



# Eastfield Infant and Nursery School

## Statement of General Policy for Health, Safety and Wellbeing

**Eastfield Infant and Nursery School** is committed to ensuring the health, safety and wellbeing (HSW) of all employees, pupils and visitors.

The Leadership Team together with the Governing Body aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The Leadership Team are accountable for the management of HSW and for the implementation of this Policy.

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

*David Williams, Chair of Governors*

**1 March 2024**

Date of next review: *(Insert date)*

*(Insert Name), Headteacher*

**29<sup>th</sup> November 2023**

**Eastfield Infant and Nursery School**  
**Organisation and Responsibilities for**  
**Health, Safety and Wellbeing**

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

**1. Governing Body** (*David Williams - Chair*)

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

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

**2. Headteacher** (*Laura Summerfield*)

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

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

The Headteacher may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Headteacher of their accountability and from the overall day-to-day responsibility for HSW within the school.

**3. Foundation Stage & Key Stage One Leaders** (*Sarah Cort & Claire Worth*)

The Headteacher will delegate to the Foundation Stage & Key Stage One leaders, the following duties:

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

- 3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 arrange for termly evacuation drills and weekly fire alarm tests;
- 3.6 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
- 3.7 arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 3.9 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

#### **4. Curriculum Leads**

All curriculum leads are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their area. They will:

- 4.1 ensure that risk assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 identify specific staff health and safety training needs;
- 4.9 carry out departmental induction training including any specific information and training that may be necessary;
- 4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
- 4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.13 ensure that good standards of housekeeping are maintained.

#### **5. Teaching Staff**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing any activity with an element of risk;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the relevant

- emergency procedures;
- 5.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 report accidents, near misses and defective equipment to management.

## **6. Site Manager (Matt Jones)**

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

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

## **7. Health and Safety Co-ordinating Team (School Office Staff)**

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

- 7.1 contribute to the review of this policy;
- 7.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 7.3.1 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.3.2 arrange termly evacuation drills and weekly fire alarm tests etc;
- 7.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 7.6 participate in the termly health and safety inspections;
- 7.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.8 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

## **8. All Employees - employed, supply and volunteers**

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

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

- 8.1 participate in the risk assessment process and comply with the control measures;
- 8.2 report any defects in the condition of the premises or equipment they become aware of;
- 8.3 report accidents, near misses and defective equipment to management.
- 8.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
- 8.5 make use of all necessary personal protective equipment provided for safety or health reasons;

8.6 report any unsafe working practices to the Headteacher.

## 9. Staff Safety Representatives

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

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

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

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered

## 11. Health, Safety and Wellbeing Committee (membership to be determined locally)

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

(add/delete as appropriate)

- 11.1 Headteacher [Laura Summerfield]
- 11.2 Foundation Stage & Key Stage One leaders [Sarah Cort & Claire Worth]
- 11.3 Health and Safety Governor [David Williams]
- 11.4 Health and Safety Co-ordinating [Amy Unwin/Clare Peak/Linda Wickham]
- 11.5 Safety Representative [N/A]
- 11.6 Site Manager/Caretaker [Matt Jones]

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

**Eastfield Infant and Nursery School**  
**Arrangements for Health, Safety and Wellbeing**

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

**1. Incident Reporting, Recording and Investigation**

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

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

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

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

**2. Asbestos** *(remove this section if your school has never contained asbestos; applies to all schools built after the year 2000)*  
[Asbestos Guidance](#)

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

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

Staff must inform the Headteacher immediately of any damaged asbestos.

**3. Contractors**

[Contractor Management Guidance](#)

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

The school caretaker selects contractors and makes arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings. He is also responsible for monitoring contractors working methods, how staff should report concerns with reference to the County Council 5Cs system.

#### 4. Curriculum Safety

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

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

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

#### 5. Drugs and Medication

Parental requests for medicines to be administered are followed under the Administrations of Medicines Policy. Full time staff are trained to Level 3 First Aid at Work which includes training for allergies e.g. epi pen and asthma inhalers and diabetes. Medicine that needs to be refrigerated is kept in the staff room. All medication is recorded on the administration of medication form.

#### 6. Electrical Equipment

##### [Electricity Guidance](#)

Potential faults in electrical equipment are reported through phase leaders and the headteacher informed. The school caretaker arranges for testing.

#### 7. Fire

##### [Fire Safety Guidance](#)

The headteacher is responsible for implementation and review of the fire risk assessment. The headteacher ensures fire drill procedures are followed. The assembly point is on the playground. All staff are responsible for maintaining clear fire exits /escape routes. The headteacher is responsible for regular maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc. taking account of infection control measures put in place.

- In the event of a fire alert/alarm Class teachers and Headteacher will evacuate pupils to the designated assembly point;
- Headteacher/ School Business Manager will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority.
- Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the Fire Log Book;
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Fire Logbook.)
- Service isolation points are located as follows:
  - Gas: Left hand cupboard of the boiler house compound
  - Water: In the Boiler room
  - Electricity: In the IT equipment store

- Emergency procedures for incidents outside normal working hours are managed through the Red Care Line. In the case of the Fire Alarm being activated outside of normal working hours, the Redcare Line will contact the following members of staff in this order:
  1. Site Manager/Caretaker [Matt Jones]
  2. Headteacher [Laura Summerfield]
  3. School Business Manager [Amy Unwin]

These procedures will be reviewed at least annually.

All staff must be provided with a copy of the Fire Policy during induction and sign to indicate that they have read and understood it. A copy is kept in our internal system.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher and the School's competent Fire Safety Adviser, Cromwell Fire.

## 8. **First Aid**

### [First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is kept in our internal system.

All full-time staff have a Level 3 Emergency First Aid at Work Certificate. The following staff have been trained in Pediatric First Aid – Rebecca Willis, Lucy Seib and Sarah Cort

The Headteacher should ensure that First Aiders have a current certificate and that new persons are trained.

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Alcove in School Hall

Nursery

Kitchen

Middy Coordinators carry packs of plasters/wipes/tissues

Class Teachers/Phase Leaders will check that any vehicles are properly equipped with first aid boxes before they are used.

The Middy Coordinator 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 first aid cupboard in the alcove in the school hall.

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

## 9. **Hazardous Substances**

### [COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be found in the school office.

The caretaker is COSHH trained and is responsible for use of substances, hazard data sheets, risk



assessments, staff training in safe use, selection and use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls. External contract cleaners are responsible for their own equipment.

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

**10. Health and Safety Advice**

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

**11. Housekeeping, cleaning & waste disposal**

The caretaker ensures premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

**12. Handling & Lifting**

[Manual Handling Guidance](#)

At induction staff are alerted to activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks.

**13. Jewellery [This should be repeated in school prospectus]**

Pupils do not wear jewellery to school but ear studs may be worn in pierced ears. These are covered by the child for PE.

**14. Lettings/shared use of premises**

[Lettings Policy](#)

A lettings policy is in place which outlines the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements. Eastfield School Association agrees responsibilities at school fetes and other fundraising events. The caretaker is responsible for ensuring hirers comply with the Health and Safety Policy and the Lettings Policy.

**15. Lone Working**

[Lone working RA](#)

The caretaker has been trained in understanding the need for Lone Worker practices. A county policy for lone working is adopted.

**16. Maintenance / Inspection of Equipment**

[HSW Compliance Monitoring Checklist](#)

All electrical equipment is periodically inspected, examined and tested. Equipment inspected includes; ladders and steps, extraction systems, PE equipment, lifting equipment, fire alarm and smoke detection, emergency lighting. The caretaker arranges the checks and records are kept in the office.

**17. Personal Protective Equipment (PPE)**

A selection of equipment which is suitable can be found in the main office and site managers storage cupboards. Arrangements are in place for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary.

**18. Reporting Defects**

Hazards should be reported to the headteacher /caretaker who ensure measures are taken pending rectification. The caretaker will arrange remedial works.

**19. Risk Assessments**

[Risk Assessment Guidance](#)

The headteacher is responsible for ensuring risk assessments are undertaken, arrangements for undertaking special risk assessments (such as for staff who are pregnant or who have health problems) and arrangements for the periodic review of risk assessments.

**20. School Trips/ Off-Site Activities**

[Evolve Educational Trips Support](#)

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

A written risk assessment is handed to the headteacher when planning school trips. Emergency arrangements, parental authorisation, supervision requirements and first aid provisions are organised by the phase leaders.

**21. School Transport**

Phase leaders coordinate health and safety checks through companies used on trips.

**22. Smoking**

The school is a non-smoking site.

**23. Staff Consultation**

*[Frequency of h & s committee meetings, terms of reference, how staff can raise issues of concern and make suggestions for health and safety improvements]*

Staff should raise issues of concern and make suggestions for health and safety improvements to the headteacher.

**24. Staff Health & Safety Training and Development**

[H&S induction checklist](#)

New staff are briefed about H&S arrangements by Claire Worth (Deputy Headteacher and Induction lead). This briefing includes introduction of the Staff Handbook, a detailed policy read session and instruction to complete relevant training modules along with all staff at the allocated points within the school year (e.g. work at height, fire risk awareness, manual handling, E-SAFETY, Equality & Diversity awareness). Certain roles within school may require additional health and safety competencies for certain activities, (e.g. food hygiene, asbestos awareness, COSHH awareness, Legionella awareness, site supervisor, risk assessments)

**25. Staff Well-being / Stress**

School and county arrangements are in place for supporting staff. The school has a wellbeing lead

(Nicky Oliver) and the headteacher has overall responsibility for the wellbeing of teaching and support staff.

- 26. Supervision** [including out of school learning activity/study support]  
Pupils during curriculum time must not be left unattended and are supervised by a teacher, HLTA or TA at all times when in care of school. Agreed ratios for school trips are:

Age	'Hazardous situations'*	Normal situations
Nursery and 4 year olds	1:2	1:3
Age 5-7 (Rec, Y1, Y2)	1:3	1:6

\*e.g. adjacent to water, near extreme busy traffic

- 27. Use of VDU's / Display Screens**

[DSE Guidance](#)

- 28. Vehicles on Site**

[Management of Traffic on site guidance](#)

The school site has limited parking; parents are encouraged to park away from school and walk on to site. Disabled parking is available. Drop off is permitted by those attending Club 4 U before and after the school day. Taxis are allowed on to the school site to pick up protected children.

- 29. Violence to Staff / School Security**

[Violence and Aggression in schools guidance](#)

Visitors are required to enter at the main entrance, sign the visitor book and wear a visitor badge whilst on site. The door to Otter and Raccoon classrooms is accessed via a keypad.

- 30. Working at Height**

[Working at Height Guidance](#)

Training is given at health and safety training to staff using steps and ladders. A poster is displayed in the staff room.

- 31. Work Experience**

Arrangements for assessing potential work placements and arrangements for induction and supervision of students on work placement are carried out by the deputy headteacher.