



**Friday Bridge Primary School**

## **Health and Safety Policy**

<b>POLICY DOCUMENT</b>	Health and Safety Policy
<b>Policy Number</b>	8
<b>Type of Policy –</b>	Statutory Policy
<b>Governor Committee</b>	Full Governing Body
<b>Approval Date</b>	October 2024
<b>Review Frequency</b>	Annually
<b>Date of next review</b>	October 2025
<b>Publish on School Website</b>	Yes
<b>Chair of Governing Body signature</b>	Maggie Barwell
<b>Date</b>	14.11.24

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

**Friday Bridge Primary School** is committed to ensuring the health, safety and wellbeing (HSW) of all **staff, pupils** and visitors.

The **Leadership Team** 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 **Leadership Team** 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 **Leadership Team**, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

Maggie Barwell, <b>Chair of Governors</b>
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**15 05 2024**

Date of next review: **07 05 2025**

Michael Elliott, <b>Headteacher</b>
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**15 05 2024**

## **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 *Maggie Barwell - 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 *Michael Elliott***

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;
- 2.8.1 the funding of necessary health and safety training for staff;
- 2.9 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. Assistant Headteacher *Naomi McKie***

The Headteacher will delegate to the Deputy Headteacher, 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. Curriculum Leaders**

All Teachers, subject leaders, senior staff and the Caretaker 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 risk 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.

**6. Caretaker: *Peter Tilney***

The Caretaker is responsible to the School Business Manager, Zoe Thistlethwaite. 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 ( *School Business Manager, Zoe Thistlethwaite* )**

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;
- 7.3.1 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.3.2 arrange termly evacuation drills and weekly fire alarm tests etc;
- 7.5 advise the Local Authority 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.

**Names of appointed Safety Representative(s):**

<b><u>Name</u></b>	<b>Contact Details</b>	<b>Area Covered</b>
Donna Suttle	01945 860220	whole school

**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 [Michael Elliott]
- 11.2 Deputy Headteacher [Naomi McKie]
- 11.3 Health and Safety Governor [Maggie Barwell]
- 11.4 Health and Safety Co-ordinator [Zoe Thistlethwite]
- 11.5 Health, Safety & Wellbeing Representative SENCo Donna Suttle
- 11.6 Site Manager/Caretaker [Peter Tilney]

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.

(Insert Name) **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.

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** *(remove this section if your school has never contained asbestos; applies to all schools built after the year 2000)* [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 of 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.

Contractors are selected based on reputation, quality of work, availability to undertake the work in required timeframe, VFM, ability to meet the safeguarding criteria. Maintains an effective working relationship with the Contracts Manager Zoe Thistlethwaite, compliance in sharing H&S information, provision and adherence to risk assessments, attending liaison and progress meetings as required. The work is monitored by the Senior Administrator , Emma levitt and or the Headteacher, Micahel Elliott.

### **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: [health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@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**

*Administering Medicines Policy*

### **6. Electrical Equipment**

#### [Electricity Guidance](#)

Staff are trained and pupils taught, to recognise and immediately report any visible defects in equipment. A list of electrical equipment is kept in the office. Pupils are taught never to use electrical equipment if there is a visible fault or defect.

Thorough checks by a professional are undertaken at least annually, for example PAT testing for all electrical equipment. Records are kept, with details of equipment that has passed the test and the equipment that has failed the safety tests. A five yearly electrical test is undertaken on the distribution board equipment. Any defects are reported escalated up via the relevant pathway as advised by our SBM / Headteacher or relevant LA contact.

### **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. A copy is kept in the school office. Supply staff are issued with a copy when they are work at our school.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, t determined by the Headteacher and the School's competent Fire Safety Adviser Zoe Thistlethwaite.

## 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. A copy is kept in the office and is available from the website.

### [Trained First Aiders:](#)

Name	Expiry Date	Course	
Donna Suttle	05 06 2025	Emergency First Aid at Work (adapted for schools)	
Dominique Crawford	June 2026	Forest School First Aid	
Tina Mattless	May 2025	1 day First Aid at Work	
Sam Riley	May 2025	1 day First Aid at Work	
Michelle Wye	May 2025	1 day First Aid at Work	
Lesley Wiffen	May 2025	1 day First Aid at Work	
Emma Levitt	May 2025	1 day First Aid at Work	
Michael Elliott	05 06 2025	Emergency First Aid at Work (adapted for schools)	
Erika Harvey	May 2025	1 day First Aid at Work	
Naomi McKie	May 2025	1 day First Aid at Work	
Miriam Appleby	October 2025	Paediatric First Aid	
Donna Suttle	October 2025	Paediatric First Aid	
Dominique Crawford	January 2024	Paediatric First Aid	

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).

## 9. 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 *in the School office*.

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

**10. Health and Safety Advice**

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

**11. Housekeeping, cleaning & waste disposal**

This is managed by the caretaker and cleaners on a day to day basis and overseen by our SBM, Zoe Thstlethwaite. There is a sharps policy to guide good practice on the disposal of clinical waste. The caretaker checks the grounds for sharps, particularly at the perimeter of the site, as broken glass and needles have occasionally been found there. Security and placement of bins within school grounds near the double gates and well away from any buildings. Pest control measures are in operation near to the bin area to avoid vermin infestation.

**12. Handling & Lifting**

[Manual Handling Guidance](#)

Activities involving lifting/handling, have been identified and discussed, resulting in risk assessments being agreed, put in place and adhered to, minimising risk. School leaders welcome and actively encourage, staff contributions to H&S discussion in order to further enhance the measures already in place.

**13. Jewellery [This should be repeated in school prospectus]**

The website and the uniform policy clearly state that jewellery cannot be worn for PE.

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

[Lettings Policy Template](#)

Our only letting is to the village playgroup who have been on site for a number of years. The playgroup provide their own first aid kits and their own trained staff administer first aid to children in line with EYFS guidance. The Playgroup provide their own electrical equipment. The playgroup take part in Fire Drills and follow the school's Fire Safety Policy.

**15. Lone Working**

[Lone working model RA](#)

We encourage staff to work together wherever possible, however, there are times when staff work alone. Our lone working policy is being updated.

**16. Maintenance / Inspection of Equipment**

[HSW Compliance Monitoring Checklist](#)

The school office holds information on equipment needing inspection or testing. There is a full list of PE equipment to be checked, our processes for this have been approved by Ian Roberts from the LA at an audit earlier this year.

Strictly Education conducted checks for our school, we use their lists to make sure that all our checks are diaried, so that they are not missed. H&S monitoring picks up defects to emergency lighting and our admin team are very competent and timely in securing contractors quickly to have works completed.

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

PPE is routinely available for use by staff, ie an apron and disposable gloves worn when changing a child's nappy or if premises staff need to protect their clothes when handling hazardous substances. Staff are encouraged to use these as and when required and all protective clothing is provided by the school.

## **18. Reporting Defects**

The defect reporting system works well, as soon as a defect is detected it is reported to the office and a note of work required is written into the maintenance book. The Caretaker regularly checks the book and carries out maintenance tasks as part of his day to day work. Anything that the Caretaker believes needs professional attention, is escalated to the SBM who commissions the remedial work from a suitable contractor. Defective equipment is removed from use and staff informed that it is out of order and not to be used until repaired or replaced.

## **19. Risk Assessments**

### [Risk Assessment Guidance](#)

The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's. Teachers and support staff create RAs in respect of curriculum activities they are organising or leading. All RAs are held centrally on the school system for reference and as part of the H&S audit trail.

## **20. School Trips/ Off-Site Activities**

### [Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser: [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk) The School EVC is Michael Elliott. Risk assessments are in place for all trips including sports visits to the local secondary schools or to the swimming pool; day trips to places of interest, the theatre etc.. and residential visits. We use Evolve support to help us to meet safety requirements. Parents are given detailed information about the visit so that they give informed consent when they sign their child's visit authorisation form.

## **1. School Transport N/A**

*Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangement*

## **2. Smoking**

Smoking is prohibited on our school premises.

## **3. Staff Consultation**

Staff know and understand that they have a duty to report any H&S concerns. Defects are reported in the maintenance book and the the Headteacher is always informed so that a contingency, if needed, can be put in place and everyone informed. A H&S Committee is in the early stages of development; its purpose is to facilitate a strong focus on H&S matters throughout the year.

## **4. Staff Health & Safety Training and Development**

### [H&S induction checklist](#)

New staff are given an induction pack which contains the H&S policy, Fire Procedures and links to safeguarding policies. All staff are consulted when policies are updated and staff meetings are used to ensure that practice and policy are aligned.

New staff are briefed about H&S arrangements by the Headteacher and signposted to documents which support best H&S practice. All staff have a role in promoting safe working and there is a clear expectation that staff will follow the H&S policy.

**5. Staff Well-being / Stress**

The SENCo has developed a raft of support measures for staff and children which has transformed the emotional and mental health of the school and resulted in very positive impacts on children's behaviour and learning outcomes. This has decreased the number and frequency of distressing behaviour incidents and alleviates the stress and anxiety on staff mental health and wellbeing. There is a wellbeing policy in place.

**6. Supervision** [including out of school learning activity/study support]

Supervision arrangements for wrap around care and enrichment activities are managed in the same way as for curriculum time lessons. Ratios are sufficient, staff & volunteers have relevant checks in line with KCSiE requirements and personnel appropriately recorded on the SCR.

**7. Swimming Pool Operating Procedures N/A**

CCC Curriculum Adviser: [ian.roberts@cambridgeshire.gov.uk](mailto:ian.roberts@cambridgeshire.gov.uk)

We do not have our own pool.

**8. Use of VDU's / Display Screens**

[DSE Guidance](#)

Staff using VDUs should have regular short breaks away from their screens, ensure that their posture and seating position is comfortable and that the desk is at the correct height for them to work at.

**9. Vehicles on Site**

[Management of Traffic on site guidance](#)

Deliveries usually are wheeled through the front gate, but can be brought on site via the double gates. The carpark area is closed off to children during the day. Staff are asked not to move their cars after school until the pupils have left the premises. All gates are locked during school hours for the security of children on site.

**10. Violence to Staff / School Security**

[Violence and Aggression in schools guidance](#)

Office staff monitor the foyer area and control the movement of visitors. Pupil and visitor areas are mostly kept separate. A visitor cannot enter a pupil area, as the door is code protected. Visitors will have a member of staff accompanying them.

There is a protocol for dealing with aggressive behaviour towards staff. Swearing and abusive language or behaviour will not be tolerated, anyone not following the expected standards will be asked to leave and in extreme circumstances, the Police would be called. All incidents of aggression or disrespect to staff or visitors, are reported by staff to the Headteacher and held on record.

Contractors often undertake work in the school holidays which means that they do not pose a risk to children whilst carrying out remedial works.

**Working at Height**

### Working at Height Guidance

Staff training on working at height has been undertaken by the Caretaker. Equipment such as ladders are checked and staff advised not to work at height when they are on their own.

## **11. Work Experience**

The Assistant Headteacher manages the work experience pupils, ensures that relevant checks are undertaken and details entered on to the SCR. This might come via a letter of assurance from the College of West Anglia stating what checks have been carried out with outcomes. Students are supervised whilst on placement at our school, and a visiting tutor who knows the students well, supervises their progress and performance during the placement via arranged visits.