



Sutton CofE VC Primary School

**Statement of General Policy on
Health, Safety and Welfare**

Approved by Governors June 2020

Sutton CofE VC Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Sutton CofE VC Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior leadership team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

<i>Hilary Sanderson & Sue Rudge,</i> Co-Chair of Governors
--

June 2020

<i>Mrs Sarah Jarman,</i> Interim Headteacher
--

June 2020

Sutton CofE VC Primary School

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety 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 *Co-Chairs*

The Governing Body will comply with any directions issued by the Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire-fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;

- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Deputy Headteacher

The Headteacher will delegate to the Deputy Headteacher, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Advise Education Property (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.4 Co-ordinate the termly health and safety workplace inspection, ensuring all areas of the establishment and all activities are covered;
- 3.5 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.6 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 staff are made aware and any risks to the health and safety of staff and others are kept to a minimum;
- 3.7 Ensure that staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.8 Oversee all arrangements for educational visits and school journeys.

4. Key Stage Leads

All Key Stage Leads are responsible to the Headteacher (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 Remove from use and inform the Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.5 Ensure that adequate levels of class supervision are available at all times;

- 4.6 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Deputy Headteacher;
- 4.7 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Learning Directorate , CLEAPSS, DfE, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.8 Identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 4.9 Consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.10 Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.11 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.12 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 the Deputy Headteacher;
- 4.13 Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.14 Ensure that good standards of housekeeping are maintained;
- 4.15 Consult the Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.
- 4.16 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 staff are made aware and any risks to the health and safety of staff and others are kept to a minimum;

5. Teaching Staff *[Including supply]*

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. 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 which may apply specifically to the department concerned;
- 5.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 Ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 Ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 Report any defective equipment to the Head of Department;

- 5.9 Investigate all accidents (in conjunction with the Headteacher), which occur through activities organised/supervised by the School;
- 5.10 Propose for consideration by the Headteacher any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. Caretaker and Health & Safety Lead

The Caretaker is responsible to the Headteacher and/or the Deputy Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.4 participating in the termly health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 ensuring that other site supervisory staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.
- 6.10 Arrange weekly fire alarm tests
- 6.11 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 health and safety of staff and others are kept to a minimum.

7. Site & Safety Co-ordinator

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. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 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 for biannual evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise Caretaker of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and

- take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.6 Liaise with the Caretaker to arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
 - 7.7 Co-ordinate the termly health and safety checklist, ensuring all areas of the establishment and all activities are covered;
 - 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
 - 7.9 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;
 - 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. Welfare Officer

- 8.1 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 8.2 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements in liaison with the Headteacher;
- 8.3 Arrange for termly invacuation and evacuation drills in liaison with the Headteacher;
- 8.4 Ensure that all accidents are investigated and recorded with a view to preventing a recurrence;
- 8.5 Ensure that all staff are aware of their specific roles in case of fire and/or emergency in liaison with the Headteacher;
- 8.6 Monitor the emergency boxes ensuring all necessary components are present;
- 8.7 Recording all accidents in the accident logs.

9. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health 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 senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 9.1 to participate in the risk assessment process and comply with findings;
- 9.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 9.3 to report all accidents according to the procedures included in Part 3 of this document;
- 9.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 9.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 9.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;

- 9.7 follow all relevant codes of safe working practice and local rules;
- 9.8 report any unsafe working practices to Deputy Headteacher/Headteacher.

10. Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 10.1 follow all instructions issued by any member of staff in the case of an emergency;
- 10.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc;
- 10.3 inform any member of staff of any situation, which may affect their safety.

11. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 11.1 to make representations to the Headteacher and/or the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 11.2 to carry out workplace health, safety and welfare inspections;
- 11.3 to attend any safety committee meetings;
- 11.4 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of appointed Safety Representatives

Name	Contact Details	Area Covered
Pippa Williams	pwilliams@sutton.cambs.sch.uk	Sutton C of E (VC) Primary School

12. Health and Safety Committee

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

- 12.1 Headteacher
- 12.2 Governor from the Health and Safety Committee
- 12.3 Deputy Head Teacher
- 12.4 Union Safety Representative
- 12.5 Caretaker

The Health and Safety 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.

Sutton CofE VC Primary School

Arrangements & Procedures for Health, Safety and Welfare

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

1. Accident Reporting, Recording & Investigation

- Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with the LA's Accident Reporting Procedure within five days.
- All reportable accidents, dangerous occurrences, and near misses must be reported online using on the standard LA Incident Reporting system at www.reportincident.co.uk. Serious violent incidents and verbal abuse must be reported using the standard LA Incident Reporting system.
- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been a serious incident. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen the completed forms before they are submitted to the LA by members of staff completing them. Copies of these forms are kept by the Headteacher and the LA. The incident reporting system allows for the member of staff to receive and e-mail copy, if they choose to have one.
- The Headteacher (or delegated member of staff) must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.
- The online form must be completed and sent to the Health & Safety Team for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to www.reportincident.co.uk for guidance and full details of reportable incidents. Full guidance and copies of the form are located on the Learn Together Hub Health and Safety pages (Resource id 3904).

2. Asbestos

- The asbestos protocol and register is kept in the School Office.

3. Contractors

- Signs are displayed directing visitors and contractors to the School Office.

Strictly Education Ltd will ensure that contractors adhere to all appropriate regulations. All contractors are instructed by the Strictly Education Ltd to report to the School Office prior to carrying out repairs and alterations. Contractors have to read and sign the LA hazard file kept in the offices. Strict adherence to the LA's Asbestos Management System is required by all contractors whilst on site. Equipment will not be loaned to contractors.

4. Curriculum Safety [including educational visits]

- Staff undertake suitable (written) risk assessments prior to commencing activities and ensure that health and safety is written into planning. Staff are suitably qualified to teach certain activities, e.g. PE by trained teachers or sports coaches. Staff have access to relevant safety information e.g. "Safety in PE". Staff who deliver PE should be trained in PE safety annually. Staff have access to information on the Local Authority Health and Safety hub known as CLEAPPS.

5. Drugs & Medications (see Medicines Policy and Supporting Children with Medical Needs Policy)

6. Electrical Equipment [fixed & portable]

- Electrical appliances are inspected annually by a competent contractor and subjected to a Portable Appliance Test (PAT). Records are maintained by Strictly Education Ltd. Unauthorised electrical equipment is not permitted on site, unless accompanied by current PAT certificate or proof of purchase within the previous 12 months. Defective equipment must be taken out of use and reported to the Caretaker.
- The fixed wiring installation is inspected each 5 years by a competent contractor. Records are maintained by Strictly Education Ltd.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

- All exit doors are clearly marked and emergency evacuation procedures and fire precautions displayed.
- Entrance and exits must be kept clear of any obstruction to ensure the building can be evacuated effectively. Specific rules have been implemented to avoid obstruction at the entrances of Sutton Primary School.

Fire Evacuation Procedure:

- In the event of a fire alert/alarm all occupants will evacuate pupils/young people/others to the designated assembly point;
- Headteacher/Manager/Secretary (or other nominated person) will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority.
- Disabled visitors and children will leave the building last so as not to impede the evacuation of others. Disabled visitors and children will be provided with an allocated member of staff to manage this. Disabled children or staff will be provided with a PEEP.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;

- Fire drills will be undertaken at least termly/quarterly*, and fire alarm tests weekly and a record kept in the Fire Safety 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 Safety Log Book.)
- Details of service isolation points (i.e. gas, water, electricity) are located in:

School office

- Emergency procedures for incidents outside normal working hours are held by:
Headteacher/Deputy Headteacher/Key Stage Leads/Welfare Officer/Site Manager/Caretaker
- These procedures will be reviewed at least annually.

OTHER EMERGENCY PROCEDURES

Written emergency procedures regarding critical incidents are covered within the Critical Incident policy.

8. First Aid

- The Headteacher will ensure that suitable and sufficient trained first aiders will be available on the site during opening hours. The Welfare Officer retains an up to date list of trained first aiders for the school.
- Trained appointed first aid staff and the Welfare Officer will carry out first aid. The location of first aid boxes are in the Welfare office and in the Foundation Stage. The Welfare Officer is responsible for checking & restocking.
- The First Aider summons the ambulance, and accompanies children to hospital, cover will be arranged in the event of absence.
- First aiders will have received 1 day, 3 day or Paediatric first aid training.
- The First Aid Treatment Record Book For Recording Details Of All First Aid Administered is kept in the Welfare Office.
- Details Of Contact Numbers Of Hospital Accident And Emergency Departments, NHS Direct And Other Medical Services are displayed in the Welfare Office.

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

Name	Date	Expiry Date
Kirsty Booth	October 2018	October 2021
Sally Braybrook	October 2018	October 2021
Sam Cherry-Chapman	October 2018	October 2021
Kim Fleming	October 2018	October 2021
Louise Harvey	October 2018	October 2021
Wendy Smith	October 2018	October 2021
Sue Murray	October 2018	October 2021
Jackie Newton	October 2018	October 2021
Katie Pendle	October 2018	October 2021

Wendy Redman	November 2019	November 2022
Tina Tarbit	October 2018	October 2021
Amanda Pink	October 2018	
Kay Camps	October 2018	
Shirley Bates	October 2018	
Amy Tandon	January 2020	

THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

Tracy Kent	BOOKED	
------------	--------	--

THE FOLLOWING STAFF HAVE BEEN TRAINED IN FURTHER FIRST AID QUALIFICATIONS:

Paediatric First Aid Trained

Sam Cherry Chapman	09/09/19	
Jackie Newton	09/09/19	

Advanced First Aid

Name	Date	Expiry
Sam Brown	November 2018	November 2021

Diabetic in school Certificate

Name	Date	Expiry
Sam Brown	08/01/19	08/01/21
Wendy Redman	08/01/19	08/01/21

Bucclam

Name	Date	Expiry
Sam Brown	11/11/2019	11/11/2020
Jackie Newton	July 2019	July 2010
Sam Cherry Chapman	July 2019	July 2010
Wendy Smith	11/11/2020	11/11/2020

The Headteacher or Manager should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

9. Glass & Glazing

All glass is safety glass. Any replacement glass will be of safety standard.

10. Health and Safety Advice

The competent person for H & S advice is the LA safety adviser.

Currently this is: Stuart Wood, 01223 699122.

The LA Health and Safety Team will complete a Health and Safety inspection upon request.

11. Housekeeping, Cleaning & Waste Disposal

Sutton Primary School has made arrangements to ensure that the premises:

- are kept clean
- have minimal accumulation of rubbish
- have arrangements for wet floor cleaning to minimise the risk of slips
- has a means of disposing of glass and sharp object
- has arrangements for snow shifting
- has appropriate security/location of external waste bins and clinical waste bins
- has appropriate changing areas for children

12. Handling & Lifting

Sutton Primary School follows the LA's Manual Handling Policy

13. Children's Jewellery, Clothing and Hair

- Jewellery will not be worn. The only exceptions are watches and studs for pierced ears, and cultural or religious adornments, which must be removed during school lessons involving physical exercise. If such items cannot be removed, the individual is not prepared in an acceptably safe way and cannot continue as is, so must take part in modified activity. The school does not accept responsibility for removing or storing studs.
- Children must wear appropriate PE kit for any physical exercise as detailed in the relevant prospectus.
- Children must wear clothing and footwear which is safe and appropriate for all activities.
- Outdoor shoes should be suitable for safe active play. High heels are prohibited.
- Long hair should be tied back for PE and DT activities.

14. Lettings/shared use of premises

See Lettings Policy

15. Lone Working

See Lone Working Policy.

16. Maintenance/Inspection of Equipment

See LA and Health and Safety Guidance online. Electrical equipment and PE equipment is inspected by an approved contractor once a year. Hazardous materials are stored in the locked storage areas. Control of Substances Hazardous to Health (COSHH) Assessments are available in this area. Hazard data information relating to cleaning materials is readily available on site.

17. Monitoring the Policy

This policy is monitored annually, or is updated in line with LA advice.

18. Risk Assessments

- Fire Safety Risk Assessment is reviewed annually.
- Workplace activities including off-site educational visits are risk assessed by the relevant line manager who will also arrange special risk assessments for special cases, i.e. pregnancy, etc., and see that any controls necessary are implemented. Regular inspection of the premises and grounds is undertaken each term by the Caretaker and a member of the Finance and Personnel Committee. (A fire check list is available in the Risk Management Handbook.)

19. School Trips/Off-Site Activities and School Transport

Sutton Primary School complies with LA guidance regarding requirements when planning off-site activities. Details are uploaded to the EVOLVE portal where necessary to obtain LA approval. Details for arranging off-site activities can be found in the staff handbook and the off-site activities policy.

20. Smoking and dogs

Sutton Primary School is a non-smoking site. Only assistance dogs are permitted on the school site.

21. Staff Well-being / Stress

Staff are advised to become a member of a Professional association and are also encouraged to discuss any concerns they may have about their well-being with their line manager. The LA provides free access for staff to a 24 hour helpline from Health Assured (www.healthassured.eap.co.uk). Where necessary staff are referred to the Occupational Health service (Heales) upon returning to work following a period of sickness absence to enable the school to support them in the workplace.

22. Use of Visual Display Units (VDUs) / Display Screens

Sutton Primary School follows LA guidance.

23. Vehicles on Site

Vehicles and pedestrians are segregated.

24. Violence to Staff / Site Security

Anti-harassment signs are on display to indicate to staff and visitors as to how they are expected to conduct themselves whilst on the premises. All staff and visitors must sign in and out of the buildings and there are security doors with fobs to prevent unauthorised access to the buildings. All staff are required to report all incidents of verbal and physical violence to the Headteacher. Serious incidents should be recorded using the 'report incident' website and non-serious matters should be recorded on a log of concern about an adult on school premises form

(available from the School Office).

25. Work Experience

Work experience is authorised by the Headteacher who delegate the day to day running of this to the Deputy Headteacher to ensure that the staff induction policies are adhered to.

Our Health and Safety Commitments, COVID-19 Secure

Despite these difficult and uncertain times Sutton CE (VC) Primary School continues to work to: take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), pupils and others who may be affected by its activities and will take all necessary steps to ensure compliance with all relevant health and safety legislation.

We are committed to doing this in a way that protects the safety and security of everyone, our employees, pupils, contractors and members of the public (parents). Therefore, we will follow the Government's phased approach to implementing the recovery plan by:

- Employees continuing to work from home where they can
- Only reopening the school in line with the legislation and Government guidance
- Only carrying out activities where we are certain this can be done safely, a risk assessment has been completed, signed off by the Local Authority and the control measures implemented
- Managing the risk of COVID-19 through 4 key mechanisms of infection control: physical distancing and limiting contact (Bubbles), environmental hygiene, personal hygiene and where appropriate Personal, Protective Equipment (PPE)
- making changes to our building environments to encourage social distancing
- considering how we can welcome visitors safely
- making changes to how we teach, placing pupils in to bubbles of no more than 14, to limit contact with others
- ensuring our buildings are well ventilated
- ensuring we have the facilities available to encourage excellent personal and respiratory hygiene (bins, tissues, hand sanitiser and wash hand basins)
- ensuring we maintain excellent environmental cleaning across our buildings
- encouraging everyone that uses our sites to maintain social distancing and personal hygiene through information, signage and visual cues

- where appropriate our employees wearing the PPE required to keep them and others safe

We will:

- Follow Government guidelines on infection control
- Take recognised industry guidance into account
- Consult with our recognised unions and engage with our Local Authority when planning to carry out other activities
- Ensure our employees and pupils are safe
- Consider the individual health needs and personal circumstances of our employees and pupils in our risk assessment processes
- Provide our employees with the information, instruction and training they need to carry out their roles for everyone's good and safety.

Interim Head: Sarah Jarman

Co-Chairs of Governors: Hilary Sanderson & Sue Rudge