



# **THE RACKHAM C OF E PRIMARY SCHOOL**

## **Health and Safety Policy**

**Policy Number:** STAT 007

**Date:** November 2025

The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **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.

### **Governing Body**

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.

### **Headteacher**

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

- there is a system in place for undertaking risk assessments;
- there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- there are adequate staffing levels for safe supervision;
- responsibility for school maintenance is clearly defined and delegated;
- equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- protective clothing/safety equipment is provided where necessary;
- first aid materials and fire equipment is adequate, and maintained;
- the funding of necessary health and safety training for staff;
- the arrangements for securing health and safety assistance from a competent source;
- 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.

### **Business Manager**

The Headteacher will delegate to the Business Manager, the following duties:

- ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;

- 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 and weekly fire alarm tests;
- 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;
- arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- co ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 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 kept to a minimum.

### **Teaching Staff**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. 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;
- ensure that safety instruction is given to all pupils prior to commencing any activity with an element of risk;
- know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- ensure that pupils follow safety rules and that protective equipment is worn where required;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- report accidents, near misses and defective equipment to management.

### **Caretaker**

The Caretaker is responsible to the Business Manager. They shall:

- arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- take appropriate action when necessary to prevent injury to others on site;
- participate in the termly health and safety inspections;
- identify health and safety training/supervisory needs of site supervisory staff;
- ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- ensure that all staff work in accordance with safe working practices/risk assessments.

### **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.

### **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:

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

### **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.

Membership of the Committee comprises of:

- Headteacher
- Health and Safety Governor
- Business Manager
- Safety Representative
- Caretaker

The Committee will submit a termly 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 term and will suggest health and safety targets and priorities going forward.

### **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**

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

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

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

### **Asbestos**

The asbestos survey and associated plans are located in the contractor hazard file which is held in reception area. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

### **Contractors**

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors are picked from approved lists provided by the property management companies or are selected based on suitability and competency to perform the work. Safe working arrangements and risk assessments should be provided by the contractor. The business manager and caretaker will monitor the work undertaken and report to the head.

Staff who are concerned about contractors should report their concerns to the headteacher.

### **Curriculum Safety**

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

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

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

### **Drugs and Medication**



Medicine can be administered at school but with certain restrictions. Please refer to our policy 'SCH 008 Administering Medicines Policy'.

### **Electrical Equipment**

All portable electrical equipment is tested annually under our pre-arranged PAT testing scheme. Any defects noticed must be reported immediately to the Business Manager who can arrange for repair. The item must not be used until it has been checked and repaired by a qualified electrician.

### **Fire**

All staff must be provided with a copy of the Fire Policy during induction and sign to indicate that they have read and understood it. This is kept electronically but a copy can be printed on request from the office.

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

### **First Aid**

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is kept electronically but a copy can be printed on request from the office.

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

### **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 caretaker's office.

Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Headteacher.

### **Health and Safety Advice**

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council,  
[Caoimhe.Keenan@cambridgeshire.gov.uk](mailto:Caoimhe.Keenan@cambridgeshire.gov.uk), 01223 715309, 07881 945904

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

All housekeeping, cleaning and waste disposal is the responsibility of the site manager and the cleaning team. The cleaning team are only on site outside of school hours.

Any minimal cleaning required between the hours of 8.00am and 1pm when the caretaker returns to site can be done by members of staff (with advice sought from the caretaker over the telephone if required) with care (and without using any chemicals) but if unsure the area should be cordoned off until caretaker's return.

Any snow or ice removal through the addition of salt or by shovelling will be completed by the site manager prior to the start of the school day. Access to breakfast club will be made safe prior to any other areas.

No one should allow rubbish to build up. Any excess must be removed immediately to the bins to ensure there isn't a fire risk.

### **Handling & Lifting**

For any regular or planned lifting or handling to take place then the risk assessment must be referred to. If the person is unsure of anything then the task should not be completed without further guidance.

If any unplanned or unexpected handling or lifting needs to be carried out then an immediate assessment of the persons capability to complete the task should be carried out. This should be done by the person about to complete the task. If unsure then assistance should be sought. Anything considered heavy or difficult to move should not be moved until a more formal risk assessment can be completed.

### **Jewellery**

Pupils are permitted to wear one pair of small stud earrings. These earrings must be removed for all PE lessons, which must be completed by the child themselves. Putting the earrings back in must also be completed by the child. A small box can be brought in to keep them safe while the lesson is taking place. If the child cannot complete this themselves, they must be removed at home.

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

Any person or persons hiring parts of the school must have completed a booking form at least a week prior to the planned event. Any specific safety instructions will be conveyed after booking is confirmed.

Only equipment that has been hired may be used, anything else must not be used or moved unless not doing so could cause an accident or damage.

All hirers of school premises must have up to date and appropriate public liability insurance prior to the hire date. All first aid cover is also their responsibility.

### **Lone Working**

If lone working is part of a role then all persons must be referred to the lone working risk assessment.

### **Maintenance / Inspection of Equipment**

An annual inspection happens for fire extinguishers, smoke detectors and fire alarm system including emergency lighting. Kitchen equipment including extraction are also inspected annually.

Accredited companies complete all checks and inspections.

All PE equipment is also inspected annually.



The only lifting equipment we have on site is stair lift. This is currently out of use, and cannot be used at all therefore is not inspected.

A record of all inspections are held electronically on site.

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

PPE is required for cleaning staff, site staff, first aiders and kitchen staff. Risk assessments have been carried out and are regularly reviewed as to what PPE is required and this is provided free of charge.

### **Reporting Defects**

All hazards and defects should be reported without delay to Business Manager or Caretaker.

### **Risk Assessments**

All risk assessments are completed by, or co-ordinated by, the Business Manager. If the Business manager doesn't have the specific skills to complete a risk assessment deemed necessary, then they will seek assistance from a more appropriate person.

All risk assessments will be held confidentially on our system, by the Business Manager and will be reviewed regularly or when changes occur.

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

Evolve Educational Trips Support

CCC Outdoor Education Adviser: [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)

All off site visits are arranged with advice from Evolve, and risk assessments are completed by school staff on visiting prior to arranged trip.

### **School Transport**

We do not have our own school transport. The regular school bus/taxi is provided by the county council who will carry out all the necessary checks on the company awarded the contract who will in turn complete the necessary checks on their drivers.

For any school transport for day trips or to residential trips, quotes will be sought from a range of approved bus companies.

When out on the trip, the trip lead is responsible for all the children but with the assistance from all other adults on the trip. They will all ensure they have a mobile phone with them so contact can be made with school at all times.

### **Smoking**

No smoking is permitted anywhere on site.

### **Staff Consultation**

Should staff have suggestions with regard to on site health and safety they can consult with the Business Manager.

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

Initial staff health and safety training is completed through induction. Further training is completed as required as deemed necessary through role change or risk assessment.

If anyone is completing anything hazardous they will be informed of the risk assessment outcome and as to how this must be followed.

Some specific duties may involve requiring extra training e.g. working at height and handling substances.

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

Can speak to on site pastoral team or line manager.

Alternatively staff can contact an external well being service details of which are regularly communicated.

### **Swimming Pool Operating Procedures**

CCC Curriculum Adviser: [ian.roberts@cambridgeshire.gov.uk](mailto:ian.roberts@cambridgeshire.gov.uk)

Please refer to the procedures held by the Business manager.

### **Use of VDU's / Display Screens**

Annual display screen assessment for any staff who fall in the significant use category.

### **Vehicles on Site**

Movement of cars or other vehicles are not allowed on site between 8.15 to 9am and 3.00 to 3.30 due to high levels of pedestrian movement.

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

Visitor access is controlled by all doors and gates being shut during school hours with access only possible through the school office. Office staff are protected with a barrier screen at access window.

All staff must report any incidents of physical or verbal violence to the head who will investigate.

### **Working at Height**

All ladders and stepladders are inspected regularly. Use is restricted to those trained at working at height.

All ladders are kept locked except during use. Staff are instructed to not use any other items to gain access to height except if using the small step stool with retractable wheels

## Work Experience

Work experience is arranged through the Assistant Head and normally only accepted through established routes.

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

### Approved and signed by:

**Headteacher**



**Signed:**

**Date:** November 2025

**Chair of Governing body**



**Signed:**

**Date:** November 2025