



Growing and Learning Together

Health and Safety Policy

Please note that 'Headteacher' may refer to the Executive Headteacher or Head of School. 'Chair of Governing Body' may refer to Co-Chairs of the Governing Body.

Reviewed by:	Full Governing Body
Reviewed when	October 2025
Next review	October 2026
Source and date of model policy, if applicable	Cambridgeshire County Council (v.March 2024)
Added to website (if applicable)	Yes
Added to Google Drive – All Staff	Yes
Review date noted on schedule	Yes

Statement of General Policy for Health, Safety and Wellbeing

The Trumpington Federation is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

The Senior Leadership Team (SLT) 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 Senior Leadership Team are accountable for the management of HSW and for the implementation of this policy.

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

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

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

Overall responsibility for the day-to-day management of HSW in the school sits with the Headteacher. The Headteacher, after consultation with the Federation Business Manager, 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 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.

In conjunction with the Federation Business Manager, the Headteacher will:

- 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 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 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 appropriate person 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.

The Headteacher will periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification.

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. Delegation

The Headteacher will delegate to members of the Senior Leadership Team (SLT), the following duties:

The Federation Business Manager and SLT will:

- 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 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 4.7 carry out induction training including any specific information and training that may be necessary;

The Federation Business Manager will:

- 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 identify specific staff health and safety training needs;
- 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. Senior Leadership Team

The Senior Leadership Team (SLT), including the Federation Business Manager is responsible to the Headteacher for ensuring the application of this policy to all activities undertaken in school. They will:

- 4.1 ensure that risks assessments are undertaken and that control measures are implemented,

- and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures and that these are brought to the attention of everyone concerned;
- 4.4 ensure that all staff 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;
- 4.8 ensure that adequate levels of class supervision are available at all times;
- 4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.11 refer any health and safety problems raised by members of staff to the Federation Business Manager
- 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 Federation's health and safety policy and any local rules and arrangements;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing and 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.
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;

6. Caretaker

The Caretakers are responsible to the Federation Business Manager. 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.

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.

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 are kept on Medical Tracker. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required.

The Senior Leadership Team will 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 – Fawcett School only

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file. Staff will be advised of the location of any 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.

Staff should report any concerns about contractors to the Federation Business Manager.

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 Federation has 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:

healthandsafetyteam@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

Please refer to our Supporting Children With Medical Conditions policy.

6. Electrical Equipment

[Electricity Guidance](#)

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the caretakers immediately
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7. Fire

[Fire Safety Guidance](#)

All staff must be provided with information regarding fire procedures during induction and sign to indicate that they have read and understood it. This can also be accessed via the All Staff shared Google Drive.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter.

Please refer to the fire risk assessment and evacuation procedures for further detail.

8. First Aid

[First Aid Guidance](#)

All staff are provided with a copy of the First Aid policy during induction. A first aid risk assessment has been carried out for both schools. Staff are appropriately trained to meet the statutory requirements, including those of the Early Years framework.

Please refer to our First Aid policy for further detail.

9. Hazardous Substances

[COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments will be written for all hazardous substances stored on site.

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, 01223 715309, 07881 945904

11. Handling & Lifting

[Manual Handling Guidance](#)

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

12. Jewellery

Please refer to our Uniform policy and Dress Code for staff.

13. Lettings/shared use of premises

Please refer to our Lettings/conditions of hire document. This Health and Safety policy also applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

14. Lone Working

[Lone working model RA](#)

Lone working may include:

- Late working

- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

15. Equipment

[HSW Compliance Monitoring Checklist](#)

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

16.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the caretakers.

16. Personal Protective Equipment (PPE)

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

The caretaker/first aid coordinator will manage stocks of the relevant PPE.

17. Reporting Defects

Hazards and defects must be reported to the caretaker or the school office in the caretaker's absence. Damaged equipment must not be used, marked as unsafe and taken to secure area. All staff have responsibility to make the school safe as far as practicably possible e.g. removing broken or faulty equipment from use.

18. Risk Assessments

[Risk Assessment Guidance](#)

Headteachers are responsible for ensuring that all appropriate risk assessments are carried out and regularly reviewed.

19. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

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

When planning trips and visits staff should:

- Follow Federation policies and procedures. Consider carefully any health and safety implications. If this is a new destination a preparatory visit is recommended
- Seek permission from the Headteacher and complete the online system for educational visits called EVOLVE.
- Complete a formal risk assessment for the trip or review the existing risk assessment if it is a regular trip or one that has been undertaken before.
- The risk assessment must include details of medical needs, behaviour strategies, staffing ratios and allocation of pupils to staff.

20. Smoking

Smoking and vaping is not permitted on, or in the immediate vicinity, of school sites.

21. Staff Health & Safety Training and Development

[H&S induction checklist](#)

Staff are briefed on Health and Safety during their induction and receive training appropriate to their role.

22. Staff Well-being / Stress

Staff will be supported through a variety of processes and are able to contact our Human Resources team, line manager or a colleague as appropriate. All staff have access to the Employee Assistance Programme.

23. Supervision

Children will not be left unattended at any time when in the care of the school. Agreed ratios for trips and visits are adhered to. All staff members and governors undergo a DBS check before starting in post. Certain volunteers and contractors may be required to have a DBS check dependent on the type of activity undertaken.

24. Swimming Pool Operating Procedures

CCC Curriculum Adviser: ian.roberts@cambridgeshire.gov.uk

Use of the swimming pools is covered by the Normal Operating Procedures and Emergency Operating Procedures.

There is a risk assessment for the use of the pool during school hours and staff working in the pool will receive training.

The Federation follows national and local guidance on staffing ratios. Staff leading sessions have the appropriate professional qualifications.

Chemical and PH levels in the water will be checked by qualified staff twice daily. If these levels are outside the allowable range, the Headteacher will be informed and the pool closed until levels are brought back to normal. Monthly water quality checks are also carried out and samples sent off for analysis.

It is important that all users of the pool shower before entering the water to assist with maintaining water quality.

25. Use of VDU's / Display Screens

[DSE Guidance](#)

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

26. Vehicles on Site

[Management of Traffic on site guidance](#)

Staff and visitors should only park in designated areas.

Vehicles must not be left unattended when the engine is running.

Vehicles must not be parked in any manner that blocks emergency exits.

Disabled bays are only to be used by those qualified to do so (badge holders / buses).

Pupils must be supervised in the appropriate manner which ensures the pupils' safety when contractors, their vehicles or equipment is on site.

27. Violence to Staff / School Security

[Violence and Aggression in schools guidance](#)

The Federation has a zero tolerance approach to violence and aggression towards staff from members of the public, visitors or parents. All incidents will be recorded and may be reported to the police.

28. Working at Height

[Working at Height Guidance](#)

Where ladders are used, normally by the site team, proper instruction or training is received.

It is recognised that this training could have been received during previous employment e.g. if someone used to be a fire fighter and received training from the

fire service.

Roof work, even retrieving balls, will not be undertaken during windy or severe weather.

Untrained staff and pupils are prohibited from using ladders.

29. Work Experience

All work experience placements will receive a tour of the school with the assistant head of the relevant key stage, where the working practices of the school and expectations of the role are explained. They are issued with an information pack which includes a copy of the Health & Safety Policy and Fire Evacuation Procedures. They are required to read these documents and sign their student/volunteer placement form to confirm that they have done so.

They are assigned a line manager. They will be supervised by their line manager and class teacher.