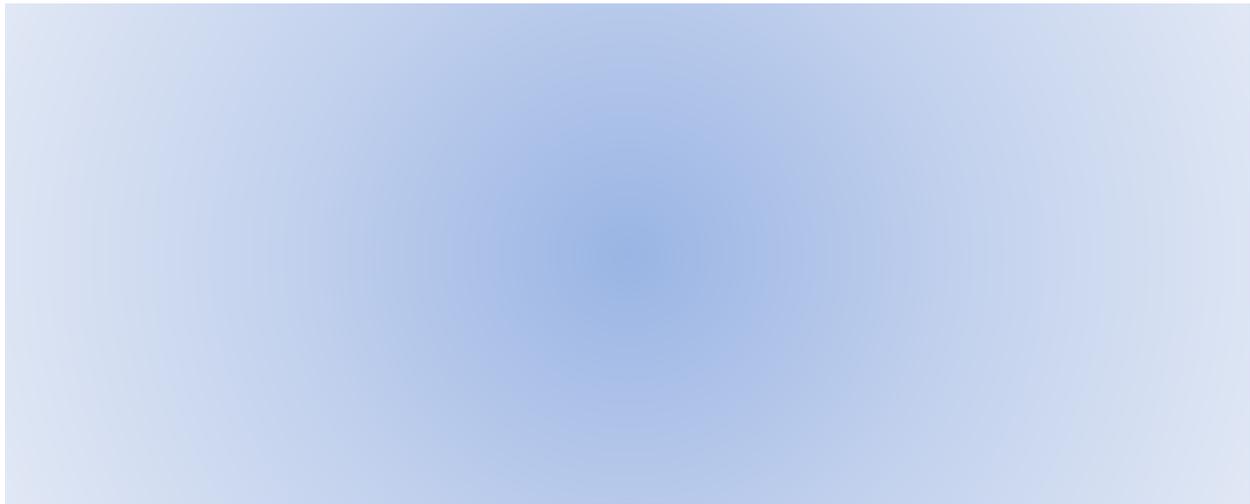




Hardwick and Cambourne Community Primary School

Health & Safety Policy

Date Reviewed: Summer 2025
Reviewed by: Governing Body
Next Planned Review: Summer 2027



Safeguarding Statement

At Hardwick and Cambourne Community Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Hardwick and Cambourne Community Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Statement of General Policy for Health, Safety and Wellbeing

Hardwick and Cambourne Community Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all staff, 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.

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

Claire MacDonald *Cate Thompson*

Claire MacDonald, Chair of Governors

Cate Thompson, Headteacher

7th July 2025

7th July 2025

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 (*Claire MacDonald - Chair*)

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 (*Cate Thompson*)

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:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations;
- Ensuring that there is a management system for monitoring the effectiveness of health, safety and wellbeing arrangements, which form part of this policy;
- Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Co-ordinate the termly health and safety workplace inspection, ensuring all areas of the establishment and all activities are covered;
- Ensure that all key staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance
- Adequate staffing levels for safe supervision of all activities according to risk;
- The delegated responsibility for maintenance of the premises;
- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and appropriate testing of school equipment;
- The provision of appropriate protective clothing where deemed necessary by risk assessment;
- The purchase and maintenance of first aid materials and firefighting appliances;

- The funding of necessary health and safety training for staff;
- The arrangements for securing health and safety expertise from a competent source;
- The appointment of a caretaker/site manager;
- 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. Heads of Campus (*Nicole Swann & Sam Pritchard*)

Both Heads of Campus are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their campus. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all members of staff in their respective campus'. In particular, staff holding such positions of responsibility will:

- Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- Advise the Business Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, so she is able to record in the appropriate location and advise -what local action is necessary to minimise the risk until repairs can be arranged
- Ensure that all accidents (including near misses) occurring within their campus are promptly reported and recorded using the appropriate ~~forms~~ forms;
- ensure that all accidents and near misses are investigated in an appropriate way to prevent a recurrence or an accident occurring;
- ensure that appropriate safe working rules and procedures exist within the campus and that these include induction training for new staff, and are refreshed regularly for existing staff and others on the campus;
- ensure that all staff within their campus are aware of their specific roles in case of fire and/or emergency;
- ensure that adequate levels of class supervision are available at all times;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- carry out induction training including any specific information and training that may be necessary or required based on activity risk assessments;
- ensure (via all staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities based on a risk assessment of the activity;
- Ensure that all key staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- Oversee the arrangements for educational visits and school journeys.

4. School Business Manager (*Catherine Mitchell*)

The School Business Manager is responsible to the Headteacher for ensuring the application of this policy to all activities undertaken at the school. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all members of staff. In particular, the post holder will:

- Ensure that all accidents (including near misses) occurring within the school are promptly reported and recorded using the appropriate forms-;
- ensure that all accidents and near misses are investigated in an appropriate way to preventing a recurrence or an accident occurring;
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are managed;
- Arrange for termly evacuation drills, weekly fire alarm tests and other routine testing or maintenance as per the yearly schedule
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- remove from use and inform the Head of Campus of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Learning Directorate , CLEAPSS, DfE, AfPE etc., and ensure that all staff are aware of and make use of such guidance including that available in electronic format;
- identify specific staff health and safety training needs and inform the Headteacher accordingly;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- carry out induction training including any specific information and training that may be necessary or required based on activity risk assessments;
- ensure that levels of first aid provision remain adequate for the activities being undertaken;
- provide an initial response to health and safety problems referred by members of staff within their campus. Any problems that cannot be satisfactorily solved within the campus must be referred to the Headteacher;
- ensure that good standards of housekeeping are maintained;
- consult the Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

5. 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, halls, workshops 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 the schools health and safety policy and any local rules and arrangements which may apply specifically to the subject concerned;
- ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 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.;
- 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;

- ensure safety devices are in good condition and are used;
- report accidents, near misses and any defective equipment to the Head of Campus/SBM;
- propose for consideration any improvements, which they consider, would improve health or safety standards within the department;
- using a risk-based approach, 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.

6. **Site Officers** (*James Wakeling & Sean Turner*)

The Site Officers are responsible to the Headteacher via the School 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 the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- identifying any particular health and safety training needs of themselves
- ensuring that staff within the group are not involved in activities outside their limitations;
- ensuring that any personal protective equipment issued is in line with a risk assessment is suitable for the task and that training is provided in the correct use of the equipment.
- ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.

7. **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:

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

8. **Pupils/students**

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.

9. Staff Safety Representatives

Currently there is not a Staff Safety Representative. Should a staff member wish to become a representative they should seek guidance from the 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 he represents relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Head of Campus/ 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 his employers in promoting health and safety at work.

10. Safeguarding Monitoring Group

The school has established a Safeguarding Monitoring Group, which meets termly on each site. The main purpose of the Committee is to ensure the school is implementing and developing measures for the health and safety of all employees, pupils and others who may be affected by the school's activities. Membership of the committee comprises of:

Headteacher [Cate Thompson]

Lead Safeguarding Governor [Kirsty Shephard]

Safeguarding Member [Leigh Roberts]

The Safeguarding Monitoring Group submits a termly site report for each campus to the Governing Body for their consideration. This report includes a summary of any accidents that have been reported since the last report, as well as any health and safety priorities and considerations.

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:

Incident Reporting, Recording and Investigation

Incidents involving pupils:

Minor bumps and bruises are dealt with in a proportionate manner; staff are expected to use their discretion as to whether they need reporting in writing and to seek advice from more senior members of staff if in doubt. Significant accidents are recorded in our accident books – a copy of which is also sent home to parents. Midday supervisors have access to a first aid box. If appropriate, a child may be taken to the school office for further first aid. The Headteacher should be notified of serious accidents and will advise staff on whether an accident should be reported to the County Council (via the online LGSS (Local Government Support Services) incident report form). If a child is seriously injured parents are immediately informed.

Incidents involving staff:

Staff who are involved in or witness significant accidents, violent incidents or near misses are responsible for reporting them to the council. These should be reported using the online LGSS Incident Reporting Form.

- The Headteacher must investigate significant accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect. NB 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, Safety & Wellbeing Team by telephone on 01223 699122.
- The LGSS report form must be completed and sent to the Health & Safety Team for absences through accident for periods of 7 days or more (including weekends and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Incident reporting guidance for full details of reportable incidents. Full guidance of the form are located on the LGSS Huddle website.

A copy of any accidents that are reported should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child.

Asbestos

Asbestos Guidance

The Headteacher is responsible for the Asbestos Record System Manual which is located in the Hardwick office. There is no asbestos on the Cambourne campus due to it being a new build. The asbestos survey is made available to contractors and others such as site staff prior to starting any work on the premises. Staff should not drill any walls or affix anything to walls without first obtaining approval from the site officer. The county council must be notified in advance of any asbestos removal on site.

The site officer is responsible for observing any damage to the fabric of the building that may disturb asbestos whilst carrying out their daily duties. Any damage to the fabric of the building noticed by

staff should be reported to the Site Officer/ School Business Manager /Head teacher who will notify the county council if needed.

Contractors

[Contractor Management Guidance](#)

Contractors are selected using the Best Value principles. Effort is always made to minimise the disruption caused by contractors on site. Contractors are made aware of the school teaching hours to control disruption and safety. 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.

Curriculum Safety

Staff are required to undertake suitable written risk assessments prior to commencing hazardous activities, and ensure that health and safety is written into planning where necessary. Staff are suitably qualified to teach any activities they take responsibility for and refer to any health and safety publications adopted by the school which staff must be familiar with e.g. 'Safe Practice in Physical Education and School Sport.'

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: health.andsafetyteam@cambridgeshire.gov.uk

Drugs and Medication

Please see the Administering Medicines and Supporting Children with Medical Needs Policy and the First Aid Policy

Electrical Equipment (fixed & portable)

[Electricity Guidance](#)

All electrical appliances are checked in the 2 yearly PAT. Staff should not bring into school any personal appliances or use any electrical appliances at school that have not been checked in the school's annual PAT. Electrical fixed installations are inspected every 5 years.

Fire

[Fire Safety Guidance](#)

Safeguarding group are responsible for ensuring all fire risk assessments and procedures are up to date. See two separate policies on Fire Safety and Critical Incidents.

First Aid

[First Aid Guidance](#)

Please see First Aid Policy, which staff are provided a copy of during induction. A copy of the policy is also kept on Teams. A first aid needs assessment has been undertaken and the school have an adequate number of staff who have been Emergency First Aid at work training or Paediatric First Aid training.

Hazardous Substances

[COSHH Guidance](#)

All hazardous substances will be risk assessed. See COSHH risk assessment folder. All cleaning substances have been risk assessed by either ESPO or the school.

Health and Safety Advice

The school makes use of competent health and safety advice where necessary

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

Housekeeping, cleaning & waste disposal

It is the responsibility of the site officer to ensure that premises are kept clean and clear of rubbish. The caretaker is responsible for the safe disposal of glass; arrangements for wet floor cleaning to minimise risk of slips and ensuring that external waste bins remain safe.

In snowy and icy weather conditions, salt and sand are used to clear main pathways. Paths around the playgrounds are also cleared if they are to be used in the school day.

Handling & Lifting

Manual Handling Guidance

Staff should be aware of the correct procedures for lifting and carrying equipment and furniture. Staff should be suitable trained to carry out tasks and activities. Children receive instruction on how to move benches, chairs and tables. Children do not move any other similar sized or larger items

Jewellery

Earrings must be removed . Other jewellery, apart from watches, is discouraged and needs to be removed for PE lessons.

Lettings/shared use of premises

Please see the Lettings Policy

Lone Working

Please see the critical incidents policy & lone working policy/ risk assessment

Maintenance / Inspection of Equipment

HSW Compliance Monitoring Checklist

Fire alarms, emergency lighting and fire extinguishers are checked on rotation each week and recorded in the Fire Log book. All other routine maintenance/ inspection of equipment is

Personal Protective Equipment (PPE)

All school activities are covered by the appropriate risk assessment, where PPE is required this will be referred to the Headteacher at the planning stage. The site officer, and other staff involved in school maintenance must not undertake any activity which requires PPE equipment without first consulting the Headteacher. If necessary, PPE will then be provided.

Reporting Defects

Defects or possible hazards should be reported to the headteacher immediately, who will arrange for any remedial work. If there are any hazards in the interim period, before repair, the Head of Campus and/ or the site officer will take action to ensure that the staff and pupils remain safe.

Risk Assessments

Risk Assessment Guidance

The headteacher is responsible for ensuring that the necessary risk assessments are up to date. These are then reviewed by the safeguarding group. Risk assessments are put on MyConcern to be signed off by the necessary members of staff. They are also accessible on Teams.

School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

The Heads of Campus are the school visits co-ordinators. A risk assessment is completed for each school trip. Governors are informed of overnight or out of county school trips at the first FGB meeting of the year. Parental written permission must be obtained before a child goes out on a school trip. The teacher in charge of the school trip ensures that at least one First Aid kit is taken on the trip.

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

School Transport

Where trips involve transport, coaches with seatbelts are always used and written permission from parents is always obtained. Where private cars are used by staff to transport pupils, the business insurance is provided by the school; safeguarding procedures are followed and parents are asked to provide booster seats where necessary.

Smoking/Vaping

Smoking/Vaping is not allowed on the school premises

Staff Consultation

There is a governors' safeguarding meeting each term at each campus. The terms of reference are reviewed annually. If staff have issues regarding health and safety these can be addressed in our weekly staff meetings or immediately if there is a significant hazard. The site has a log file where all requests for repairs and improvements are logged.

Staff Health & Safety Training and Development

[H&S induction checklist](#)

Health and safety arrangements are covered in the Induction training that the Heads of Campus / School Business Manager gives to all new members of staff. Appropriate and repeated training is given to appropriate members of staff.

Staff Well-being / Stress

The school follows the county arrangements for supporting staff. The school is committed to reducing unnecessary stress and works to encourage a sense of wellbeing.

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

Disclosure and Barring Service (DBS) Checks (formerly CRB) are required for all school staff and regular volunteers and is recorded on the schools Single Central Record. A regular volunteer is someone who is in school three or more times in a 30 day period. Supervision ratios will be in the adhered to and will be included in activity risk assessments. The school accepts no responsibility for children who arrive on the premises before 8.55am, unless they are part of a morning club, or a Year 6 child doing their given job.

Use of VDUs / Display Screens

[DSE Guidance](#)

Staff are advised to spend no more than one hour using a VDU before taking at least a five-minute break. DSE assessments are given to those members of staff who use VDUs and Display Screens on a regular basis and adjustments made accordingly.

Vehicles on Site

[Management of Traffic on site guidance](#)

All vehicles on site will be in restricted areas and be coned off where they might come into contact with children. See car park risk assessment for other information.

Violence to Staff / School Security

[Violence and Aggression in schools guidance](#)

All visitors to the school site must report to the School office where they will be asked to sign in and wear an appropriate lanyard. Access to the school is controlled through a key fobbed door; all other external doors, excluding fire doors, around the premises should be kept locked when not in use. Any incidents of verbal or physical abuse towards staff are logged and investigated by the Headteacher, who will refer an incident to the Local Authority and/or Police where appropriate. The Critical Incidents Policy covers issues of violence to staff. The Headteacher has the right to order off the premises any adult who is either verbally or physically aggressive to staff or pupils.

Working at Height

[Working at Height Guidance](#)

Staff must not climb on furniture, step ladders must be used for working at height. Copies of all risk assessments are uploaded to the policy drive on TEAMS. Pupils must not climb on furniture and only use PE climbing equipment with appropriate supervision. The site officers have received appropriate training to ensure that safety measures are in place when working at height.

Work Experience

The Heads of Campus will liaise with schools and colleges to ensure appropriate risk assessments are in place and signed. Visiting students are classed as employees on site and will be subject to Health and Safety regulations that contain requirements of all employees to take proper care and follow Health and Safety rules. Students must not enter areas designated as off limits or use/interfere with equipment also considered off limits. Students will be given an induction on their first day that will include Health and Safety.

