



Health, Safety & Wellbeing Policy

Based on a model policy from Cambridgeshire County Council
last updated June 2023



Date reviewed and approved by Resources & Finance Committee: April 2025

Review period: 1 Year

Next review due: April 2026

1. Statement of General Policy for Health, Safety & Wellbeing

- 1.1. Little Paxton Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.
- 1.2. The Central Leadership Team (CLT) 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.
- 1.3. The CLT are accountable for the management of HSW and for the implementation of this Policy.
- 1.4. Staff have a duty to protect themselves and others by working safely, co-operating with the CLT, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

2. 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.

2.1. Governing Body

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.

2.2. Headteacher

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:

- there is a system in place for undertaking risk assessments;
- there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- there are adequate staffing levels for safe supervision;
- responsibility for school maintenance is clearly defined and delegated;
- equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- protective clothing/safety equipment is provided where necessary;
- first aid materials and fire equipment is adequate, and maintained;
- the funding of necessary health and safety training for staff;
- the arrangements for securing health and safety assistance from a competent source;
- 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.

2.3. School Business Manager

The Headteacher will delegate to the School Business Manager, the following duties:

- ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;

- periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- formulate and 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 drills and weekly fire alarm tests;
- 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;
- arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 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 accidents (including near misses) are promptly reported, recorded and investigated where appropriate;
- identify specific staff health and safety training needs;
- carry out induction training including any specific information and training that may be necessary;
- ensure that levels of first aid provision remain adequate for the activities being undertaken;

2.4. **Phase Leads and Curriculum Leads**

All Leads are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their area. They will:

- ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- ensure that all staff within their area are aware of their specific roles in an emergency;
- remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- ensure that adequate levels of class supervision are available at all times;
- 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;
- ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- ensure that good standards of housekeeping are maintained.

2.5. **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:

- 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;
- ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- ensure that pupils follow safety rules and that protective equipment is worn where required;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- report accidents, near misses and defective equipment to management.

2.6. **Caretaker**

The Caretaker is responsible to the School Business Manager. They shall:

- arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- take appropriate action when necessary to prevent injury to others on site;
- participate in the termly health and safety inspections;
- identify health and safety training/supervisory needs of site supervisory staff;
- ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- ensure that all staff work in accordance with safe working practices/risk assessments.

2.7. **Health & Safety Co-ordinator**

The Health Safety Co-ordinator's role is primarily that of facilitator, this role is carried out by the School Business Manager. 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:

- contribute to the review of this policy;
- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- arrange termly evacuation drills and weekly fire alarm tests etc;
- advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- participate in the termly health and safety inspections;
- report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 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.

2.8. 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 cooperate with the Governing Body and school management and shall:

- participate in the risk assessment process and comply with the control measures;
- report any defects in the condition of the premises or equipment they become aware of;
- report accidents, near misses and defective equipment to management.
- be familiar with the procedure to be followed in the event of a fire or other emergency;
- make use of all necessary personal protective equipment provided for safety or health reasons;
- report any unsafe working practices to the Headteacher.

2.9. 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:

- investigate potential hazards and examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employee's health and safety at work;
- make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- carry out health, safety and welfare inspections;
- 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.

2.10. Health, Safety and Wellbeing Working Group

The school has established a Health, Safety and Wellbeing Working Group which meets termly. The main purpose of the group 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 school's activities. Membership of the Committee comprises of:

- Headteacher
- School Business Manager / Health and Safety Co-ordinator
- Safety Representative – member of staff
- Caretaker

The Committee will submit an annual report to the Governing Body in June 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.

3. 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:

3.1. 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. 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 and records on Arbor held. 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.

3.2. Asbestos

Asbestos Guidance - The asbestos survey and associated plans are located in the contractor hazard file which is held in the front office. Contractors are directed to the hazard register when signing in.

Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction. Asbestos stickers have been placed in areas where asbestos may be present.

Staff must inform the School Business Manager or Caretaker immediately of any damaged asbestos.

3.3. 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 will agree health and safety practices with the School Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed adequate risk assessment of all their planned work and supply details of their insurance.

3.4. Curriculum Safety including PE

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

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

- PE Equipment is checked annually by an outside contractor.
- Staff will assess equipment each time it is used to ensure it is safe and fit for purpose.
- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of any equipment will be reported to the School Business Manager.

3.5. Drugs and Medication

Please refer to the First Aid & Administering Medicines Policy

3.6. Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the School Business Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary an annual portable appliance test (PAT) will be carried out by a competent person
- A fixed wire test is carried out by an external expert every 5 years (Summer 2022)
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

3.7. Fire Safety

All staff must complete fire awareness training as soon as possible when they join the school and every two years thereafter. Please also refer to the Premises Management Policy.

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Fire risk assessment of the premises will be reviewed annually.
- Emergency evacuations are practiced at least once a term.
- The fire alarm is a loud bell.
- A test of the fire alarm system will be conducted in accordance with the fire safety policy, and recorded in the fire safety logbook. This will take place each week during term time.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- In the event of a fire:
 - The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
 - Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. First priority is to clear the building.
 - Staff and pupils will congregate at the assembly points. These are on the back and side fields. Staff will stand at the front of the lines of children.
 - Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
 - The Fire Warden will take a register of all staff and visitors from the signing in iPad
 - Staff and pupils will remain outside the building until the emergency services or Fire Warden say it is safe to re-enter.
- The school has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments pay particular attention to those with disabilities. Personal emergency evacuation plans (PEEPs) are in place as required.
- Any child who has a 1:1 will be evacuated under the care of their 1:1 support.
- Fire Risk Assessment was conducted by Cambridgeshire County Council in June 2021 and this will be reviewed annually in June. Remedial work recommended has been actioned.

3.8. **First Aid**

All staff must be provided with a copy of the First Aid & Administering Medicines Policy during induction. Please refer to this policy. 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).

3.9. **Gas Safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

3.10. **Hazardous Substances**

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 cleaning cupboards.

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

3.11. **Health and Safety Advice**

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council, Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904

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

3.12.1. Cleaning of the environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

3.12.2. Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

3.12.3. Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled items
- Bag children's soiled clothing to be sent home, never rinse by hand

3.12.4. Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags.
- Remove clinical waste with a registered waste contractor

3.12.5. Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas

- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

3.12.6. Pupils vulnerable to infection

- Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

3.12.7. Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England, summarised on this webpage [Public Health England](#)
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.13. **Handling & Lifting**

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- Staff and pupils are expected to use the following basic manual handling procedure:
 - Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
 - Take the more direct route that is clear from obstruction and is as flat as possible
 - Ensure the area where you plan to offload the load is clear
 - When lifting, bend your knees and keep your back straight, feet apart and angled out.
 - Ensure the load is held close to the body and firmly.
 - Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
 - Supporting pupils with disabilities safely using the wheelchair as required or lifting in a safe manner.

3.14. **Legionella**

- Safewater Environmental completed a water risk assessment in May 2023.
- This risk assessment will be reviewed every 2 years (in line with this policy) and when significant changes have occurred to the water system and/or building footprint

- This company have been engaged since March 2021 to attend the school on a monthly basis to carry out the water safety checks and carry out the identified operational controls.
- The School Business Manager is responsible for ensuring that the completed reports are filed in the school's water log book.
- The risks from legionella are mitigated by the monthly checks carried out by Safewater.
- The shower in EYFS is run each week and logged on the record sheet on the wall.

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

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it. Please also refer to the Lettings Policy

3.16. **Lone Working**

Please refer to the Premises Management Policy

- Lone working may include:
 - Late working
 - Home or site visits
 - Weekend working
 - Caretaker manager duties
 - Cleaning duties
 - Working in a single occupancy office
- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.
- If lone working is to be undertaken a member of the CLT should be advised when the member of staff arrives and leaves the premises.
- If staff members are conducting a home visit ideally they should be with a colleague but if this is not possible should be contactable via mobile.
- The lone worker will ensure that they are medically fit to work alone.

3.17. **Maintenance / Inspection of Equipment**

Please refer to the Premises Management Policy

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place - this is logged on the Premises Management tracking sheet for routine maintenance and reviewed by the SBM and Caretaker in the termly meetings.

3.18. **New and expectant mothers**

- Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.
- Appropriate measures will be put in place to control risks identified.
- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal care and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal care and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

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

Please refer to the Premises Management Policy

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

3.20. **Reporting Accidents**

3.20.1. Accident record

- An accident form on Arbor will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- An email will be sent to the parent at the end of the day with the details of the first aid given.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

3.20.2. Reporting to the Health and Safety Executive

- The Office Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- The Office Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- The School Business Manager receives the report that is sent to the HS&E and will respond to the request for more information.

- Reportable Injuries, diseases or dangerous occurrences
 - Death
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
- Information on how to make a RIDDOR report is available here: How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

3.20.3. Near Miss Events

- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

3.20.4. Early Years Pupils

- The First Aider will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- The Safeguarding Lead or Safeguarding Deputies will notify child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.
- The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

3.21. Reporting Defects

Every member of staff or volunteer is responsible for reporting defects on site to the Caretaker, School Business Manager or the Health & Safety Representative.

3.22. **Risk Assessments**

Please refer to the Risk Assessment Policy

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

Please refer to the Education Visits Policy

Evolve Educational Trips Support - CCC Outdoor Education Adviser:

Stephen.brown@cambridgeshire.gov.uk

3.24. **Site security**

- The Caretaker and School Business Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- The key holders are
 - Staff members: Head Teacher, School Business Manager, Caretaker, Deputy Head and Phase Leaders are key holders.
 - Aspens Catering: cook
 - Family First Nurseries: Swifts Manager
 - Kingfisher Church: Pastor
- The Caretaker, School Business Manager, Head and Deputy Head are key holders who will respond to an emergency.

3.25. **Smoking**

Smoking/vaping is not permitted anywhere on the school premises including in vehicles.

3.26. **Staff Consultation**

Staff should raise any Health and Safety concerns with the Caretaker, School Business Manager or the Health & Safety Representative.

3.27. **Staff Health & Safety Training and Development**

Please refer to the Staff Induction Policy

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

- We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.
- The school will respond to individual concerns and will monitor staff workloads.
- All employees have access to a confidential helpline via the Employee Assistance Programme which can be contacted 24 hours a day on 0800 0305182.

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

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time and most likely to be staff based in offices. This will be conducted by the School Business Manager annually in the spring term and will carry out any actions highlighted.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use) This is according to the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#) (see sections 1 and 5).

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

- We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
- All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

3.31. **Working at Height**

- The School Business Manager will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
- In addition:
 - The caretaker retains ladders for working at height
 - Pupils are prohibited from using ladders
 - Staff will wear appropriate footwear and clothing when using ladders
 - Contractors are expected to provide their own ladders for working at height
 - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
 - Access to high levels, such as roofs, is only permitted by trained persons

4. **Legislation**

- This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:
- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The school follows national guidance published by Public Health England when responding to infection control issues.
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

5. Training

- Our staff are provided with health and safety training as part of their induction process.
- Staff who work in high risk environments or work with pupils with special educational needs (SEN), are given additional health and safety training.

6. Monitoring

This policy will be reviewed and updated by the School Business Manager every year. At every review, the policy will be approved by the Governing Body

7. Equality Review

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

8. Links with other policies

- Supporting pupils with medical conditions
- Accessibility plan
- First Aid & Administering Medicines Policy

- Lettings Policy
- Premises Management Policy
- Lone Working Policy
- Risk Assessment Policy
- Education Visits Policy