



**Morley Memorial Primary School**  
**Health & Safety Policy**

Frequency of review:	Every 2 years
Reviewed:	Nov 2023
Reviewed By:	SBM Lucy Price
Next review (date):	Nov 2025

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

**Morley Memorial Primary School** is committed to ensuring the health, safety and wellbeing (HSW) of all **staff, pupils** and visitors.

The **Leadership Team, including the School Business Manager**, 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, including the School Business Manager**, 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 **Leadership Team, including the School Business Manager**, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

*(Insert signature)*

*(Insert signature)*

*(Insert Name), Chair of Governors*

*(Insert Name), Headteacher*

*(Insert date)*

*(Insert date)*

Date of next review: *(Insert date)*

## Morley Memorial Primary 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 (Mr Sat Dayal-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 (Ms Nikki Brown)

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 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. Deputy Headteacher (Ms Katy Kowalska)

The Headteacher will delegate to the Deputy Headteacher, the following duties:

- 3.1 ensure that risks 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 liaises with health and safety coordinator to arrange for termly evacuation drills
- 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 department/area/class. They will:

- 4.1 ensure that risks 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 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.

## **6. Premises Manager/Caretaker (*Gary Powell*)**

The Premises Manager/Caretaker(s) is/are responsible to the School 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.

## **7. Health and Safety Co-ordinator ( *Ms Lucy Price- SBM* )**

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 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 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
Mr Karl Brown	01223 508786	

## 11. Health, Safety and Wellbeing Committee

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

- 11.1 Headteacher [Nikki Brown]
- 11.2 Deputy Headteacher [Katy Kowalska]
- 11.3 Health and Safety Link Governors [Verity Motskin & Caroline Louth]
- 11.4 Health and Safety Co-ordinator [Lucy Price]
- 11.5 Safety Representative [Karl Brown]
- 11.6 Site Manager/Caretaker [Gary Powell]

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.

(Insert Name) 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 (insert location). 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.

*(Insert: How contractors are selected, arrangements for the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to).*

### 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**

*[Insert: reference to medication policy]*

**6. Electrical Equipment**

[Electricity Guidance](#)

*[Frequency of visual inspections by users, and through examination by competent person, who maintains the record of inspection, any limitations on bringing personal items to school. Who undertakes examination of fixed installation, how to report defective equipment]*

**7. Fire**

[Fire Safety Guidance](#)

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 (*insert location*).

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 (*insert name*).

**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 (*insert location*).

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 (*insert location*).

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**  
*[Arrangements to ensure 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](#)  
*[Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement]*
- 13. Jewellery** [This should be repeated in school prospectus]  
*[Policy on pupils wearing earrings and other jewellery, instructions to pupils,]*
- 14. Lettings/shared use of premises**  
[Lettings Policy Template](#)  
*[Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license]*
- 15. Lone Working**  
[Lone working model RA](#)  
*[Safe working practices/rules for staff who work alone, contact arrangements, risk assessment]*
- 16. Maintenance / Inspection of Equipment**  
[HSW Compliance Monitoring Checklist](#)  
*[Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept.]*
- 17. Personal Protective Equipment (PPE)**  
*[Selection of equipment which is suitable, arrangements 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**  
*[Who hazards should be reported to, interim measures to be taken pending rectification, who arranges remedial works.]*
- 19. Risk Assessments**  
[Risk Assessment Guidance](#)  
*[Who is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's]*
- 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) *[Requirements when planning school trip, who to obtain approval from, when to notify Education Visit*

*Adviser, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school visits co-ordinator]*

**21. School Transport**

*[Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements]*

**22. Smoking**

*[Locations staff are permitted to smoke]*

**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]*

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

[H&S induction checklist](#)

*[How new staff are briefed about H&S arrangements and by whom, establishing minimum health and safety competencies for certain activities, (e.g. use of haz substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)]*

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

*[School and county arrangements in place for supporting staff]*

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

*[Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance]*

**27. Swimming Pool Operating Procedures**

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

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

**28. Use of VDU's / Display Screens**

[DSE Guidance](#)

*[Training requirements for staff who make significant use of VDU's, how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on VDU without break, arrangements for eyesight testing]*

**29. Vehicles on Site**

[Management of Traffic on site guidance](#)

*[Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries]*

**30. Violence to Staff / School Security**

[Violence and Aggression in schools guidance](#)

*[Specify rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, special training requirements, requirement for all staff to report all incidents of verbal & physical violence]*

**31. Working at Height**

[Working at Height Guidance](#)

*[Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.]*

**32. Work Experience**

*[Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment,]*