



Health & Safety Policy

Policy Number : POL-MAN-007

Issue : 8

Status : APPROVED

APPROVED	Date	Name	Signature
School			
Governing Body			

CHANGE HISTORY

Issue Number	Issued On	Next Review Due	List of Changes
1	18/5/2011	May 2012	New Policy
2	15/5/2012	May 2013	Minor Updates
3	26/2/2013	March 2014	Inclement weather & Exposure to UV Rays added.
4	March 2014	March 2015	Dogs on Site: PE
5	Sept 2016	Sept 2017	Responsibilities of Headteacher, Teaching Staff, Caretaker, All employees, resources committee, emergency procedure documents, first aid, jewellery, school transport, staff wellbeing, inclement weather and addition of Safeguarding Statement.
6	November 2017	November 2018	Appendix 1 – Agenda items for Health and Safety added.
7	October 2018	October 2019	
8.	November 2019	November 2020	Updated
9.	November 2020	November 2021	Minor changes made
10.	November 2021	November 2022	Minor changes made

Health, Safety and Welfare Policy
Statement of General Policy

Kettlefields School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Kettlefields School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Organisation and Responsibilities for
Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety 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

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined

by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2 Head teacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head teacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Head teacher will include: -

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Adequate staffing levels for safe supervision;
- The delegated responsibility for maintenance of the premises;
- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of school equipment;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances;
- The funding of necessary safety training for staff;
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a premises manager;
- The provision of appropriate health and safety information to governors.
- Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Arrange for termly evacuation and invacuation drills and weekly fire alarm tests etc.
- Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 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;
- Ensure that all senior managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- Oversee all arrangements for educational visits and school journeys.
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- Ensure that all accidents are investigated with a view to preventing a recurrence; including the recording of 'near misses'.
- Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;

- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , CLEAPSS, DfE, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- Consult with all staff on any matters which may affect their health or safety whilst at work;
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3 Teachers

All Teachers are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, and off site e.g. school trips. In particular Class teachers shall:

- Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- Remove from use and inform the Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- Ensure that adequate levels of class supervision are available at all times.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- Resolve health and safety problems referred by members of staff within their class. Any problems that cannot be satisfactorily solved must be referred to the Headteacher.
- Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- Ensure that good standards of housekeeping are maintained;

4 Teaching Staff (including supply and Teaching Assistants)

- 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;
- Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- Ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;

- Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- Ensure safety devices e.g. machinery guards are in good condition and are used;
- Report any defective equipment to the Head.
- Investigate all accidents (in conjunction with the Head), which occur through activities organised/supervised by teachers/HLTA's
- Propose for consideration by the Head any improvements, which they consider, would improve health or safety standards within the department;
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking schools parties off site on educational visits and that these are stored and recorded electronically on Evolve.

5 Caretaker

The caretaker is responsible to the Headteacher. Duties include:

- Helping to arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- Is responsible for the safe storage of all cleaning materials and displaying signage to indicate where hazardous products are stored.
- Ensuring that any personal protective equipment used by her is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that she works in accordance with safe working practices issued by the school, the LA etc;

6 All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health 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 senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required to:

- Read the school Health and Safety Policy annually and sign to say that they have done so and agree to abide by its contents.
- Participate in the risk assessment process and comply with findings;
- Report all defects in the condition of the premises or equipment to which they become aware;
- Report all accidents according to the school procedures;
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- Make use of all necessary personal protective equipment provided for safety or health reasons;
- Where necessary, make use of all control measures made available to them, e.g. fume cupboards etc;
- Follow all relevant codes of safe working practice and local rules;
- Report any unsafe working practices to the Head teacher.

7 Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils

will:

- Follow all instructions issued by any member of staff in the case of an emergency;
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation, which may affect their safety.

8 Resources Committee (including Head)

The Resources Committee take on certain functions but the overall responsibility rests with the Head Teacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- Review this policy statement annually and ensure that the appropriate amendments are made as and when circumstances change;
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Oversee the termly evacuation and invacuation drills and weekly fire alarm tests etc.
- Advise the Property Division of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;

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:

1 Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member

or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

- The Headteacher 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.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

2 Asbestos

The Head and Chair of Premises are responsible for the Asbestos Record System, held within the Hazards Folder, located at the entrance to the school office. All contractors are required to sign in, within the Hazards Folder, prior to starting any work on the premises.

3 Contractors

The Head and Premises Committee select contractors following best Value principles. They ensure arrangements are in place such as the induction of contractors to exchange health and safety information and to agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisors in Property & Estates, and reference to the County Council 5Cs system. All contractors must report to the school secretary or Head teacher before beginning work and on completion. Identification should be shown; all contractors are required to sign in, within the Hazards Folder prior to starting any work. The Hazards folder is located in the school office.

Curriculum Safety

Staffs are required to undertake suitable written risk assessments prior to commencing hazardous activities, and ensure that health and safety is written into lesson plans where necessary. See individual Risk Assessments.

4 Drugs & Medications

See Administering Medicines Policy

5 Electrical Equipment (fixed and portable)

The schools Property Adviser oversee and ensure all necessary checks and testing in relation to electrical equipment.

6 Fire Precautions & Emergency Procedures

The Premises Committee are responsible for ensuring all fire risk assessments and procedures are up to date. See Critical Incidents Policy and folder

7 Location of Emergency Procedure Documents

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

- Critical Incident folder/Terrorist threats x 3: Located in the School Office, Head Teacher & Chair of Governors.
- Fire Drill Procedure
- The safe evacuation of persons is an absolute priority, as is the safe implementation of the school's invacuation procedure..
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Emergency procedures for incidents outside normal working hours are held by:
 - The Head teacher and The Chair of Governors.

These procedures will be reviewed at least annually.

8 First Aid

First Aid Boxes are located as follows:

First Aid Room

Mobile

Outside school kitchen

The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept In:

- First Aid Room.

Refer to Accidents and First Aid Policy (POL-MAN-007-D).

9 Glass & Glazing

All glass in doors and side panels is safety glass, all replacement glass must be of safety standard.

10 Hazardous Substances

All hazardous substances will be risk assessed. All cleaning substances are risk assessed by CCS.

11 Health and Safety Advice

The school will make use of Cambridge County Council Health & Safety Advice, for competent advice as required.

12 Housekeeping, cleaning & waste disposal

The caretaker will make arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

13 Handling & Lifting

Staff should be aware of the correct procedures for lifting and carrying equipment and furniture. Staff should be suitably trained to carry out tasks and activities.



14 Jewellery

No jewellery other than stud earrings may be worn by pupils.

15 Lettings/shared use of premises

All outside parties using the premises are required to follow the school policies & procedures. Refer to Lettings Policy

16 Lone Working

Refer to staff handbook.

17 Reporting Defects

Staff report to head or the school office and the caretaker is made aware at the first possible opportunity, unless it is deemed an emergency, in which case the head will authorise immediate action.

18 Risk Assessments

The Head and premises committee will ensure all relevant risk assessments are written and carried out.

19 School Trips/ Off-Site Activities

Refer to the Educational Visits and Activities policy. All off site visits are risk assessed.

20 School Transport

Where trips involve transport, coaches with seatbelts are always used and written permission from parents is always obtained. Where private cars are used either by staff or parents to transport pupils the necessary insurance is checked, safeguarding procedures are followed and booster seats are provided where needed. There are always two adults per car and no lap belts are used. Children do not travel in the front seats of cars.

21 Smoking

No smoking is allowed on the school premises.

22 Staff Consultation

The premises committee will meet termly and termly Health and Safety checks are completed. The information will be fed back to staff where necessary.

23 Staff Health & Safety Training and Development

Refer to Staff Induction Policy. All new staff are inducted through the health and safety policy. On going Individual staff specific, training needs will be identified and relevant training provided.

24 Staff Well-being / Stress

The school follows the county arrangements for supporting staff. The school is committed to reducing unnecessary stress and works to encourage a sense of well being. School staff are supported both through face to face training and telephone counselling through the school staff Insurance Provider.

25 Supervision [including out of school learning activity/study support]

All staff are DBS checked and the central record is kept up to date. Supervision ratios will be in the activity risk assessments. A first aider always accompanies pupils on a class trip.

26 Vehicles on Site

Vehicle access across the zebra crossing into the car park is restricted at school drop off / pick up time and the Zebra crossing is manned at this time to ensure pedestrian safety. Refer to car park risk assessment.

27 School Security

The caretaker is responsible for opening/ locking up and staff with keys follow the procedures for opening/ locking up carefully. The pedestrian gate is opened first thing in the morning and locked as soon as possible once the whistle has gone, this gate is unlocked again at 3pm. The school is secure and the car park gate is kept closed during the school day. Staff are appropriately trained to deal with Physical Intervention, refer to The Behaviour Policy POL-MAN-004. All visitors sign in and out from the office and all visitors are given visitor's badges to wear while on the premises. Any verbal or physical violence is reported using the school procedures for reporting and logging incidents.

28 Working at Height

Only staff that have been appropriately trained will use steps and ladders.

29 Work Experience

The school is part of Connexions and follows suitable risk assessments and pre interviews with any young people attending the school on work experience.

30 Inclement Weather

In the event of heavy snow fall or any other extreme circumstance leading to the unlikely event that staff are unable to get into school, staff must telephone the head teacher to notify his/her by 7.15am. The decision to close the school will be made by the head teacher & chair of Governors by 7.30am, when the staff telephone tree will come into use. The school web site will be up dated to show an open/closed status and Radio Cambridgeshire will broadcast the schools closure.

31 Exposure to UV Rays

The school will aim to work with parents, Governors and the wider community by raising and reinforcing awareness about sun safety.

Children are encouraged to keep out of the direct sun and sit in the shade in both the playground and/or the field.

Children should bring sun hats to school to wear at playtimes and during outdoor lessons in the summer term.

Children should wear T-shirts which cover their shoulders for PE lessons or long sleeves for daytime. All teachers, teaching assistants and lunch-time supervisors will be encouraged to wear hats when on playground duty and during sports lessons, when necessary.

Sun screen use will be encouraged on school trips and for outdoor lessons.
Parents are expected to ensure sun cream is applied to their children before school in the morning during the summer months.
Parents are expected to teach their children how to sensibly use and apply these screens and will clearly label them and put them in their child's bag for their own use.
Children are expected to bring their own sun screen and apply it themselves.
Children may only use their own sun screen.
Teachers will not apply sun screen to any children.

Sun safety is included in the PSHE curriculum.

32 Dogs

No dogs are allowed on the premises except guide dogs and PAT dogs.

Safeguarding Statement

At Kettlefields Primary School the welfare of staff and children is paramount. Everyone in our school, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns regarding children or adults to one of the designated child protection officers. If the allegation involves a member of staff, it must be reported to the Headteacher. If the allegation involves the Headteacher it should be reported to the Chair of Governors.