

Meldreth Primary School Health & Safety Policy

Review Date: Autumn 2022

Reviewed by: Full Governing Body

Next review date: Autumn 2024



MELDRETH
Primary School

Statement of General Policy on Health, Safety and Welfare

Meldreth Primary School believes that health and safety 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 well-being. Meldreth Primary School 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 School's 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 any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team 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 and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Overall accountability for Health and Safety in the School rests with the Governing Body, led by the Chair of Governors. The Principal is responsible for day to day implementation of the Health & Safety policy as the principal employee:

Emma Tidby

Sasha Howard

Emma Tidby Chair of Governors

Sasha Howard Headteacher

September 2022

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Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' 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 [*Chair of Governors - Emma Tidby*]

The Governing Body will comply with any directions issued by the Children and Young People 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 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 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 [*Sasha Howard*]

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 Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration 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 fire fighting 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.
- 2.13 Oversee all arrangements for educational visits and school journeys.

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. Assistant Headteacher [*Dan Chapman*]

The Headteacher will delegate to the Assistant Headteacher, the majority of the duties that are linked with the

overall responsibilities of the Head. More specifically the post holder will:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 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 etc.
- 3.6 Advise the site manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 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 bi-annual health and safety checklist, 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;
- 3.11 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

4. Team Leaders

All Team Leaders are responsible to the Headteacher (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Deputy Headteacher;
- 4.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 4.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;

- 4.15 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 the Deputy Headteacher;
- 4.16 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

5. Teaching Staff [Including supply 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 e.g. classrooms, laboratories, workshops etc., 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 which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Head of Department;
- 5.9 investigate all accidents (in conjunction with Head of Department), which occur through activities organised/supervised by the Department;
- 5.10 propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 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 Supervisor [Ian Reay]

The Site Supervisor is responsible to the Headteacher via the school office. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 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.;
- 6.3 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.4 ensuring that other site supervisory staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 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.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.

7. Health & Safety Governor [Janet Williams]

The Health & Safety Governor role is primarily that of facilitator. The Health & Safety Governor may take on

certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 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 for biannual evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise the site supervisor of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 7.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 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;
- 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & 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 co-operate with the governing body and senior management 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:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the head of dept/Deputy Headteacher .

9. Pupils/students [This section should be drawn to attention of all pupils]

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

- 9.1 follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation, which may affect their safety.

10. Staff Safety Representative [Claudia McGinty]

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:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with his employers in promoting health and safety at work.

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

11. Competent Assistance

The competent assistance and advice is provided by:

Cambridgeshire County Council LGSS Occupational Health & Safety Team

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that Meldreth Primary School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Contact Details:

Cambridgeshire County Council Health & Safety Team
1st Floor Octagon
Shire Hall
Cambridge
Cambridgeshire
CB3 0AP
Tel: 01223 699122
Fax: 01223 475932

Arrangements & Procedures for Health, Safety and Welfare

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 & Investigation

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

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96) at the following link www.cambridgeshire.gov.uk/irf96. Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- “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/child. 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 out 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 699122.
- The IRF96 must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 days or more (including W/E’s and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to 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

The Headteacher is responsible for maintaining the Asbestos Record, which is located in the contractors’ folder in the entrance lobby. The asbestos file & records is made available to contractors and others such as site supervisors prior to starting any work on the premises. It includes arrangements to ensure contractors and others such as site supervisors etc., instruction to staff not to drill or affix anything to walls or ceilings without first obtaining approval from the site supervisor. Any damage to asbestos materials must be reported to the Head or Site Manager immediately. The asbestos register/record is reviewed annually. The site supervisor and Headteacher have had asbestos awareness training.

3. Contractors

Contractors are selected through property services from *Every*, or direct by the Site Manager. The 5C system covers how contractors are selected, arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of

liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to and liaising with the contract supervisor in Property & Estates. 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.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff receive Health & Safety training in order to undertake the necessary risk assessments and monitor health and safety within their areas of responsibility. Teaching staff do not undertake activities for which specialist training is required. Staff refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".

5. Drugs & Medications

Parental requests for medicines to be administered are as outlined in the Medical Needs Policy.

6. Electrical Equipment [fixed & portable]

All users make visual inspections of electrical equipment and must report any concerns to the Deputy Headteacher. Responsibility for certifications and safety checks are completed as advised by the Local Authority Health & Safety Team. Personal items must only be brought into school following advice from the Deputy Headteacher.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Deputy Headteacher is responsible for undertaking & reviewing fire risk assessment and termly drills. Fire exit strategy and assembly points are updated with this policy and all staff are responsible for the maintenance of fire exits /escape routes. The Headteacher is responsible for the maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, and emergency lighting.

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:

- a) Headteacher's office
- b) Site Manager/Caretaker's cupboard
- c) with the Chair of Governors
- d) School Office

In the event of a fire alert/alarm teaching staff will evacuate pupils to the designated assembly point; will evacuate pupils/young people/others* to the designated assembly point;

- The office administrator 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;
- Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the Risk Management Handbook;
- Regular inspections of the premises and grounds should be undertaken each term/quarterly* or more frequently if possible. (A fire checklist is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in the school entrance.
- Emergency procedures for incidents outside normal working hours are held by the Headteacher.
- These procedures will be reviewed at least annually.

8. First Aid

The Headteacher should ensure that First Aiders have a current certificate.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Library
Staffroom
School office
Puffin classroom
Lookout Club
Preschool

All staff will check that any vehicles are properly equipped with first aid boxes before they are used.

Anne McCrossen 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 termly.

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 and Emergency Departments, NHS Direct and Other Medical Services Are Displayed In the school office.

9. Medication Policy

See Medical Needs Policy.

10. Glass & Glazing

All glass in door and side panels should be safety glass, all replacement glass must be of safety standard.

11. Hazardous Substances

The site supervisor is responsible for the selection and use of substances, maintenance of hazard data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls.

12. Health and Safety Advice

Health and safety advice is available via the Health & Safety Adviser, Stuart Wood 01223 699122.

13. Housekeeping, cleaning & waste disposal

The site supervisor is responsible for ensuring premises are kept clean, to minimise accumulation of rubbish, making arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting and management of external waste bins.

14. Handling & Lifting

If heavy items are to be moved by a member of staff, a discussion will take place with the Head to ensure that a specific risk assessment is in place beforehand. Children receive instruction on how to move benches, chairs and tables. Children do not move any other similar sized or larger items.

15. Jewellery [This should be repeated in school prospectus]

Only one pair of small plain stud earrings is permitted. Earrings must be removed by the child for PE and should be stored safely (a named, lidded container works well). If a child is unable to remove earrings then these must be removed at home on PE days.

For health and hygiene reasons, school staff will not make personal contact with a pupil's ears or earrings.

No other jewellery is permitted (unless for verifiable religious or health reasons).
Watches should be named.
All items are the sole responsibility of the child.

16. Lettings/shared use of premises

See Lettings Policy and Terms & Conditions of hire.

17. Lone Working

See lone working risk assessment.

18. Maintenance / Inspection of Equipment

The site manager is responsible for the periodic inspection, examination and testing of all equipment e.g. fire alarm and smoke detection, emergency lighting, fire extinguishers. Records are kept in the school office. Defective equipment is reported to the site manager via a whiteboard in the staffroom.

19. Monitoring the Policy

The Headteacher and link Governor carry out a bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy are made by the Headteacher, Deputy Headteacher and site supervisor. Governors monitor accident reports to identify trends.

20. Personal Protective Equipment (PPE)

PPE is provided free of charge where risk assessment determines this to be necessary.

21. Reporting Defects

Hazards and defects should be reported to the Site Supervisor or in her absence, the Headteacher or Deputy Headteacher. Interim measures will depend on the nature of the hazard or defect but may mean moving a piece of equipment so that it cannot be used or securing an area to prevent access. The aim is to prevent any accidents happening. The Site Manager or Office Administrator will arrange remedial works.

22. Risk Assessments

The Deputy Headteacher is responsible for making sure that Risk assessments relating to the site and buildings are in place. The Headteacher will ensure special Risk assessments are undertaken if staff are pregnant or have health problems and ensures that Risk assessments are in place and that special risk assessments are undertaken if necessary.

23. School Trips/ Off-Site Activities

The school has an EV Co-ordinator (Chloe Jackson) who monitors that all off site activities and visits have been properly recorded, including trip specific risk assessments, using EVOLVE. This covers activities planned during the normal school day as part of the curriculum. Activities where there is an element of risk, for example, swimming and cycling require parental authorisation. Staff take at least one mobile phone when going off site. All off-site visits are risk assessed and logged on EVOLVE. The Teacher in charge of the school trip ensures that a First Aid bag is taken on the trip.

24. School Transport

Only taxi firms approved by Cambs CC are used to transport students

- Staff should only transport students if their vehicle is insured for Business use;
- Staff can only claim travel costs if their vehicle is insured for Business use.
- Staff wishing to claim travel costs must complete a vehicle documentation form annually (in March) confirming that the vehicle is insured and has a MOT certificate (if required) and that they hold a valid driving licence.

25. Smoking

Smoking is not allowed on any County Council site and/or within 10 metres of a building.

26. Staff Consultation

Governors Resources Committee meets termly and includes staff representation. All staff are informed of the meetings and invited to raise issues of concern (non-urgent) or suggestions for improvements. It is expected that urgent issues will be raised as they occur.

27. Staff Health & Safety Training and Development

All staff attend a Child Protection – Basic Awareness course as soon as possible after appointment. The Site Supervisor also needs to have evidence of training or undertake training in; ladder training, manual handling, fire warden and basic electrical safety (as appropriate). Admin staff will be advised about working with VDUs and undertake a workstation assessment where required.

28. Staff Well-being

The Headteacher oversees concerns regarding staff wellbeing. Monitored through an annual staff questionnaire and reported to Full Governing Body. Individual help and support is available to all staff from the Education Support Partnership, which provides:

- confidential emotional support and counselling available 24 hours a day, 365 days a week
- up to six sessions of face-to-face or telephone counselling
- access to online Cognitive Behavioural Therapy (CBT)
- management consultation to support those responsible for managing others
- specialist information on work-life balance
- financial and legal information
- information on local services such as elder care and childcare

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

The school recognise that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Staff:student ratio on school trips is determined by the number of students, but also by their likely behaviour and the nature of the activity. All staff (including supply and regular volunteers) must have an enhanced DBS; visitors, who may need to work alone with students (eg YOS, locality staff) must have an enhanced DBS and photo id.

A regular volunteer is defined as someone who is in school three or more times in a 30 day period. Parents helping as a one off on a school trip do not require a DBS and are not left alone with any children at any time.

Pupils must not be left unattended, appropriately qualified staff must supervise pupils at all times and the agreed ratios for all activities including school trips must be adhered to.

The school accepts no responsibility for children who arrive on the premises before 8.40am unless an agreement has been made with the Head Teacher, School Office or Look out staff that a child can arrive before 7.40am.

Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session at 3.10pm. All teachers must ensure that each child is collected by a known adult. The school must receive written or verbal authorisation to release a child to an adult other than the child's parent/carer who is responsible for the child. This can be given by adding adults to the pupil's personal Information form held in the School Office. Children are not allowed to go with another parent unless the child's parent has been informed.

If any child is not collected straightaway, the class teacher will inform the Head Teacher or a member of the SLT who will assume responsibility until the child's parents/carers collect the child. After fifteen minutes a call is made to the parents using the information provided on the Information and Medical

form. Further calls will be attempted every fifteen minutes, after 45 minutes the Local Authority Education Child Protection team will be informed for advice and possible action.

30. Swimming Pool Operating Procedures

Operating procedures outline the minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators.

31. Use of VDU's / Display Screens

Staff who make significant use of VDU's are advised to spend no more than one hour using a VDU before taking at least a five minute break. Reports about defects in workstations should be made to the Site Supervisor. Health concerns related to VDUs should be reported to the Headteacher.

32. Vehicles on Site

Only school staff and official visitors are to use the school car park. Parents and carers are advised to ensure that their children dismount from bicycles before entering the school grounds. All pedestrians must enter the school site on either of the two footpaths. Dismounted cyclists must push their bicycles along the footpaths and to the cycle racks inside the main gates. If an unauthorised vehicle needs to enter the car park permission must first be sought from the School office or Site Manager. Deliveries will not be able to access the car park between 8.20 and 9am and 3.00 and 3.30pm.

33. Violence to Staff / School Security

Whole site and main building has door-controlled entry. All visitors are asked to sign in with details of time in/out, who they are visiting and vehicle details. Visitors are asked to wear a Visitors badge.

Contractors sign the 5Cs book. All staff have training in managing the behaviour of students. Any incidents of verbal and physical violence by students should be recorded and given to the Headteacher who will deal with it in accordance to the Code of Conduct.

Any member of staff who feels threatened by any incident of verbal or physical violence should ensure it is reported on the online accident reporting system at the following link

www.reportincident.co.uk/cambridgeshire. The Headteacher has the right to order off the premises any adult who is either verbally or physically aggressive to staff or pupils.

34. Working at Height

Only staff who have completed ladder training are permitted to use ladders. The Site Manager is responsible for inspecting ladders and any other access equipment in use. Staff are reminded that it is not safe to stand on chairs or tables; they should ask the Site Supervisor for assistance. 'One steps' can be used by any staff.

35. Work Experience

Kate Samways is responsible for overseeing and inducting and work experience placements. Visiting students will not have unsupervised access to children, administer medication or discipline children. Students will have mobile phones switched off.