first aid needs assessment has been undertaken and there are adequate staff who are either Basic First Aid training (1 day), Paediatric First Aid or FAW trained (3 day).

9. Hazardous Substances

[COSHH Guidance](#)

A COSHH (Control of Substance Hazardous to Health) Risk Register form is kept with all substances identified on this. Where appropriate, risk assessments are written for all hazardous substances stored on site. Data sheets are held for these substances in the Office and in the cleaning cupboard. All staff and contractors must read this and follow the appropriate manufactures guidance and risk assessments.

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

10. Health and Safety Advice

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council,
Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309,

11. Housekeeping, cleaning & waste disposal

Our cleaners are employed to keep the site clean and to minimise accumulation of rubbish. Where floors are wet, they use hazard signs to alert others to this to minimise risks of slips. Where needles are required for medical conditions, we have a sharps bin. Where sharp objects and glass are found, objects disposed of by adults only and put in an external bin. Where ice is present, salt is distributed on walk ways. The external waste bins are kept away from the building and have a mechanism to prevent movement.

12. Handling & Lifting

[Manual Handling Guidance](#)

Guidance and the risk assessment for Manual handling is called Petersfield Manual Handling Risk Register. All staff and contractors must read this and follow the restrictions, training and rules, notifying the Headteacher of any additional manual handling.

13. Jewellery

If children have pierced ears, they can only wear a small, plain, round, gold or silver stud. Earrings should not be worn on PE days. Please ensure that piercings are done over a summer holiday, only if enough time is allowed so that earrings can be removed once a child returns to school. We are not able to remove children's earrings for them - they must not wear earrings on PE days. Pupils cannot swim with earrings in.

14. Lettings/shared use of premises

[Lettings Policy Template](#)

Please see our Lettings Policy.

15. Lone Working

[Lone working model RA](#)

Guidance and the risk assessment for Lone Working is called Petersfield Lone Working Risk Assessment. All staff and contractors must read this and follow the restrictions, training and rules, notifying the Headteacher of any planned lone working.

16. Maintenance / Inspection of Equipment

[HSW Compliance Monitoring Checklist](#)

Ladders and steps when used have regular checks by caretaker. The kitchen extraction systems are inspected by the electrician. The PE equipment is inspected annually. A regular schedule of testing key systems such as the fire alarm, emergency lighting etc are all part of the PCM and school annual checks schedule.

17. Personal Protective Equipment (PPE)

PPE is covered by our Covid & Medical/ First Aid Risk Assessments. PPE is worn by cleaners and swimming pool operatives. Where other PPE is required, this should be discussed with the Headteacher in the first instance. PPE is provided free of charge where risk assessment determines this to be necessary.

18. Reporting Defects

All hazards should be reported to the Office, completing a caretaker log whenever appropriate, who will take interim measures to address these pending rectification and notify SLT daily at the daily triage sessions or sooner if required. Our Secretary arranges remedial works either through PCM or our local contractor.

19. Risk Assessments

[Risk Assessment Guidance](#)

Risk Assessments are reviewed annually, usually in the summer term unless an incident dictates they are required following an incident. All staff contribute to Risk Assessments. Additional risk assessments – for example for staff who are pregnant or who have health problems are completed as required.

20. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk [All visits must be planned well in advance and approved by the EVC and HTs. Risk Assessments and documents including when to notify Education Visit Adviser, emergency arrangements, parental authorisation, supervision requirements, first aid provision etc are approved on Evolve.

21. School Transport

School transport is provided by Cambridge County Council who are responsible for all checks. Where a new driver or escort presents, staff check ID. Any concerns should be reported to the school office and in turn reported to County Education transport. Educational Visits transport is address through

Offsite visit Risk Assessments on Evolve. Where staff transport children, rarely, this is also covered by the Evolve Risk Assessment and a checklist is in place to check licence, insurance etc.

22. Smoking

Smoking is not permitted anywhere on the school site. Please see our Smoke Free Policy.

23. Staff Consultation

Staff should raise a concern with the HT or appropriate member of SLT or office staff at any time there is a concern or make a suggestion about how to improve the H&S provision. They should not wait for an appropriate review / H&S meeting or walk to raise a concern. Regular H&S walks, including staff, governors and external providers occur during the academic year with all stakeholders invited to contribute.

24. Staff Health & Safety Training and Development

[H&S induction checklist](#)

At induction, new staff are briefed about H&S arrangements establishing minimum health and safety competencies for certain activities, (e.g. those listed in this policy) and certain roles. An annual update is provided through the Petersfield Principles document for staff.

25. Staff Well-being / Stress

There are many different times in the school year that create additional pressure for staff, which the Governing Body will be aware of. Please see our school policy. Employee Assistance is offered through the County. Please see the current posters in the staffroom and office.

26. Supervision

Pupils should be appropriately supervised at all times by a member of staff who is DBS checked. This may involve being in sight, hearing or in an allocated area (for example toilets, walking to the office) for an identified period of time with appropriate checks and emergency contingencies and is determined by the needs of the pupils and activity. Visitor and contractor inductions and checks set out supervision for visitors. EVC & HT approval is required for all off site visits.

27. Swimming Pool Operating Procedures

CCC Curriculum Adviser: Ian.roberts@cambridgeshire.gov.uk

Currently we are not using the school pool but when we do, the pool risk assessment covers minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, first aid provision and training for plant operators.

28. Use of VDU's / Display Screens

[DSE Guidance](#)

DSE assessments are conducted for users who use DSE daily for continuous periods of an hour or more daily. From this any training requirements for staff who make significant use of VDU's are identified. Any issues or health and safety concerns should be reported to the secretary or Headteachers and reported on a Caretaker log. Users should take short breaks often, rather than longer ones less often. Generally users should be able to choose when to take breaks. Eye tests can be arranged for DSE users whom the regulations apply to by speaking to the Headteachers.

29. Vehicles on Site

[Management of Traffic on site guidance](#)

Children should never be in the staff car park and the staff car park should only be used by staff. However a walking route is marked. Vehicle movement on site is limited. Deliveries are organised outside of school start and finish times. We have a risk assessment for onsite movement of vehicles.

30. Violence to Staff / School Security

[Violence and Aggression in schools guidance](#)

Guidance and the risk assessment for violence to staff & school security is called – Petersfield Managing Verbal and Physical Antisocial behaviour Risk Assessment. All staff and contractors must read this and follow the restrictions, training, rules. Site security is maintained as the school is a secure site with external doors and gates locked after the start of the school day. Once the gate is locked, admission

is only through the school office where visitors must sign in. Our Code of Communication and Visitor Behaviour Policy detail the expectations of visitors and any incidents of verbal and physical violence should be reported on an incident log to the headteachers immediately. Where specific needs, risks or training are required additional to our STEPs training, individual risk assessments are carried out.

31. Working at Height

[Working at Height Guidance](#)

Guidance and the risk assessment for working at height is called – Petersfield Working at Height Risk Assessment. All staff and contractors must read this and follow the restrictions, training, rules and checklists before use.

32. Work Experience

Work experience is arranged by liaising with the relevant secondary school and is coordinated by the Volunteer and Student coordinator (Headteacher). Training needs, induction and supervision is planned by the Headteacher.