

Health and Safety Policy

Newnham Croft Primary School

January 2026



Statement of General Policy for Health, Safety and Wellbeing

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

The 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 SLT 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 schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.



Matthew Crawford

24/2/26



Edward Ferguson

16/01/26

Date of next review: January 2027

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 (Chair – Matthew Crawford)

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 – Edward Ferguson

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.
- 2.11 ensure that adequate levels of class supervision are available at all times;
- 2.12 identify specific staff health and safety training needs;
- 2.13 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 2.14 Governors are informed whenever the headteacher is notified of relevant changes by County.

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. Site manager – Alex Jach

The Headteacher will delegate to the site manager the following duties. 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:

- 3.1 With the headteacher, ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- 3.2 With the headteacher, periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 3.3 With the headteacher, formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.4 With the headteacher, arrange for termly evacuation drills and weekly fire alarm tests;
- 3.5 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;
- 3.6 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.8 liaise with and monitor as far as is reasonably practicable, the activities of contractors, visitors and others on the site to ensure there is minimal risk to the health and safety of staff and others.
- 3.9 With the headteacher, participate in the termly health and safety inspections;
- 3.10 take appropriate action when necessary to prevent injury to others on site;
- 3.11 identify health and safety training/supervisory needs of site supervisory staff;
- 3.12 ensure that all staff work in accordance with safe working practices/risk assessments.

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 risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 5.6. ensure that pupils follow safety rules and that protective equipment is worn where required;
- 5.7. ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.8. report accidents, near misses and defective equipment to management.
- 5.9. ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 5.10 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 5.11 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;

6. 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:

- 6.1 participate in the risk assessment process and comply with the control measures;
- 6.2 report any defects in the condition of the premises or equipment they become aware of;
- 6.3 report accidents, near misses and defective equipment to management.
- 6.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
- 6.5 make use of all necessary personal protective equipment provided for safety or health reasons;
- 6.6 report any unsafe working practices to the Headteacher or member of the SLT.

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

The school 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 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 [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 that penetrates walls/ceilings unless authorised to do so as some walls and ceilings may contain 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.

4. Curriculum Safety

Staff must undertake suitable written risk assessments where necessary, prior to commencing hazardous activities and ensure that health and safety precautions are included when planning lessons.

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

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 the school First Aid Policy and Administration of Medicines Policy

6. Electrical Equipment

[Electricity Guidance](#)

Frequent visual inspections by users, and thorough annual examination by competent person, who maintains the record of inspection.

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.

All staff are given appropriate fire safety information during the induction process as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher.

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 first aid needs assessment has been undertaken and there are adequate staff who are first aid trained, including Paediatric first aiders for the Early Years.

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 online and in the cleaning cupboard.

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](#) *Staff given regular reminders. Poster outlining proper technique is displayed in the staff room.*

12. Jewellery Children are not allowed to wear jewellery in school.

13. Lettings/shared use of premises

Lettings policy available on website.

- 14. Lone Working**
[Draft Lone Working RA](#)
- 15. Maintenance / Inspection of Equipment**
Refer to [maintenance check list](#)
- 16. Personal Protective Equipment (PPE)**
Suitable PPE provided as required.
- 17. Reporting Defects**
Any hazards/defect should be recorded in Maintenance book for the site manager.
- 18. Risk Assessments**
Headteacher, site manager and members of the Eco and Premises committee ensure that RA's are undertaken and reviewed periodically.
- 19. School Trips/ Off-Site Activities**
CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk *School Visits will be conducted in accordance with the 'Educational Visits and Journeys Policy and Guidance' issued by Cambridge County Council Education Service. Teaching staff receive training.*
- 20. School Transport**
The school does not have its own transportation and staff with business insurance are authorised to use their own vehicle in certain circumstance. Permission from parents/carers is always obtained before children are transported. Occasionally parents/carers transport children – see guidance for checks and procedures.
- 21. Staff Consultation**
Twice Weekly briefings have safeguarding as a standing item.
- 22. Staff Health & Safety Training and Development**
New staff are informed about Health and Safety during their induction. Training is arranged for all staff when required.
- 23. Staff Well-being / Stress**
Line managers monitor staff moral and performance reviews assess well-being. Staff surveys also monitor staff well-being.
- 24. Supervision [including out of school learning activity/study support]**
Pupils must not be left unattended when in the care of school. R/KS1 have a ratio of 1 adult to 8 children for visits. All other classes have adult: child ratios according to the needs of the children. Break and lunchtime ratios can be seen on the playground risk assessment.
- 25. Use of VDU's / Display Screens**
There are prescribed minimum standards set for display screen equipment workstations and the health and safety for those who use the equipment as part of their normal work activity. The regulations do not apply to persons not at work (unless lone working from home) i.e. pupils, however, many ergonomic arrangements would be considered good practice. In compliance with the regulations, it is a requirement to:
 - Identify the 'users'
 - Assess all work stations
 - Provide eye sight testing and corrective appliances where applicable
 - Provide information and training for 'users'

26. Vehicles on Site

Vehicle movement within the school's premises is restricted during the school day and contractors' vehicles are not allowed on site when the children are likely to be present. The school playground access gates are locked throughout the day. Staff and visitors are strongly discouraged from entering or leaving the car park between 8:30-9:00 and 15:00-15:30.

27. School Security

Doors are kept shut. All visitors to the school, including Governors, sign in and out at the School Office and wear a badge. Visitors are made aware of safety measures and emergency procedures on arrival. Hosts are responsible for ensuring that visitors are escorted from the building in the event of an emergency.

Staff are issued with fobs to open doors leading to classrooms. Office staff take children to classrooms/ buzz them through if they are late. Playground gates are kept locked during the day. A member of staff stands at the gate in the morning and at the end of the school day.

28. Violence and Aggression Towards Staff

Violence and aggression directed at employees within schools is totally unacceptable. The severity of these incidents may range from relatively minor to serious, possibly requiring medical attention, reporting to the HSE or even Police involvement.

The Governors of the School recognise their Health and Safety responsibilities and will take all reasonably practicable steps to safeguard members of staff, pupils and visitors to the premises. In dealing with violence and aggressive behaviour the Governors will, to the best of their ability, deal with any problem which is giving increasing cause for concern.

As part of the strategy to combat incidents of violence and aggressive behaviour the Head teacher will arrange for a Risk Assessment on Violence and Aggressive Behaviour to be maintained. This document will be brought to the attention of all staff employed in their school. On completion of the risk assessment exercise, review and revise arrangements as required.

The Governors will ensure that all incidents of violence and aggressive behaviour are reported to and investigated by the Headteacher and that the relevant assault and accident report forms are completed. Any preventative measures arising from the incident will be considered by the Governors and implemented where practicable.

Headteachers/Governors should consider the reports and the circumstances surrounding the incident and look for trends in terms of the personnel involved, particular rooms or areas of school, pupils involved etc. If the strategies for dealing with the problem appear to be ineffective, Governors should consider their arrangements and amend them as appropriate.

All staff in school will be made aware of systems to deal with incidents of violence and aggressive behaviour and the school's senior management will be accessible and able to provide support and assistance to staff who have been involved in such an incident.

This process is supported by a Parental Behaviour Policy, which is shared on the school website.

29. Working at Height

Restricted use of two stage ladder (contractors and site manager). Site manager is trained in ladder awareness. Contractors who work at height provide their own scaffold tower. Staff use the step ladder and guidance has been provided.

30. Work Experience

The school encourages work experience placements and each placement is allocated to a named member of staff during their induction to the school. The headteacher interviews all applicants before they begin and provides them with written guidance.

31. Waste Disposal

General waste will be collected in black bags for collection. As much as possible waste is recycled using council bins or when appropriate school compost bins