



Kinderley Community Primary School

Health and Safety Policy

Headteacher's signature:	Date:
Chair of Governors' signature:	Date:
Review Date:	September 2025

Kinderley Primary School
Statement of General Policy for Health, Safety and Wellbeing

Kinderley Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all employees, 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.

Employees have a duty to protect themselves and others by working safely, co-operating with the Leadership Team, complying with the schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

[Insert signature]

<i>Maggie Barwell, Chair of Governors</i>	<i>Haidee Norman, Headteacher</i>
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[Insert date]

Kinderley Primary School
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 of Governors)

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 increased 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.

The link governor for health and safety is Paul Stratford.

2. Headteacher – Haidee Norman

Overall responsibility for the day-to-day management of HSW in the school sits with the Head teacher. 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 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. 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.

Teaching staff shall:

- 3.1 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 need to be considered;
- 3.2 Be aware of the schools health and safety policy and any local rules and arrangements;
- 3.3 Ensure that safety instruction is given to all pupils prior to commencing an activity with an element of risk;
- 3.4 Know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- 3.5 Ensure that pupils follow safety rules and that protective equipment is worn where required;
- 3.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 3.7 Report incidents, near misses and defective equipment to the Headteacher;

4. Caretaker

The caretaker is responsible to the Headteacher and the Governing Body. They shall:

- 4.1 Arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 4.2 Take appropriate action when necessary to prevent injury to others on site;
- 4.3 Participate in the termly health and safety inspections;
- 4.4 Identify health and safety training/supervisory needs of site supervisory staff;
- 4.5 Ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 4.6 Ensure that all staff work in accordance with safe working practices/risk assessments.

5. Health and Safety coordination

The caretaker's role is primarily that of facilitator. The caretaker 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:

- 5.1 Contribute to the review of this policy;
- 5.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 5.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 5.4 Arrange for weekly fire alarm tests etc.
- 5.5 Advise the Local Authority of any site defects and coordinate local action to minimise the risk until repairs can be arranged;
- 5.6 Participate in the termly health and safety inspections;
- 5.7 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 5.8 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;

6. 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 senior management and shall:

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

7. Health, Safety and Wellbeing

The school takes Health, Safety and Wellbeing very seriously. The school works in partnership with the Local Authority, payroll provider and has a number of policies in place to protect all staff and visitors from stress, violence, supporting ill health and reducing accidents.

The Governing Body are well informed within the 'Headteachers Report' which 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.

8. Competent Assistance

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures. The competent assistance and advice is provided by:

Cambridgeshire County Council LGSS Occupational Health & Safety Team

Contact Details:

Cambridgeshire County Council Health & Safety Team
1st Floor Octagon
Shire Hall
Cambridge
Cambridgeshire
CB3 0AP
Tel: 01223 699122
Fax: 01223 475932

This ensures that Kinderley Primary School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Kinderley Primary School

Arrangements for Health, Safety and Wellbeing

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

1. Incident Reporting, Recording and Investigation

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

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

Documents of incidents should be maintained and centrally filed with personal file and held within the Health & Safety reporting folder. NB faulty systems of work, plant, equipment and fittings must be addressed, reported and attended to as soon as possible.

The Headteacher must investigate incidents and take remedial steps to avoid the same/similar incidents recurring. Faulty equipment must be taken out of use when necessary and clearly labelled to that effect.

'Near misses' must also be reported. These are incidents that occur but when 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 on.

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

2. Asbestos

The Headteacher is responsible for keeping the asbestos register up-to-date, and the office manager for sharing information of asbestos with contractors on site.

The asbestos survey and associated plans are located in the contractor hazard file which is held in the school 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

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.

At Kinderley, every effort is made for repairs, installations of new fixtures and fittings and decorations to be carried out in the school breaks. Where this is not possible or in the case of longer term presence on site the Headteacher ensures that contractors are aware of health & safety issues and requests that such issues are written into the method statement for the specific project. Contractors are selected and overseen by the Headteacher and the contractor holds their own arrangements for health and safety information and risk assessments. Contacts and a named person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor in Property & Estates, reference to the County Council 5Cs system.

They are also provided with 'Rules of Safe working' document. (See appendix 1).

4. Curriculum Safety

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

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

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

Swimming: Two staff must accompany children to and from the leisure centre, and a first aid box is taken with them. School staff do not teach the swimming curriculum as leisure centre staff are contracted to do this.

5. Drugs and Medication

First Aid and Medicines policy September 2024

6. Electrical Equipment (Fixed and portable)

In order to comply with health and safety obligations, fixed wire electrical survey is carried out in line with legislation every 5 years. This identifies any remedial action. Records of this inspection will be kept.

The annual PAT Testing of electrical equipment is arranged by the schools chosen company. The school receives a written report highlighting any areas of concern.

The school does not hold an 'electrical safety policy' but staff items must not be brought into school unless PAT tested by the chosen company. Contractor's should carry out their own risk assessment, ensuring equipment is well maintained and carry their own liability insurance.

7. Fire

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 office.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher.

Fire Marshall: Haidee Norman, Michelle Canning and Dominic McVittie.

Fire extinguisher training:

8. First Aid

All staff are provided with a copy of the First Aid and Medicines Policy (September 2024) during induction and sign to indicate that they have read and understood it. A copy is kept in the office.

The office administrator ensures that First Aiders have a current certificate and that new persons are trained should first aiders leave.

First aid needs assessing to ensure there are adequate members of staff who are either First Aid basics in Education trained or paediatric trained (3 day).

The following members of staff are trained first aiders:

Name	First aid basics in Education	Paediatric	Date	Expired
Stacey Cooper	*		3.11.24	3.11.26
Michelle Canning	*		6.2.25	6.2.27
Faith Bickerdike	Forest School 8.11.22 to 8.11.25	*	8.11.22	8.11.25
Shereise Bains		*	27.1.25	27.1.28
Becky Bowman	*		6.11.24	6.11.26
Vaida Kuvikienė		*	5.9.23	4.9.26
Courtney Hawkins		*	28.2.24	28.2.27
Lynne Radford	*		18.10.24	18.10.26
Aimee Peggs	*		6.10.24	6.10.26
Lara Gourley		*	27.1.25	27.1.28
Naomi Rawding	*		20.10.24	20.10.26
Haidee Norman	*		4.10.24	4.10.26
Julie Barber	*		25.2.25	25.2.27

9. 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 cleaners cupboard.

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically by the contractor company.

10. Health and Safety Advice

The school seeks the views of Caoimhe Keenan, Health, Safety and Wellbeing Adviser,

11. Housekeeping, cleaning & waste disposal

The school uses contract cleaners who are trained in COSHH regulations. They clean once daily removing rubbish as part of their duties. When the floors are mopped a "wet floor" sign is used to alert children and adults to the possibility of a slip hazard. If there is a cleaning incident in the day e.g. a child vomits, this is cleaned immediately by school staff using the correct coloured mops. Any sharp objects (e.g. broken glass) are cleaned up immediately by adults only, wrapped in newspaper, labelled and kept in a place away from children until the cleaners arrive to dispose of the item safely. Large external waste bins for rubbish collection by the County Council are located in the carpark. Entry to the car park is by a number code. This means that the children are unable to access these bins. The caretaker shifts snow and puts salt on the playground in the event of ice well before children or other adults are on the site. This ensures a safe playground for the children and staff. Pest control is carried out by an external company.

12. Handling & Lifting

Members of staff received training 2024: Ryan Newton
Posters are around school with up-to-date information.

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

The wearing of jewellery by children including rings, bracelets and necklaces is not permitted. Watches and stud earrings can be worn, however these must be removed prior to physical activity.

14. Lettings

The school does not currently hire the building out for out of hours use. If this position were to change, the governors would expect that, when the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, and others using the school premises, that they are familiar with this policy, that they comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- Introduce equipment for use on the school premises
- Use school equipment without prior permission
- Alter fixed installations
- Remove fire and safety notices or equipment
- Use first aid equipment without informing the school that it has been used in an emergency
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- Use the building without a public entertainment license (if required)

15 Lone Working

For safety purposes staff are discouraged from working alone. If this is to be the case, the member of staff should inform the Headteacher by text when they arrive and leave the school. The Caretaker does work alone on occasion. His family would inform the Headteacher if there was an incident during this time which would then be passed to the LA. A copy of the Lone Working Policy is available from the office.

16 Maintenance / Inspection of Equipment

Equipment that is periodically inspected are:

Ladders and steps
PE equipment
Fire and smoke alarms
Fire extinguishers
Wooden play equipment

17 Personal Protective Equipment (PPE)

PPE equipment is provided free to staff who require protection, for example when administering first aid or intimate care.

18 Reporting Defects

Hazards should be reported to the Headteacher who is then responsible for taking interim measures pending rectification and organising of remedial works to make safe.

19 Risk Assessments

The Headteacher is responsible for ensuring that risk assessments are undertaken. The Headteacher is also responsible for special risk assessments eg For staff who are pregnant, breastfeeding mothers, employees with health problems. They will also review the risk assessment when necessary.

20 School Trips/ Off-Site Activities

This is covered by the schools Educational Visits Policy

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

21 Smoking

NO smoking is permitted within the school grounds or building including the school car park area. Signage is displayed.

22 Staff Consultation

Weekly staff meetings give all staff the opportunity to raise concerns. All staff are aware of the leadership team who undertake Health & Safety arrangements and know how to raise a concern. A form is available in the school office for damaged items around school or issues that arise - Staff should ensure they practice having a safe environment - and remove items that are a danger.

23 Staff Health & Safety Training and Development

Health & Safety is covered in the staff induction. Induction take place on their first day of work or before their contract commences. Further training is carried out case by case or when required by law for those people directly involved with H & S. Periodic updates for H & S at work details eg fire safety, first aid are given when policy is updated.

24 Staff Well-being / Stress

The school have a policy and procedure for the Management of Sickness Absence which covers this. This policy is located in the policy folder stored in the office.

25 Supervision

Pupils must not be left unattended, when in the care of the school, County Council agreed ratios for school trips, enhanced DBS checks etc will be adhered to. No pupil is to be left with volunteers for

intimate care, also covered by school policy.

26 Use of VDU's / Display Screens

Staff who make significant use of VDU's, will report defect in workstation, and health concerns to the Headteacher.

27 Vehicles on Site

Car parking within the car park is limited to staff and visitors. Parents should not park within the fenced area. Access to either set of double gates should not be blocked.

The school has a traffic calming system to the front of the building and a zig-zag prohibited parking zone.

28 Road Safety

Children and parents living local to the school are encouraged to walk or cycle to school. Road safety is delivered as part of the National Curriculum PSHE through assemblies and specific road safety training in school. There is also Bikeability training which is taught in years 5 and 6.

29 Working at Height

Staff using steps and ladders, should not do so if lone working or without correct ladder training.

Pupils are not permitted to use ladders or steps. Contractors may use school steps and ladders after completing their own risk assessment.

People with ladders training:

Ryan Newton

Routine ladder checks are carried out annually and recorded by the contractor.

30 Work Experience

All work experience students receive an induction which includes Health & Safety and Fire Safety Training. Colleges are welcome to complete their own risk assessment of our school. Supervision is carried out of all work experience students, full DBS is required for students over the age of 18. They are monitored and report to their placement class teacher.

31 Employers' Liability (compulsory insurance)

In order to meet the Health and Safety obligations, under the Health and Safety at work Act 1974, employers liability is organised by the Local Authority and paid by the school. Minimum £50 million. Certificates are kept and placed clearly in the reception area.