Health and Safety Policy

September 2026

Approved by: **FGB**

Last reviewed on: September 2026

Next review due by: September 2027

Statement of General Policy on

Health, Safety and Wellbeing

St Anne's C of E Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all pupils, employees and visitors.

The senior management 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 impletmented:
- 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 senior management team is 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 senior management team, complying with the school's HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

Joe Gilbert Chair of Governors ***Mark Farrell, Headteacher***

Signed ____Joe Gilbert_ ____ Signed Mark Farrell

Date _____22/09/2026_____ Date 22/09/2026_____

Date of next review: ____September 2027_____

St Anne's C of E 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- *Joe Gilbert, 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 accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

2. Headteacher - Mark Farrell

Overall responsibility for the day-to-day management of HSW in the school rests with the Headteacher. The Headteacher will advise Governors of the areas of HSW which require an allocation of funds. The Headteacher will ensure that:

2.1 there is a system in place for undertaking risk assessments;

2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;

2.3 there are adequate staffing levels for safe supervision;

2.4 responsibility for school maintenance is clearly defined and delegated;

2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;

2.6 protective clothing/safety equipment is provided where necessary;

2.7 first aid materials and fire equipment is adequate, and maintained;

2.8 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. The Headteacher will also specifically:

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

3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;

3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;

3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

3.5 arrange for termly evacuation drills and weekly fire alarm tests;

3.6 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;

3.7 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;

3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;

3.9 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

4. **Teaching Staff - Learning Environment**

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

4.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;

4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;

4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;

4.4 ensure that all staff within their area are aware of their specific roles in an emergency;

4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;

4.7 ensure that adequate levels of class supervision are available at all times;

4.8 identify specific staff health and safety training needs;

4.9 carry out departmental induction training including any specific information and training that may be necessary;

4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;

4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;

4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;

4.13 ensure that good standards of housekeeping are maintained.

5. Teaching Staff - Pupils

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 e.g. school trips. Class teachers shall:

5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;

5.2 be aware of the schools health and safety policy and any local rules and arrangements;

5.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;

5.4 know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;

5.5 ensure that pupils follow safety rules and that protective equipment is worn where required;

5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;

5.7 report accidents, near misses and defective equipment to management.

6. Site Manager - Matthew Bannister

The Site Manager is responsible to the Headteacher. They shall:

6.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;

6.2 take appropriate action when necessary to prevent injury to others on site;

6.3 participate in the termly health and safety inspections;

6.4 identify health and safety training/supervisory needs of site supervisory staff;

6.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;

6.6 ensure that all staff work in accordance with safe working practices/risk assessments.

7. Health and Safety Co-ordinator - School Business Manager Jo Kingman

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. They shall:

7.1 contribute to the review of this policy;

7.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;

7.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

7.4 arrange termly evacuation drills and weekly fire alarm tests etc;

7.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;

7.6 participate in the termly health and safety inspections;

7.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

7.8 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

8. All Employees - employed, supply and volunteers

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management and shall:

8.1 participate in the risk assessment process and comply with the control measures;

8.2 report any defects in the condition of the premises or equipment they become aware of;

8.3 report accidents, near misses and defective equipment to management.

8.4 be familiar with the procedure to be followed in the event of a fire or other emergency;

8.5 make use of all necessary personal protective equipment provided for safety or health reasons;

8.6 report any unsafe working practices to the Headteacher.

9. Staff Safety Representatives

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

9.1 investigate potential hazards and examine the causes of accidents in the workplace;

9.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;

9.3 make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;

9.4 carry out health, safety and welfare inspections;

9.5 attend the health and safety committee meetings;

9.6 work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Names of appointed Safety Representative(s): _____

Contact Details: _____

Area Covered: _____

10. Health, Safety and Wellbeing Committee

The school has established a Health, Safety and Wellbeing Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the schools activities. Key people who are on or support the committee comprise of:

10.1 Headteacher

10.2 Governor – Chair of HSW Committee (under Resource Committee)

10.7 Staff Safety Representative

10.9 Site Supervisor

10.10 Cook in Charge

The Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

11. Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school

safety rules. All pupils will:

11.1 Follow all instructions issued by any member of staff in the case of an emergency;

11.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.

11.3 Inform any member of staff of any situation, which may affect their safety.

St Anne's C of E 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

All employees must report **all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses** in accordance with the **Cambridgeshire County Council (CCC) Accident/Incident Reporting Procedure** and associated guidance.

- Incidents are reported using the **CCC online Incident Reporting Form** (IRF96). Minor incidents can also be logged locally (e.g. in the school first aid book).
- A copy of each completed IRF96 must be kept in school, either centrally filed or on the individual's file.
- **Near misses** (where no injury or damage occurred but could have) must also be reported. Prompt remedial action following a near miss can prevent a more serious accident.
- The **Headteacher must review all incident reports** before submission to CCC and is responsible for investigating accidents and taking remedial steps to avoid recurrence.
- Faulty systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible. Faulty equipment must be taken out of use immediately and clearly labelled.
- **All deaths and major injuries must be reported immediately** by telephone to the CCC Health, Safety and Wellbeing Team (01223 699122 / 01223 715309).
- An IRF96 must also be completed and submitted where:
    - A member of staff is absent through accident for a period of **three days or more** (including weekends/holidays); or
    - A non-employee (e.g. pupil, visitor) attends hospital following an accident at school.
- Full guidance and copies of the IRF96 form are available on the CCC Education Portal (Resource ID 3904).

2. Asbestos

The Headteacher ensures the asbestos register is up-to-date and all new works consults the register before undertaking tasks. The register is kept on the front entrance shelf, along with the 5 C's file.

3. Contractors

Front office staff (under the guidance of the Headteacher) oversee and organise all routine tests and checks, depending on their required time frame. Records of these checks are kept in the Office.

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.

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 has access to curriculum safety advice and guidance for science, D&T and art at the following link: http://primary.cleapss.org.uk.

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

5. Drugs and Medication

See the First Aid Policy

6. Electrical Equipment

St Anne's Primary School organises a cycle of PAT testing visits. The Headteacher advises the tester of new electrical equipment. Contractors are required to use tested equipment.

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

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 Headteacher's office..

Fire Assessments/audits are booked by the school via the Local Authority and Cambs Fire Service. Review of work to be carried out as a result of this report is by the HSW committee. Weekly checks of the fire alarms are made by the Site Manager. Records are kept of this in the Fire File in the School Office. Testing of smoke alarms and extinguishers are routinely carried out. Termly evacuation practice is done by the Headteacher or senior teacher and records kept in the Fire File. A critical incidents file is kept in the main office. The Headteacher, Senior Teacher, Site Manager, School Business Manager and Chair of Governors also have copies at home.

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- Main Office
- Headteacher's home
- Assistant Headteacher's home
- Business Manager's home
- Chair Of Governor's home

- In the event of a fire alarm/alert, teachers will evacuate pupils/young people/others to the designated assembly point;
- Office Staff will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority. The signing in/out books (or device print-out) for adults and children will be taken out along with the class registers by the School Office staff;
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken at least termly, and fire alarm tests weekly; a record will be kept in the File;

- Regular inspections of the premises and grounds should be undertaken each term
- Emergency procedures for incidents outside normal working hours are held by:
    - Mark Farrell, Executive Headteacher
    - Caroline Sibson (Assistant Headteacher)
    - Jo Kingman (Business Manager)

- These procedures will be reviewed at least annually.

8. First Aid

See First Aid Policy

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 school front office.

Rules on selection and use of substances is under the advice of Cambridgeshire County Council's Health, Safety and Wellbeing advisors (see 10. below).

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Headteacher.

10. Health and Safety Advice

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

11. Housekeeping, cleaning & waste disposal

This forms part of the termly Health and Safety audit conducted by the school's Governing Body (local level). Local Authority Fire Risk Audits also perform checks on housekeeping, cleaning & waste disposal.

12. Handling & Lifting

See individual Risk Assessments

13. Lettings/shared use of premises

See Lettings Policy

14. Lone Working

See Lone Working Policy

15. Maintenance / Inspection of Equipment

All equipment testing, including PE equipment is routinely checked and reports kept in the School Office.

16. Personal Protective Equipment (PPE)

A selection of equipment is available in the First Aid cupboard, the Site Manager's store and other areas around the school. This equipment is checked periodically and issued when risk assessment determines it to be necessary.

17. Reporting Defects

All staff should report defects/hazards to their Line Manager. The Headteacher will arrange for suitable interim measures to be taken pending rectification, which will be arranged by the School Business Manager, Site Manager or Administrative Assistant.

18. Risk Assessments

Risk Assessments are kept in the Headteacher's office and on the Staff Share area and always on the Cambsridgeshire County Council Evolve platform. The Headteacher will arrange for Risk Assessments to be produced when required (eg, for trips, pregnant members of staff, etc) and all Risk Assessments will be periodically reviewed.

19. School Trips/ Off-Site Activities

Evolve Educational Trips Support

The Headteacher is the EVC. Advice is taken from Stephen Brown, CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

20. Smoking

No smoking is permitted on any part of the premises.

21. Staff Health & Safety Training and Development

The HSW committee along with the Headteacher identifies training needs for staff, pupils and governors.

22. Staff Well-being / Stress

School and county arrangements are in place for supporting staff.

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

In line with CCC/national guidance.

24. Use of VDU's / Display Screens

School budget for glasses wearers who use PCs in accordance with county guidelines.

25. Vehicles on Site

Parking on site is for staff and contractors. Deliveries are not scheduled for the start and end of school day. A member of staff greets the school buses at the start of the day (if a school trip is organised) and all classes are escorted to buses at the end of the day.

26. Violence to Staff / School Security

All visitors are greeted through the School Office window before being allowed to enter school. ID can be shown through the window, once identified they can enter and sign in. All visitors wear an identification badge.

All of the premises are surrounded by gates and fences.

27. Working at Height

Any height work must be undertaken by ladder trained staff only.

28. Work Experience

[Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment,]

Appendix 1

Names of Key Personnel – as at September 2026

Chair of Governing Body: Joe Gilbert / Mark Harvey

Headteacher: Mark Farrell

Assistant Headteacher: Caroline Sibson

School Business Manager: Jo Kingman

Administrative Assistant: Claire Roberts

Caretaker: Matthew Bannister

Cook in charge: Fiona Thompson