



HEALTH & SAFETY POLICY FOR **ST AUGUSTINE'S C of E (VA) JUNIOR SCHOOL**

Personnel and Curriculum Committee

Finance and Premises Committee

Full Governing Body

Christian Character Committee

Signed by: S Brunt (Headteacher)	S Brunt	23/03/23
Signed by:	P Ananicz	23/03/23

Date ratified: March 2023

Review date: Spring Term 2023

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PART ONE: STATEMENT OF INTENT OF THE GOVERNOR'S POLICY ON HEALTH AND SAFETY

The school's Governing Body and Head teacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Head teacher.

In particular the Governing Body and Head teacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;

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- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Head teacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc. or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Head teacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Head teacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Head teacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full cooperation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

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The Health and Safety Policy document is:

- communicated and shared frequently with all staff in school;
- reviewed annually or if significant changes take place (e.g. new buildings);
- included in the induction arrangements for new staff, student and supply teachers and volunteers in school.

The document also forms part of the portfolio of documentation required to demonstrate a robust safety management system in school.

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PART TWO - ORGANISATION

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Organisation – Introduction. In order to achieve compliance with the Governing Body and Head teacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.	
The Duties of the Governing Body The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.	There is a designated 'Health &Safety' Governor who conducts regular school visits to discuss any Health & Safety issues and performs site spot checks.

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The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Head teacher performs half-termly 'Health & Safety' inspections alongside the Caretaker and School Business Manager. Any actions required are clearly documented and a timetable identified for resolution. There are regular risk assessments carried out which are documented and shared with the relevant persons.

The Head teacher is ultimately responsible for the security of the premises during the school day. The school site is locked down from 8.50am through to 2.55pm and is only accessible by a security gate which is controlled through the School Office. Anyone entering school must sign in and wear an identity badge at all times whilst on the school premises.

Health & Safety is an agenda item at every Senior Leadership Team ('SLT') meeting and issues are identified, documented and addressed. Health & Safety is equally a matter of great importance at the weekly staff meetings and is a regular agenda item. There is a designated software package called Every, where staff may report any issues which may impact on the wellbeing of children and staff on school grounds.

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The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

There is a designated 'Health & Safety' notice board where the 'Employee Duties' are clearly defined to promote and ensure a culture of awareness and compliance with regards the wellbeing of the school community.

The employees may report 'Near Misses' via the Every software.

Health & Safety issues and matters of concern are shared as a regular agenda item at staff meetings.

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Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

Children are expected in school wearing sensible footwear (no raised heels are allowed) and are asked to wear appropriate footwear when on the paddock or on the playing field at break times.

All children are taught within daily worship to take care of themselves and each other. There are school rules as follows:

- Never run within the school building except during a PE lesson hosted in the hall;
- Do not run around blind corners in the playground;
- Stand still when the whistle is blown and walk sensibly into school when instructed by an adult;
- Ensure the zone rules are followed during break time and ball games are only played in the MUGA;
- Do not sit on/swing on the barriers around the playground;
- The banks leading to the playing field are out of bounds and the playing field must be accessed via the steps;
- Access behind the MUGA and the bike sheds in the wooded area is disallowed;
- The playing field, trim trail and tyres are out of bounds in wet weather;
- The paddock is out of bounds at morning break and other activities in the paddock area must be closely supervised; and
- Children are only allowed indoors during break times with the explicit permission of an adult.

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	Outside every classroom there is a summary of responsibilities that children should adhere to to make their classroom a safe learning environment e.g. pushing their chairs in once they have left the table.
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School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

There are currently no members of staff who have been appointed as Health and Safety representatives by a recognised Trade Union in school. However, the Head teacher and Governing Body recognise the importance of this role and would welcome this post being filled.

Temporary Staff

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.

The emergency evacuation procedures are detailed on the reverse side of the identity badges handed to temporary staff and visitors on site. The office staff makes all visitors aware of the information held on the badges. A 'Health & Safety Briefing and Induction for Visitors' is clearly displayed in the school reception area and temporary staff are instructed to make themselves familiar with the content.

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Teaching Staff

Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

It is the responsibility of the class teacher to make sure that his/her classroom is safe and secure e.g. electronic equipment switched off before leaving the premises and put out of sight, chairs placed under table when not in use etc. Staff give regular reminders to the children about health and safety e.g. no furniture should be placed in front of fire doors, safety with scissors, personal safety advice, no running in class etc.

Outside every classroom there is a summary of responsibilities that children should adhere to to make their classroom a safe learning environment, which is reinforced on a regular basis by the class teacher.

Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

As above for teaching staff, Teaching Assistants reinforce the health and safety culture in the classroom and around the school site. They are equally accountable to adhere to the employee duties as per the 'Health and Safety at Work Act 1974'.

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The Duties of External Visits Coordinators (EVC)

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.

In accordance with best practice and the safety regulations specified by the Local Authority, educational visits are carefully planned, with staff visits made, if possible, in advance to assess the viability and safety of the planned excursion. Details of the activity are sent to parents. Children are asked to wear appropriate clothing for the activity. The correct adult: child ratio is always adhered to; a qualified first-aider (and a first-aid kit) is present on every excursion and a list of emergency contact numbers taken (i.e. for the children and school staff/SLT where appropriate).

The school's named External Visits Coordinator is Mrs S Grange.

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The Duties of Premises Manager (Office Manager, Caretaker)

The Premises Manager (or equivalent) has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

Caretaker

The responsibilities of the Caretaker are detailed in the job description (which is not exhaustive). It is the responsibility of the Caretaker, among other duties, to check daily that:

- All locks, catches and doors are in working order;
- All internal/external bins are emptied; and
- All internal and external walkways are clear of obstruction.

Before leaving the premises, the Caretaker checks that;

- The school site is empty and no employees are still working on the grounds;
- All windows are closed;
- The doors are locked and secure;
- The security alarm is set; and
- All gates are locked.

The Caretaker, under the direction of the Head teacher, is responsible for ensuring that the building provides a safe and healthy environment for the children and staff alike. The Caretaker and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Caretaker, or through the use of authorised contractors. Any equipment/hazardous substances are kept locked away from the children. All equipment is checked/maintained regularly and the caretaker keeps logs of checks and maintenance.

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	<p>The School Business Manager</p> <p>The School Business Manager ('SBM') conducts a 'School Health & Safety Inspection' with the Caretaker on a half-termly basis. The SBM is responsible to ensure all inspections and checks are carried out as per the statutory requirements e.g. boiler, fire safety equipment. The school contracts Cambridgeshire County Council to advise on health and safety issues and a regular audit is conducted to assess the health and safety culture of the school. The SBM identifies as and when training and updates are required by staff e.g. first aid, manual handling. In collaboration with the Head teacher, the SBM ensures that all risk assessments are up-to-date and communicates the contents with the relevant persons. The SBM manages the Every software and coordinates any remedial action with the Caretaker.</p>
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p>Volunteers and Parent Helpers are given induction packs before starting in school. A 'Health & Safety Briefing and Induction for Visitors' is within the pack and all volunteers are instructed to make themselves familiar with the content.</p> <p>The emergency evacuation procedures are detailed on the reverse side of the identity badges handed to all visitors on site. The office staff makes all visitors aware of the information held on the badges</p>

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PART THREE - ARRANGEMENTS

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Arrangements	Responsibility of: Name/Title	Action/Arrangements
<p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>		
<p>Communication</p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>S Brunt (Head teacher) S Boyer (SBM)</p>	<p>Health & Safety is a standing agenda item at staff and SLT meetings and all health and safety matters are discussed and relevant updates are shared with staff.</p> <p>There is a designated Health & Safety notice board in the staffroom and best practise is shared with all the school community here and on EVERY.</p> <p>Volunteers and Parent Helpers are given induction packs before starting in school. A 'Health & Safety Briefing and Induction for Visitors' is within the pack and all volunteers are instructed to make themselves familiar with the content.</p> <p>The emergency evacuation procedures are detailed on the reverse side of the identity badges handed to all visitors on site. The office staff makes all visitors aware of the information held on the badges.</p> <p>Contractors are asked to sign in the 'Contractors Sign-In' book and the 'Health & Safety Briefing and Induction for Visitors' is brought to their attention. The presence of asbestos is also brought to the contractors' attention and the asbestos risk assessment is made available to them.</p>

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Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	S Brunt S Boyer	Health & Safety is a standing item on the agenda for the Finance and Premises Committee. There is a designated Health & Safety Governor who makes regular site visits to discuss and review Health & Safety arrangements. The culture and awareness of Health & Safety regulations is embedded in school life. There is a system of 'near misses' reporting where staff and pupils are encouraged to report any areas of the school site where there are health and safety concerns. This may also be reported on the Every software package that all staff have access to.
Section 1 - RISK ASSESSMENT		

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Risk Assessment <p>The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	All staff (see details below)	<p>Risk assessments aim to identify hazards arising from a work activity and make judgements as to the likelihood of harm being caused by a hazard and the severity of harm. The risk assessment assists in determining the measures which need to be put in place to reduce or mitigate the risk. The three important definitions in the concept of assessing risk are:</p> <ul style="list-style-type: none">• Hazard: Something with the potential to cause harm.• Risk: The likelihood that the hazard will cause harm.• Extent of risk: the number of people who may be exposed to the hazard and the extent of their likely injury. <p>Hard copies of the risk assessments are stored in the School Office and available to all staff in a shared drive & Every software. The risk assessments are also posted around school where appropriate so that best practice is adhered to at all times.</p>
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School Trips/Offsite Visits The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.	S Grange (EVC Coordinator)	There is a school trips procedure that is adhered to in school and shared with all teaching staff. Mrs. S. Grange is the designated External Visits Coordinator and she manages the school trips process. There is a separate risk assessment for every school trip and hard copies of these assessments are held in the School Office. Parents and Carers are asked to complete a general permission slip for their child at the beginning of year 3 to give their permission for any local educational trips. These trips are equally risk assessed by the relevant staff and where possible, the route/activity is carried out before the children venture off school premises.
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Working at Height <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	All Staff R Jones (Caretaker)	<p>There is a working at height risk assessment that is shared with all staff and volunteers on site (hard copy stored in School Office). There is a dedicated platform, stored in Farah cupboard, which should be used if needing to access any equipment at height. In no circumstances are staff allowed to use chairs to do so.</p> <p>Ladders are stored in the Caretaker's store room and the Caretaker is responsible for carrying out periodic ladder checks. The Caretaker has had the relevant 'Working with ladders' training</p> <p>Staff who have pre-existing medical conditions or are pregnant are strongly discouraged from working at height and separate risk assessments are in place, where relevant.</p> <p>Toolbox updates are given at staff meetings and address health and safety matters such as working at height.</p>
Noise <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	S Brunt	As a Junior School, there is limited exposure to noise pollution as the use of machinery in D&T is not within the primary curriculum. There are music lessons on offer at school in wind and string instruments and piano. The music lessons are held in a contained space (whether the music room) or main hall. These areas are away from the learning classrooms of the Lower and Upper Schools.

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Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.	S Brunt S Boyer	<p>There is a 'Violence to Staff' policy in school and a clear and comprehensive procedure to follow in cases of aggression towards staff. Parents/carers may be prohibited from accessing the school site in extreme circumstances. In all cases, the police will be contacted where there is a real threat to staff.</p> <p>There is signage in the School Office reception, which is considered a key risk area, stating that under no circumstances is violence or aggression towards staff acceptable. Any visitors showing signs of aggression will be asked to immediately leave the premises or in more serious cases, the police will be contacted.</p>
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<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>S Brunt L Potter & J Brattan (Assistant Head teachers)</p>	<p><u>Security of the Premises</u></p> <p>The Head teacher, Assistant Head teachers, School Business Manager and Caretaker are the designated key holders along with a security company called Businesswatch Security and are responsible for the security of the building. The Diocese, Local Authority, Security company and alarm company (Custodian Ltd) have a list of key contacts. Access to the school site is through two security gates- one on the outside perimeter, one at the reception entrance. Both gates are keypad controlled and require a 4 digit access code, knowledge of which is strictly limited to staff. Visitors may access the school site by pressing the buzzer at the outer security gate which sounds through to the School Office. The School Office has sight of the security gate as well as the ability to speak to the visitor and will only release the security gate when confident that the visitor is bona fide and expected at the school. All school gates are secured at 8.50am and opened again just before the end of the school day at 3.00pm.</p> <p><u>Signing-in</u></p> <p>All visitors and contractors are expected to sign-in using the InVentry system and contractor log books respectively and are given a visitor ID lanyard and badge that should be worn at all times when on the school premises. All members of staff should request identification from</p>
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		<p>anyone in the building whom they do not recognise or whose reason for being in school is uncertain.</p> <p>All staff members sign in on the In\Ventry system when they arrive at school and out as they leave as an instant record of who is in school (including holiday periods). There is also a staff noticeboard which displays a photo of every member of staff, volunteers who are regularly at school and governors, so that children and adults alike may familiarise themselves with who is usually and expected on school premises.</p> <p><u>Risk Assessment and Emergency Procedure</u></p> <p>There are assessments in place, where appropriate, documenting the risks in accessing the site and controls in place to mitigate these risks. There is also a procedure for lock down if an intruder were to access the site and present a danger to staff and children on the premises. This procedure for emergencies is documented and shared with staff and a hard copy is held in the School Office.</p>
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Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety	All Staff	Lone working is not widely promoted. However, it is recognised that teaching staff will need to be in school during the holidays and before and after school hours to meet the demands of the role. All staff must sign in on the InVentry system when on school premises. This alerts other members of staff to who is on site at all times. There is a lone working risk assessment and best practice is shared with all staff. A hard copy of the risk assessment is available in the School Office.
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<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.</p>	<p>R Jones S Boyer</p>	<p>All substances in school that may be hazardous are kept in a locked cupboard. The only hazardous substances on site are used for cleaning purposes or in the school kitchen.</p> <p>In the unusual circumstance that staff orders chemicals, he/she must ensure that the substance is covered by the CoSHH Register.</p> <p>Any member of staff using the chemicals must:</p> <ul style="list-style-type: none">• Follow procedures laid down for use of the substance;• Be aware of procedures for avoiding exposure and for control;and• Inform the Head teacher, Assistant Head teachers or Caretaker of any difficulties. <p>All risk assessments and Data sheets relating to CoSHH are completed by the Caretaker and held centrally in the Health & Safety Record folder in School Office.</p>
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Personal Protective Equipment Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff is responsible for ensuring that it uses PPE where it is provided.	S Boyer	The caretaker has a supply of PPE equipment and has been instructed on how and when to use it. It is stored in the caretakers cupboard and is kept locked at all times, but accessible throughout the school day.
School Transport Risks associated with driving are evaluated within assessments for activities.	S Boyer	There is a risk assessment documenting potential hazards of adults transporting children off school site. The SBM checks the member of staff's driving license, if any concerns are raised, on an ad hoc basis. DBS checks are carried out on all new members of staff and parents/carers who regularly volunteer in school. Results of these checks are centralised in the 'Single Central Record'. Government advice is followed as to the frequency of these safeguarding checks.

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Manual Handling (typical loads and handling pupils) Risks of manual handling are communicated within the manual handling risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.	S Boyer	Manual handling training is provided for all members of staff and a toolbox update on manual handling is made available to all members of staff and volunteers in school. The manual handling risk assessment is on the staff shared drive, on the Every software package and a hard copy is kept in the School Office.
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Curriculum Safety (including extended schools activity/study support) Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.	All Staff	As a junior school, there are limited areas of the curriculum where health and safety is regarded as an issue. If there are experiments to be carried out during science lessons, a separate risk assessment is carried out.
Work Experience Placements Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.	S Brunt L Potter / S Boyer	Work experience placements are usually organised through controlled placements of students from feeder secondary schools. There is adequate and robust documentation in place to ensure that all health and safety requirements of the workplace are met. All work experience students undergo an induction to the school similar to that provided to parents and carers who volunteer in school. All paperwork and checks are kept centrally by the School Business Manager..

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Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The Office Manager ensures that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.	S Boyer	There is a DSE risk assessment and DSE workplace assessments have been carried out for all staff members and the Head teacher. Any issues identified have been remedied.
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Parent Teacher Association The school offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.	Not Applicable	The PTA in school is currently inactive. Therefore, no risk assessments or insurance currently in place.
Playground Supervision/Play Equipment and Maintenance A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process	R Jones S Boyer	<p>There are separate risk assessments for the playground and for the paddock area. Supervision at break-time and lunchtime has also been risk assessed. These risk assessments are shared with all members of staff including Midday Supervisors and best practice is encouraged throughout the school.</p> <p>The playground equipment is visually checked by the Caretaker on a regular basis and records of these checks are kept in the School Office. There are also annual maintenance checks of all playground equipment by a third party and any remedial works are immediately undertaken to ensure that all play equipment is fit for use.</p>

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Section 2 - PREMISES

Mechanical and Electrical (fixed and portable)

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the School Office.

S Boyer
R Jones

Hard wire testing takes place every 5 years (next check due Autumn 2021). Any remedial works identified from the hard wire testing are carried out.

Portable Appliance Testing takes place bi-annually and any units considered unsafe are disposed of (and recorded on the Asset Register as written off).

All reports of mechanical and electrical testing are kept in the School Office. The Caretaker is not permitted to carry out repair works and a recognised third party is employed in all cases.

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Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.	R Jones	Equipment is inspected as and when required (at a minimum annually). The inspections are controlled and monitored through the Every software package by the School Business Manager and results of the inspections sent through to the Head teacher. Any remedial works are highlighted and action taken as required.
Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: <ul style="list-style-type: none">● complying with all regulations concerning the control of asbestos;● removing asbestos containing materials where the risk to building users is unacceptable;● having a named officer who has responsibility for implementing the Asbestos Management Plan.● where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.	S Brunt S Boyer R Jones	The school has actual and suspected asbestos on site. There is an asbestos survey and this is reviewed and updated as per statutory requirements. There is an asbestos register and all contractors are alerted to the presence of asbestos on the school site. If there are works planned at school, the contractor is responsible to carry out an independent asbestos risk assessment. The Asbestos Survey is kept in the School Office and available to all members of staff for their information. There are asbestos notices throughout school alerting staff to the specific areas where asbestos is suspected. All staff are made aware that the surface of these areas is not to be disturbed in any way. The school outsources its asbestos management and specialist support to Cambridgeshire County Council ('CCC'). CCC is in the process of rolling out an online asbestos management tool for all schools.

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Service Contractors <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	S Brunt S Boyer R Jones	When appropriate, the procedure for undertaking works through a service contractor is adhered to. The service contractor is expected to supply details of DBS checks undertaken on its employees and the risk assessments specific to the school site and the work to be undertaken. All contractors, whether service or ad hoc, sign-in to the contractors log book and are made aware of the health and safety and asbestos requirements of the school.
Building Contractors <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	S Brunt	Regulated by the requirements of the construction Design and Management Regulations, the school would exercise the duties as contained therein. For all larger scale projects, the Head teacher identifies who will be involved in works pre meetings and clearly identifies timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible). Access requirements would be clarified alongside emergency access requirements.

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Small Scale Building Works This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.	S Boyer	In the case of smaller projects, the School Business Manager would clarify where contractors are expected to report to prior to start of work; what approvals needed prior to start of work; details of responsible person/s; details of controls and procedures over behaviour whilst on site; contact details should a problem arise; timescales of project; equipment and services available e.g. access to services on school site; fire precautions/procedures and any particular problems on school site such as overhead cables/access etc.
Lettings (shared working – playgroups etc) The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.	S Brunt R Jones S Boyer	Any lettings are pre-approved by the Head teacher. The school site is opened by the Caretaker or Head teacher and the hirer/tenant is given an induction. All insurance details are clarified by the School Business Manager prior to the letting taking place. The site is closed by the Caretaker or Head teacher and the building inspected all in accordance with the lettings policy.

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Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.	All Staff	There are classroom rules which are adhered to by all children and staff, drawn directly from the classroom risk assessment. There is a 'near misses' reporting structure at school where health and safety issues may be reported on the Every software package.
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Cleaning <p>A cleaning schedule is in place which is monitored by the Head teacher and Caretaker. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	S Brunt R Jones	The school pays for a third party cleaning company, Easyclean, to maintain the school site in line with health and safety regulations. Deep cleans are instructed by the Head teacher and performed by Easyclean, as and when required. ABM provides the catering function and organises for a deep clean of the kitchen area at least annually. <p>The Caretaker manages the cleaning on the school site and monitors the performance of the third party. General areas such as the halls, school office and staffroom are the responsibility of the Caretaker as part of his job description.</p>
Transport Arrangements (on-site) <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoids same access for all.</p>	S Boyer	There is a risk assessment documenting the key hazards of accessing the school site. Deliveries are discouraged at peak times (start and end of school day). The gates are locked and access to school premises is therefore monitored.

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Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.	S Boyer R Jones	<p><i>All contractors including grounds maintenance sign-in at the school office. As aforementioned, there are procedures and controls in place to ensure adherence to health and safety requirements.</i></p> <p>There are regular checks carried out either internally or by third party contractors re. indoor and outdoor play equipment, legionella, grounds maintenance, fire safety equipment, intruder alarm system, fire alarm system. This list is not exhaustive. All contracts relating to school maintenance are managed and coordinated by the School Business Manager.</p>
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Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.	S Brunt S Boyer	All gas and electrical appliances are checked and tested as per statutory requirements by qualified and registered third party contractors. The timetable for statutory testing is managed by the School Business Manager and the Every software package.
Glass and Glazing A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.	S Boyer R Jones	The Caretaker does a daily site check for obvious and visible damage. Any concerns raised by staff are reported to the School Business Manager. The glass and glazing is carefully inspected on a termly basis through the 'School Workplace Safety Inspection Checklist'. Any remedial action required is activated by the School Business Manager.

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Water Supply/Legionella <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	R Jones S Boyer	The Caretaker performs regular checks and records are kept in the School Office. A third party performs monthly legionella testing and the log book is updated and maintained again in the School Office. Any annual checks are managed by the School Business Manager and through the Every software.
Snow and Ice Gritting <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	R Jones	The Caretaker orders the supplies of grit to treat surfaces in adverse weather conditions. He is aware when forecasts are predicting severe conditions and plans ahead. Snow and ice gritting is part of the Caretaker's morning routine in the winter months and all main access and egress routes are treated.

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Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

Infectious Diseases The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings'.	S Boyer M Massey	The National Guidance is displayed in the School Office so that office staff can inform parents correctly on best practise. If in doubt, parents and carers are advised to seek medical care for their child.
Dealing with Medical Conditions The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.	S Brunt L Potter	Assistant Head teacher, Mrs L Potter, is the SEND Coordinator and has made available a register of all children with medical and special needs. This register is shared with all staff so that the needs of each and every child may be understood and met. There is an SEND policy which is shared with the extended school community via the school website. The school engages fully with health professionals to enhance the learning experience of any child with a medical condition and often one-to-one support is offered in school.

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Drug Administration The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i> . Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.	S Brunt L Potter M Massey S Boyer	See above- dealing with medical conditions. Staff training in administering drugs for diabetes and anaphylactic shock is provided annually. There is a clear policy on the administration of drugs and parental consent must be given in writing in advance.
First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff.	S Brunt M Massey S Boyer	There is a First Aid policy in school and this is shared widely with staff. The policy details an up-to-date list of qualified first aiders, which certificates are held and the date the qualifications expire. There is a schedule of first aiders on the school site throughout the school day and a clear rota of Midday Supervisors designated to 'manning' the First Aid room throughout the lunchtime break. First aid boxes are located in the First Aid room and in the School Kitchen. First Aid 'grab bags' are made available to members of staff as and when required (during lunchtime supervision/ trips and visits off school premises).

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Reporting of Accidents, Hazards, Near Misses All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.	S Boyer M Massey All Staff	There is an incident book in the First Aid room where any pupil incidents are recorded. A copy of the incident slip is sent home with the child. In case of children with EAL, there is a translated letter sent home with the child explaining that an incident has occurred and due care should be given for any delayed adverse reaction. In the case of RIDDOR, an on-line report is completed by the School Business Manager as per Health & Safety guidelines. Near misses are reported as previously referred to. Staff accidents are reported on a bespoke form kept in the first aid room and a copy is kept on the member of staff's personnel file for record.
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Fire Safety and Emergency Evacuation A risk assessment has been carried out and a safety management plan is in place	S Brunt S Boyer	A fire risk assessment is carried out in school as per statutory requirements. The fire alarm is regularly tested by the Caretaker and a third party and the emergency lighting is tested weekly by the Caretaker. All records of maintenance and testing are kept in the School Office. Firefighting equipment is found throughout the school and fire safety training is provided to all staff on a regular basis. The school has a service level agreement with CCC to provide training, support and regular audits in the area of fire safety and safety management. The fire drill is carried out at least once a term and all staff and children are familiar with the procedure, knowing the exit routes, place of assembly and roll call procedure. These routes/procedures are clearly displayed around school and summarised below: <u>Fire Drill/Evacuation Procedure</u> <ol style="list-style-type: none">1. As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit onto the playground.2. If the usual exit is blocked for any reason a member of staff should be informed and people should leave by the nearest available exit. (Maps are displayed in all rooms).
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		<ol style="list-style-type: none">3. Staff will ensure that the children walk out of school sensibly and that they line up quietly in classes next to the bicycle sheds near the pedestrian gate to Brewster Avenue.4. The school administration staff will bring the registers to each class teacher outside the building. The office staff will also bring the gate keys from the school office, the iPad to access InVentry (visitors and contractors) and the staff register.5. Each teacher will take the appropriate register, call each child by name and check that all children are present, then hold the register in the air. The office staff will collect all the registers when this has been done and report any missing children to the senior member of staff present.6. Nobody is to go back into school.7. The Head teacher will state when the drill has ended and give permission for children to return to class. <p><u>Lunchtime Fire Procedure</u></p> <ol style="list-style-type: none">1. All staff members on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
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| | | <ol style="list-style-type: none">2. Staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.3. Staff members in classrooms shall evacuate all children from the building and ensure on the way out that any toilets are vacated.4. The Head teacher or Assistant Head teachers will ensure, as far as it is reasonably practicable, that the rest of the building is vacated. |
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<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>S Brunt L Potter J Brattan S Boyer</p>	<p>The school has a 'Disaster Recovery Plan' in case of an emergency in school, such as a natural disaster or bomb alert. A hard copy of this plan is kept in the School Office. The plan highlights the details of the Crisis Management Team and the roles and responsibilities of the members of the team. The evacuation procedure is summarised below:</p> <p>Natural Disasters and Bomb Alerts</p> <p>The fire alarm, emergency lighting and heat/smoke detectors are regularly inspected/maintained in school by a third party. In the event of a natural disaster or bomb alert, the Head teacher or designated person must:</p> <ul style="list-style-type: none">• Ring the fire alarm, where possible, to activate the evacuation of the premises of all adults and children (see Fire Drill Procedure). (The 'Red Care' service ensures that when the alarm is sounded the emergency services are automatically alerted and they contact the school office to assess whether a bona fide emergency).• Check that the evacuation procedure has been followed.• Remain at the front of the school to meet the fire brigade/police and direct them to the incident.• Ensure all children and adults remain outside.• Ascertain when the all-clear may be given, allowing children and adults to re-enter the premises.
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Section 4 - MONITORING AND REVIEW

Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors

S Brunt
S Boyer

Procedure and risk assessments updated and reviewed as and when required.

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<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>S Brunt S Boyer R Jones</p>	<p>All risk assessments and inspections are shared on the staff drive, EVERY and hard copies kept in the Health & Safety folder in the School Office.</p> <p>The Health & Safety culture at school is maintained through:</p> <ul style="list-style-type: none"> • Risk assessments • Health & Safety School Site Checklists • Agenda item at SLT and staff meetings • Agenda item at team meetings
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>S Boyer</p>	<p>The school has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures annually and sooner if there are changes in process. A Health and Safety Report is presented to Governors termly which includes a statistical breakdown of accidents and a review of risk assessments. The Health and Safety Policy is reviewed annually and approved by the Governors.</p>

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Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.	S Brunt	A Health and Safety audit is carried out by CCC annually and audit points are reviewed and remedial action taken. Internal audits are carried out on a termly basis to assess the success of existing procedures to promote a culture of Health and Safety across the school.
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Section 5 -TRAINING

Staff Health and Safety Training/Competence

The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Head teacher undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

S Brunt
S Boyer

Training records held centrally by the School Office. Training needs identified through discussion with the 'competent person' employed by CCC. Email alerts sent through to the School Business Manager from the HSE may help to identify as and when training is required.

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Supply and Student Teachers <p>The school's expectations are made clear to the Supply and Student Teacher through the provision of the staff handbook on the code of conduct. They are also given a copy of the Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	S Brunt	<p>There is an induction for supply and student teachers that includes the provision of:</p> <ul style="list-style-type: none">• Health and Safety Policy;• Staff Code of Conduct;• Safeguarding procedures;• Evacuation procedures. <p>This list is not exhaustive.</p>
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Volunteer and Parent Helpers <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and from the Office Manager on general health and safety issues. All visitors are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	All Staff L Potter	The induction for volunteers includes a confidentiality agreement, review of health and safety procedures, safeguarding of children and the school's behavior policy.
Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff <p>The First Aid Room/Rest Room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	S Brunt N Young	The first aid room is located in the Upper School. There are comfortable chairs made available to expectant mothers in the staff room. The HR Manager carries out a specific risk assessment for the expectant mother and there is a general risk assessment in place.

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Health and Well Being Including Absence Management The school has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	S Brunt S Boyer	The school subscribes to a third party agency that offers support in the workplace for employees experiencing a wide range of issues from bereavement, stress, financial difficulties etc. There is an open culture of communication in the school and strong team ethic. There is also a dedicated Staff Mental Health and Wellbeing First Aider in school, their information is advertised throughout the school building and they available for conversations throughout the school day.
Smoking on Site		<ul style="list-style-type: none">• Smoking is prohibited in any public spaces as per UK legislation.• The policy of the Governing Body and Peterborough City Council reinforces that St Augustine's CofE (VA) Junior School is a smoke free school.• Smoking is strictly prohibited in any area of the school or grounds by staff, parents/carers or visitors to the school.• No-smoking signs are clearly displayed upon entry to the school grounds.
Section 7 - ENVIRONMENTAL MANAGEMENT		

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Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	S Grange S Brunt	The school is an ECO school and has received its Green Flag status for several years. Wherever possible, goods and materials are recycled and waste is kept to a minimum.
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	S Boyer R Jones	Any collection of hazardous waste is organised by the Caretaker or School Business Manager, as per regulations for the disposal of hazardous waste.
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).	S Brunt	The catering function is outsourced to ABM and all food hygiene requirements and health and safety regulations are adhered to and enforced through ABM. The catering staff are made aware of the School's policies as appropriate.

Our Vision: To be guided by God's wisdom, to embrace challenge and to strive to achieve our best, enjoying all that we do together.

St. Augustine's C of E (VA) Junior School

Health & Safety Policy



Section 9 – HEALTH AND SAFETY ADVICE

Information	S Brunt S Boyer	Competent advice is received through: <ul style="list-style-type: none">• Email alerts from the HSE;• Updates from Peterborough City Council;• Regular reviews and sharing of information through the Service Level Agreement with CCC (Stuart Wood being the designated competent person).
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