



**Bassingbourn**  
Community Primary School

## **Bassingbourn Community Primary School**

# **HEALTH AND SAFETY, INCLUDING STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

This policy was ratified on: 14<sup>th</sup> March 2024

Implemented on: 14<sup>th</sup> March 2024

Review date: March 2025

Signed by the Headteacher: \_\_\_\_\_

Signed by the Chair of Governors \_\_\_\_\_

At Bassingbourn Community Primary School (BCPS) we believe that health and safety is paramount in all areas of school life. The school is committed to providing its children with a safe environment in which to learn and play. We are committed to providing our employees with safe places of work that do not impact negatively on their health and well-being. We are also committed to conducting our undertakings in such a way as to not adversely affect the health and safety of its partners, visitors, contractors, users of the school site, or anyone else that could be negatively impacted by our activities.

We aim 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 its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety commitments;
- Involving employees from all levels of the organisation in the delivery of health and safety commitments;
- 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.
- Teaching children about health and safety issues;
- Providing information to visitors to the schools, including individuals and organisations who hire the premises.

The senior leadership team are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control. Employees have a duty to protect themselves and others by working safely, cooperating with the senior leadership team, observing all relevant information and instructions and reporting any health and safety matters to their line managers. This policy is to read alongside alongside the BCPS Mental Health and Wellbeing policy.

### **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with the BCPS's health and 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.

**a. Governing Body (Chair: Ali England)**

The Governing Body will comply with any directions 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. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

**b. Interim Executive Headteacher (Amy Luu) Business Manager (Keeley Burgess).**

Overall responsibility for the day-to-day management of health and safety in the schools rests with the Headteachers and the Business Manager. The Headteacher and Business Manager 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 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 site manager;
- the provision of appropriate health and safety information to governors.
- annual review of this policy document, amending as necessary and circulating any changes to appropriate staff;
- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 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 / lock-down practices and regular fire alarm tests
- liaise with Site Manager re. advising the Property and Estates Division (or other appropriate body) of any defect in the state of repair of the buildings or their surroundings 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;
- liaise with Site Manager re. repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- liaise with Site Manager re. monitoring as far as is reasonably practicable, the activities of contractors (including catering, grounds staff, external club providers) visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

- ensure that members of the Senior Leadership Team 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 alongside the Educational Visits Coordinator;
- consult with all staff on any matters which may affect their health and safety whilst at work;
- ensure that levels of First Aid Provision remain adequate;
- consult with the LA's Health and Safety adviser when additional assistance becomes necessary.
- ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed annually;

The Headteacher may choose to delegate to the Business Manager 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.

**c. Deputy Head Teacher (James Fraser), Assistant Head Teachers (Louise Simmons and Anna Remington-Davidson), Team Leaders (Brooke Pena, Abi Clarke-Brooke and Rachel Emery).**

The Deputy Head Teacher, Assistant Headteachers and Team Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken within their areas of responsibility. 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 areas of responsibility. In particular, staff holding such positions of responsibility will:

- ensure that risk assessments are undertaken within their areas, that control measures are implemented, and that assessments are monitored and reviewed;
- ensure that appropriate safe working rules and procedures exist within the Key Stage and that these are brought to the attention of everyone concerned;
- ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and recorded using the appropriate forms etc;
- ensure that all accidents are investigated with a view to preventing a recurrence;
- ensure that all staff are aware of their specific roles in case of fire and/or emergency;
- remove from use and inform the Site Manger 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;
- identify specific staff health and safety training needs and inform the Headteacher accordingly;
- ensure (via other 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;

#### **d. Teachers [Including supply]**

Teachers 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, swimming pool, the field, etc., and off site e.g. school trips.

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 this policy and any local rules and arrangements which may apply specifically to the activity 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/lock down etc.; ensure that pupils follow school 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;
- report any defective equipment to the Site Manager;
- investigate all accidents (in conjunction with Site Manager / Headteacher/School Business Manager), which occur within their classroom and/or to children under their supervision;
- propose for consideration by their Team Leaders any improvements which they consider would improve health or safety standards;
- ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.
- ensure that children are not left unsupervised.

#### **e. The Site Manager (Matt Jeray)**

The Site Manager is responsible to the Headteacher and Business Manager. Duties include:-

- arranging 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 site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- participating in the Health and Safety Governors check paying particular attention to the building structures, services, access to/egress from the schools, main circulation areas etc.;

#### **f. All Employees**

All employees have general health and safety responsibilities under both 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 leadership 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 participate in the risk assessment process and comply with findings;
- to report all defects in the condition of the premises or equipment to which they become aware;
- to report all accidents according to the procedures;
- to be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- to make use of all necessary personal protective equipment provided for safety or health reasons;
- to, where necessary, make use of all control measures made available to them;
- follow all relevant codes of safe working practice and local rules;
- report any unsafe working practices to the Headteachers/ Site Manager
- not bring personal electrical equipment onto site (with the exception of mobile phones) without authorisation from the Site Manager. Such items are a potential safety hazard if not approved.

#### **g. Pupils**

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.

#### **h. Staff Safety Representative**

Currently there is not a Staff Safety Representative. Should a staff member wish to become a representative they should seek guidance from the Interim Executive Head and /or the County Health and Safety advisor, Stuart Wood (Tel 01223 699123)

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher or School Business Manager on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health, safety and wellbeing at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **i. Health and Safety Person**

BCPS has established a Health and Safety lead person. The main purpose of the role 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.

The Health and Safety lead person will submit minutes to the Full Governing Body for their consideration.

### **Arrangements & Procedures for Health, Safety and Welfare**

The following policies are closely linked with Health and Safety:

- Critical Incidents (including evacuation policy, lock-down policy, pool procedures)
- Medicines (Including Children with Medical Needs)
- Intimate Care
- Drugs policy
- Educational Visits Policy
- First Aid Policy

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

#### **1. Accident Reporting, Recording & Investigation**

- All serious accidents must be reported on the on-line incident reporting form found at [www.reportincident.co.uk](http://www.reportincident.co.uk)
- Other accidents are recorded in line with our First Aid Policy.
- "Near Misses" must also be reported. These are recorded in the Blue Book held in the Medical Room. These include 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. All near misses to be reviewed in H&S meetings.
- Dangerous occurrences, serious violent incidents and verbal abuse must also be recorded in the above Blue Book.
- Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.

#### **2. Asbestos**

County completed an asbestos survey, a copy of which is held in the Asbestos file. A copy of the survey should be shown to contractors when necessary. The asbestos risk assessment will be reviewed annually.

### **3. Classroom Emergency Procedures**

Red cards are provided in all areas which children use and are sent to the office to call for help in an emergency. Internal phones are also installed across the school so assistance can be requested swiftly. During teaching times SLT will all carry a walkie talkie, during lunchtimes walkie talkies will be carried by staff carrying out lunch duties

### **4. Contractors**

The Site Manager supervises all on-site contractors. For large projects, County is responsible for liaison and supervision. See the hazards file in the school office.

### **5. Curriculum Safety**

See individual risk assessments for activities that require further considerations compared to 'everyday' lessons.

### **6. Drugs & Medications**

See First Aid Policy and policy re. Children with Medical Needs. Staff undertake annual training and additional training depending on pupil need.

### **7. Electrical Equipment**

Portable electrical equipment is checked annually. Fixed equipment is checked every five years.

### **8. Fire Precautions & Procedures [and other emergencies incl. lock down]**

The Headteacher and Business Manager will review risk assessments as necessary. Fire drills and Lock Down drills are undertaken termly: see risk assessment on fire and evacuation of the building. Fire Evacuation procedures are displayed in all classrooms and other areas. The Critical Incident policy is held on and off site by all members of the senior leadership team.

### **9. First Aid**

The following staff are trained First Aiders:

Mandy Sharman, Matthew Bryant, Theresa Barnett, Eloise Mills, Helen McShane, Alison Hardy, Cheri Davies, Ruth Norris, Wendy Thompson, Jaid Hayward, Anna Moore.

The SLT should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

First Aid equipment is available at the following points:

All Classrooms

Office

First Aid area

Main hall

Playgrounds (boxes from staff room will be taken out and returned by staff on duty)

A staff representative regularly checks that the contents of first aid boxes at BCPS are complete and replenished as necessary. The First Aid treatment record book for recording details of all First



Aid administered is kept inside the office at BCPS although supplementary records may be in staff medical bags.

#### **10. Glass & Glazing**

Glass has been replaced with safety glass where appropriate. All new glazing conforms with current safety regulations.

#### **11. Hazardous Substances**

The Site Manager has undertaken COSHH training and all hazardous substances are safely secured.

#### **12. Health and Safety Advice**

Stuart Wood, Health & Safety Adviser (01223 699122) is consulted as necessary.

#### **13. Housekeeping, cleaning & waste disposal**

Risk Assessment on refuse and litter bins.

#### **14. Handling & Lifting**

The Site Manager has undertaken Manual Handling training. Other staff are reminded to take suitable precautions.

#### **15. Jewellery**

There is a reference in the PE policy and also in the school prospectus.

#### **16. Lettings/shared use of premises**

See individual risk assessments for regular lettings.

#### **17. Lone Working**

See Critical Incident Policy and risk assessment.

#### **18. Maintenance / Inspection of Equipment**

The following equipment is checked annually:

- PE equipment
- Fire alarm and smoke detection
- Intruder alarm systems
- Emergency lighting
- Fire extinguishers
- Kitchen extraction system
- Small electrical equipment

#### **19. Monitoring the Policy**

Health and Safety policy and other relevant documentation is reviewed annually by Health and Safety lead person.

#### **20. Personal Protective Equipment (PPE)**

Site Manager has appropriate PPE for work undertaken. Pool carers are issued with appropriate clothing.

### **21. Reporting Defects**

All employees have a duty to report any unsafe equipment to the Headteachers/ Site Manager.

### **22. Risk Assessments**

The Headteacher will review risk assessments with monitoring by the Health and Safety Committee.

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

See the Educational Visits Policy and associated risk assessments.

### **24. School Transport**

See risk assessments for transporting pupils and the corresponding annexes in the Educational Visits Policy.

### **25. Staff Consultation.**

Staff are encouraged to raise issues of concern as appropriate.

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

New staff are given essential health and safety information as part of their induction pack. Other training takes place as necessary and as recommended by the Health and Safety Committee.

### **27. Staff Well-being / Stress**

The schools are proactive in considering staff well-being. County arrangements are in place for supporting staff as necessary e.g. Occupational Health Assessments. Staff with concerns should arrange to meet, confidentially, with the Headteacher.

### **28. Supervision**

Children are not left unsupervised in classrooms, appropriate supervision ratios are maintained during break times and lunch times. All adults who may be in contact with children are DBS checked as appropriate. See Educational Visits Policy for details of off site supervision.

### **29. Swimming Pool Operating Procedures**

The Site Manager maintains the pool and undertakes the appropriate training to ensure compliance with county procedures. Daily tests are undertaken during swimming season. Swimming procedures are updated annually and given to staff.

### **30. Use of VDUs / Display Screens**

Health and safety lead person monitors regularly and staff are encouraged to report any issues.

### **31. Vehicles on Site**

See risk assessment on driveway/car park.

### **32. Violence to Staff / School Security**

See Lone Working Policies.

### **33. Working at Height**

Site Manager has undertaken ladder training and staff are encouraged to use the stepladders available.