



## **Petersfield Church of England (A) Primary School**

### **Health and Safety**

**Petersfield Church of England Primary School believes that health and safety is paramount in all areas of its activities.**

The School is committed to providing its pupils, staff and all adults with safe places of work that do not impact negatively on their health and well-being. Petersfield Church of England Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its stakeholders, contractors, visitors or anyone else that could be negatively impacted by its school activities.

Below are a series of Frequently Asked Questions.

#### **Who is responsible for Health and Safety in school?**

The Headteachers, Governors and SLT (Senior Leadership Team) are responsible, although it is the duty of all staff to ensure that Petersfield is safe for all pupils. Visitors, parents and pupils also have their part to play in identifying risks to keep everyone safe.

#### **What are the arrangements & procedures for Health, Safety and Welfare?**

The following procedures and 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:

Accident Reporting, Recording & Investigation - Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

The Headteachers must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.

#### **Is there any asbestos in school? How is this managed?**

The Headteachers are responsible for asbestos: the location of the asbestos survey is in the office. Contractors and others such as site supervisors etc. have sight of this survey prior to starting any work on the premises. Instructions are given to staff not to drill or affix anything to walls without first obtaining approval from the premises manager and checking the manual. Staff should report damage, including to asbestos materials.

#### **Are contractors safe?**

Before any work begins there is an induction period with contractors in which health and safety information is exchanged and safe working practices agreed. Risk assessments are in place and there are frequent liaison meetings. Matt Hiles is responsible for monitoring contractors' working methods, liaising with contract supervisors in Property & Estates and referring to the County Council 5Cs system.

#### **How is Curriculum Safety ensured?**

It is a requirement for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, to ensure that health & safety is written into the lesson scheme of work. Staff must be qualified to teach certain activities, and they should be familiar with any health and safety publications adopted by the school. When going on off-site visits, risk assessments are put onto the county system, Evolve. These are monitored by the Headteachers.

#### **Is the electrical equipment tested?**

Bi-Annual PAT testing is carried out by an electrician in the Summer term.

#### **What happens in a fire drill?**

The Headteachers are responsible for the Fire Policy. The fire alarm is tested by Britannia and the fire drill is carried out at least termly. Once the fire alarm goes off all adults and pupils walk calmly out onto the school field, facing away from the building (in case of glass or debris). The class teachers then take the registers

and a register is taken for the adults. Each drill is recorded, timed and evaluated. If you are in school when the fire alarm sounds, please exit via the nearest exit and report to the office staff on the school field.

#### **Can I smoke on the school site?**

No. Petersfield School is a non-smoking site.

#### **What is an invacuation?**

It may be necessary, in an emergency, for everyone to get into the school building to be safe. Each invacuation is recorded, timed and evaluated. The pupils understand that this procedure is practised to keep them safe and they are not unduly alarmed. If you are in school when an invacuation is sounded, please follow staff instructions and ensure you are inside the building.

#### **What is the policy on jewellery?**

The policy on pupils wearing plain gold or silver small round stud earrings which must not be worn on PE days. No other jewellery is allowed except for watches.

#### **How is the H&S monitored?**

Termly walks are carried out by the Health and Safety Governors, Headteacher and Property Manager and includes visitors, staff and pupils. We regularly monitor accident reports/trends and complaints. An action plan is updated and reported to the Governors.

#### **What are the Swimming Pool Operating Procedures?**

There are always two adults, with the minimum of one to have resuscitation training. Assistance is summoned in an emergency by the lanyard system, via Ash class and walkie talkies. The pool water quality is tested at least twice daily by qualified pool carers. A maximum of 12 swimmers can be in the pool and there is first aid provision in the area.

#### **What about School Transport?**

This is organised with a reputable company who do appropriate driver medical examinations, meet license requirements and are authorised drivers.

### **Are there vehicles on site?**

Children should never be in the staff car park and the staff car park should only be used by staff. Therefore 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.

### **What are the policies on COSHH, Manual Handling and Working at Height?**

We have a risk assessment for all of these areas. Please speak to the office or Headteachers in advance if there is any reason for you to work with any hazardous substances or undertake manual handling and working from height.

### **How do you keep staff and visitors safe and ensure the school is secure?**

Site security is maintained by keeping doors shut, controlling visitor access and having signing in arrangements. It is for all staff to report all incidents of verbal & physical violence, which is a breach of our Visitor Behaviour Policy and Code of Communication. We have Risk Assessments for many aspects of life. Please ask a member of staff for guidance in advance of completing any activity.

### **Who are the first aiders?**

Most staff are first aiders so you can ask any staff member for help. The office staff are designated first aiders.

### **What do I do if I have any questions about Health and Safety matters at Petersfield?**

Visit the school website to read our full Health and Safety policy or speak to a member of the Office staff to find out more.



**Mrs Laura Penrose**  
**Co-Headteacher**



**Ms Lynsey Perkins**  
**Co-Headteacher**

# **Health and Safety at Petersfield**

## **Welcome to Petersfield Church of England (A) Primary School**

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SG8 5QG

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[www.petersfield.cambs.sch.uk](http://www.petersfield.cambs.sch.uk)

### **Co-Headteachers**

Mrs Laura Penrose & Ms Lynsey Perkins

### **Please take a leaflet.**

**Working together both to safeguard and to  
enable all our children to reach their full  
potential.**

**God teaches us we are all equal, valued and  
unique.** We are a small rural school with deeply  
held Christian values (Love, Trust, Peace,  
Creativity & Friendship) which motivate and  
inspire us to provide a rich & diverse education. **I  
have come that they may have life, and have  
it to the full.**

If you are unsure about anything or have any  
questions or concerns during your visit, please  
inform a member of staff immediately or let the  
school office know.

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