

Friday Bridge Primary School

Statement of General Policy on Health, Safety and Welfare

May 2021

Friday Bridge Primary School (FBPS) believes that Health and Safety (H&S) is paramount in all areas of its business activities. The school is committed to providing its employees with safe places of work that do not impact negatively on their health and wellbeing. FBPS is also committed to conducting its undertakings in such a way as to not adversely affect the Health and Safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

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

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

The Senior Leadership Team (SLT) are accountable for the management of Health and Safety and for the implementation of the schools Health and Safety policy in their areas of control.

Employees have a duty to protect themselves other others by working safely, cooperating with the Senior Leadership Team, observing all relevant information and instructions and reporting and Health and Safety matters to their line managers.

Signed: _____
(Chair of Governors)

Date: _____

Signed: _____
(Headteacher)

Date: _____

Friday Bridge Primary School

Organisation and Responsibilities for Health, Safety and Welfare

May 2021

In order to ensure that Health and Safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to staff and governors as laid out below:

1. Governing Body

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

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

2. Headteacher

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

- 2.1 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
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of Health and Safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision
- 2.4 The delegated responsibility for maintenance of the premises
- 2.5 The purchase of equipment to meet appropriate safety standards
- 2.6 The repair, maintenance and testing of school equipment
- 2.7 The provision of appropriate protective clothing where necessary
- 2.8 The purchase and maintenance of first aid materials and firefighting appliances
- 2.9 The funding of necessary safety training for staff
- 2.10 The arrangements for securing Health and Safety assistance from a competent source

- 2.11 The appointment of a premises manager
- 2.12 The provision of appropriate Health and Safety information to governors

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

3. Teaching Staff (including supply)

Teaching staff are responsible for the Health and Safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Class teachers shall:

- 3.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment
- 3.2 Be aware of the schools Health and Safety Policy and any local rules and arrangements which may apply specifically to the department concerned
- 3.3 Ensure that safety instructions are given to all pupils prior to commencing practical sessions
- 3.4 Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.,
- 3.5 Ensure that pupils follow school/department safety rules and that protective equipment is worn where appropriate
- 3.6 Ensure that all personal protective equipment is suitable and in good condition prior to use
- 3.7 Ensure safety devices e.g. machinery guards are in good condition and are used
- 3.8 Report any defective equipment to the Head of Department
- 3.9 Investigate **all** accidents (in conjunction with Head of Department), which occur through activities organised/supervised by the department
- 3.10 Propose for consideration by their Head of Department, any improvements which they consider would improve Health and Safety standards within the department
- 3.11 Ensure that all agreed adequate levels of supervision is available and that appropriate Health and Safety arrangements exist prior to taking school parties off site on educational visits

4. Caretaker

The Caretaker is responsible to the Headteacher.

Duties include:

- 4.1 Arranging for the removal from service, any item of furniture, apparatus or equipment which has been identified as unsafe
- 4.2 Taking appropriate action when necessary to prevent injury to others on the site
- 4.3 Who might otherwise be exposed to unnecessary dangers e.g. erect boundaries around opened manholes etc.,

- 4.4 Participating in the biannual Health and Safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.,
- 4.5 Ensuring that other site supervisory staff are adequately supervised
- 4.6 Identifying any particular Health and Safety training needs of supervisory staff in the group
- 4.7 Ensuring that staff within the group are not involved in activities outside their limitations
- 4.8 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- 4.9 Ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.,

5. All Employees (including temporary and volunteers)

All employees have general Health and Safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also cooperate with the Governing Body and Senior Leadership Team 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:

- 5.1 To participate in the risk assessment process and comply with findings
- 5.2 To report all defects in the condition of the premises or equipment to which they become aware
- 5.3 To report **all** accidents according to the procedures included in Part 3 of this document
- 5.4 Be familiar with the procedure to be followed in the event of a fire or other serious emergency
- 5.5 To make use of all necessary personal protective equipment provided for safety or health reasons
- 5.6 To, where necessary, make use of all control measures made available to them e.g. fume cupboards etc.,
- 5.7 Follow all relevant codes of safe working practice and local rules
- 5.8 Report any unsafe working practices to the Headteacher

6. Pupils

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

All pupils will:

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

7. Resources Committee

The school has established a Resources Committee which meets termly. The Committee develops and implements measures to ensure the Health and Safety of all employees, pupils and others who may be affected by the schools activities.

Membership of the Committee:

Leonard Veenendaal	(Chair)
Sophie Foston	(Headteacher)
Maggie Barwell	(Vice Chair)
Christina Turnell	(Governor)
Sara Rogers	(Governor)

The Resources 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.

Signed: _____
(Chair of Governors)

Date: _____

Signed: _____
(Headteacher)

Date: _____

Friday Bridge Primary School

Arrangements & Procedures for Health, Safety and Welfare

May 2021

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

1. Accident Reporting, Recording and Investigation

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

- All accidents, dangerous occurrences and near misses must be reported on the Standard County Council Incident Reporting Form (IRF96). <https://www.reportincident.co.uk/> Violent incidents and verbal abuse must be reported on the Standard County Council Incident Report Form (IRF96)
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later
- The Headteacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil. NB faulty systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc., must be taken of use when necessary and will be clearly labelled to that effect
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on [01223 699123](tel:01223699123)
- The IRF96 must be completed and sent to the Health and Safety Team for absences through accident for periods of 3 days or more (including weekends and holidays), or when a non-employee attends hospital following an accident whilst at work. Please refer the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource ID 3904)

2. Asbestos

Refer to Property Manager, PSMs Manual (further details can be found by visiting <https://www.strictlyeducation.co.uk/>). All contractors are shown the Hazard File prior to starting any work on the premises. Staff have also been made aware of this

3. Contractors

PCM manage contractors. Contractors are required to:

- a) Sign in at reception and acknowledge contents of the 5Cs Contractor Register
- b) On request, provide risk assessments and method statements covering their activity on site

4. COSHH

Control of Substances Hazardous to Health (COSHH) is the law that requires employers to control substances that are hazardous to health.

[Staffshare/Policies/FBSPolicies/COSHHPolicyMay2020](#)

5. COVID 19

Useful links:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.hse.gov.uk/news/coronavirus.htm>

6. Curriculum Safety

See Curriculum Intent Policy April 2020:

<https://www.fridaybridge.cambs.sch.uk/school/policies>

7. Drugs & Administration of Medicines

See Medication Policy September 2019:

[Staffshare/Policies/FBSPolicies/MedicationPolicySept2019](#)

8. Electrical Equipment (fixed and portable)

PAT Testing is carried out annually. Fixed electrical installations are inspected every 5 years. See Caretaker for further information and reports

9. Fire Precautions and Procedures (and other emergencies including bomb threats)

See Cambridgeshire County Councils Fire Safety Policy:

Or contact barbara.noack@cambridgeshire.gov.uk

Emergency Procedures

- In the event of a fire alert/alarm, the Headteacher/Assistant Headteacher will evacuate pupils and adults to the designated assembly point and will summon the emergency services as necessary
- The safe evacuation of persons is an absolute priority
- Whilst evacuating premises, staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors and windows
- Emergency Evacuations will be undertaken termly and fire alarm tests weekly. A record will be kept in the Risk Management Handbook (kept in the reprographics room)
- Regular inspections of the premises and grounds are undertaken termly

10. First Aid

See Cambridgeshire County Councils First Aid Policy:

Staff Member		Expiry Date & Course	
		Appointed Person's Expiry Date	Course
Miriam	APPLEBY	Nov 2022	Paediatric first aid
Maddison	BROTHWELL	Nov 2022	3 day first aid at work
Ben	CARR	Oct 2023	1 day emergency first aid at work
Dominique	CRAWFORD	Oct 2023	1 day emergency first aid at work
		Feb 2024	Paediatric first aid
Cheryl	LENTON	May 2023	Paediatric first aid
Emma	LEVITT	Oct 2023	1 day emergency first aid at work
Tina	MATTLESS	Oct 2023	1 day emergency first aid at work
Sam	RILEY	July 2021	1 day first aid at work
Lesley	WIFFEN	Oct 2023	1 day emergency first aid at work
Carla	PING	June 2022	Paediatric first aid
Chelsea	WRIGHT	Oct 2023	1 day emergency first aid at work
Michelle	WYE	July 2021	1 day emergency first aid

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

First Aid boxes are located at the following points:

Staff Room
Main Corridor
Each Classroom (x4)

The Headteacher is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once every half term.

The First Aid Treatment Record Book for recording details of all first aid administered is kept in the school office.

Details of contact numbers of Hospital Accident & Emergency Departments, NHS Direct and other Medical Services are kept in the school office.

11. Medication Policy

See Medication Policy September 2019:
[Staffshare/Policies/FBPS Policies/Medication Policy Sept 2019](#)

12. Glass and Glazing

See Cambridgeshire County Councils guidance GN 022 Glazing Safety

13. Governors

Friday Bridge Primary School Resources Committee consists of the named persons below and can be contacted via office@fridaybridge.cambs.sch.uk

Mrs Sophie Foston (Head Teacher)
Mr Leonard Veenendaal (Chair)
Mrs Maggie Barwell (Vice Chair)
Miss Sara Rogers
Mrs Christina Turnell

14. Hazardous Substances

See Cambridgeshire County Councils Hazardous Substances and Materials Policy. [See also 4. COSSH](#)

15. Health and Safety Advice

To obtain competent Health & Safety advice, school would contact Health & Safety Adviser, Stuart Wood on [01223 699122](tel:01223699122)

16. Housekeeping, cleaning and waste disposal

See Cambridgeshire County Councils guidance GN 11 Caretaking & Cleaning Duties.
See also <https://www.biffa.co.uk/>

17. Handling and Lifting

See Cambridgeshire County Councils Manual Handling Policy

18. Jewellery

See Cambridgeshire County Councils Earrings & Other Jewellery Policy and School Prospectus

19. Lone Working

See Cambridgeshire County Councils Lone Working Policy:
[StaffShare/Policies/LAPolicies/LoneWorkingPolicy](#)

20. Lettings/Shared use of Premises

[StaffShare/Policies/FBSPolicies/LettingsPolicyMay2020](#)

21. Maintenance/Inspection of Equipment

See FBPS Building Services Equipment Checklist and PCM files

22. Monitoring the Policy

The Resources Committee monitor the Policy ([See 13. Governors](#))

23. Pregnant or Nursing Employees

[StaffShare/Policies/EPMPolicies/RevisedJuly2019MaternityLeavePolicy&Procedures](#)

24. Reporting Defects

Hazards should be reported to the Headteacher. Minor items are entered in the Health and Safety Log for the Caretaker. See Log Book in the reprographic room

25. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken. See [StaffShare/RiskAssessments](#) and hard copies in the reprographics room

26. Safety Representatives (Trade Union and/or Employee Representatives)

A Safety Representative is a fellow worker elected by other union members to look after the health and safety at work of people they work with. The main functions of a Safety Representative is to investigate potential hazards and dangerous occurrences in the workplace. Investigate complaints by employees relating to health, safety and welfare. They will carry out regular inspections of the workplace and take part in workplace risk assessments. The following can be contacted via office@fridaybridge.cambs.sch.uk

Mr Leonard Veenendaal (Chair of Governors)

Mrs Sophie Foston (Head Teacher)

Mr Peter Tilney (Caretaker)

27. School trips/off-site activities

[StaffShare/RiskAssessments/RATrips&VisitsFeb2020](#)

See Cambridgeshire County Councils EVC Guidance

28. Smoking

The school site is a No Smoking Zone

29. Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions
- Co-operate with Friday Bridge Primary School staff in order that any statutory regulation orders, etc. may be carried out fully
- Comply with all safety related instructions issued by Friday Bridge Primary School
- Report accidents, incidents, defects and dangers
- Behave in an orderly manner at all times
- Not misuse any item provided by Friday Bridge Primary School in the interests of Health and Safety

30. Water Temperatures

The Legionnaires' disease Approved Code of Practice (ACOP) (**L8**) is aimed at duty holders including employers, those in control of premises and those with health and safety responsibilities for others, to help them comply with their legal duties in relation to legionella. Periodic checks of the domestic water system are carried out by Strictly Education <https://www.strictlyeducation.co.uk/>