

Swavesey Primary School



Health and Safety Policy

Date approved by Governors: March 2026

Date for review: March 2027

Source: LA

Statement of General Policy for Health, Safety and Wellbeing

Swavesey Primary School 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 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.



Hannah Parish, Chair of Governors

28th January 2026



Lynsey Ogilvie, Headteacher

28th January 2026

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 (*Hannah Parish - 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 *Lynsey Ogilvie*

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

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

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

3. School Business Manager *Wendy Whistler*

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

4. Phase Leaders

All Phase Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their phase. 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 school'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.

6. Site Manager *Gary Bidwell*

The Site Manager is 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. All Employees - employed, supply and volunteers (contractors visitors)

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:

- 7.1 participate in the risk assessment process and comply with the control measures.
- 7.2 report any defects in the condition of the premises or equipment they become aware of.
- 7.3 report accidents, near misses and defective equipment to management.
- 7.4 be familiar with the procedure to be followed in the event of a fire or other emergency.
- 7.5 make use of all necessary personal protective equipment provided for safety or health reasons.
- 7.6 report any unsafe working practices to the Headteacher.

8. 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 school's activities.

- carry out health, safety and welfare inspections;
- attend the health and safety committee meetings;
- work with the management team to promote health, safety and wellbeing.

Membership of the Committee comprises of:

- 8.1 Headteacher - Lynsey Ogilvie

- 8.2 School Business Manager – Wendy Whistler
- 8.3 Health and Safety Governor – Hannah Parish
- 8.4 Site Manager – Gary Bidwell
- 8.5 Administrator - Premises – Kathryn Pipe

The Committee will report to the Governing Body termly.

Swavesey Primary 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

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held on Main Reception Desk. 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.

Contractors or staff who need to be aware of the locations and different types of asbestos containing materials, shall be provided with access to the asbestos register prior to undertaking any work that has the potential to disturb the asbestos in situ.

In all cases a cautionary policy is to be followed in order that exposure is prevented.

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.

Contractors are engaged following due diligence and the completion of our Contractor Questionnaire. They are required to supply risk assessments for work they are to carry out, along with evidence of their public liability insurance and if applicable, their health and safety policy.

On site induction is recorded in the Hazard File

This is the responsibility of the Administrator – Premises, Site Manager and School Business Manager.

All contractors, delivery persons, inspectors and other trades people will be expected to

comply with the visitors' section of the policy and its arrangements.

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: 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

All Staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

5. Drugs and Medication

The **Administration of Medicine Policy** and associated documents can be found on iAM Compliant

6. Electrical Equipment

[Electricity Guidance](#)

Portable Appliance Testing takes place annually in January by an external contractor. Fixed Electrical Equipment checks are carried out every 5 years by an external contractor. Individuals using electrical equipment are expected to carry out visual checks as they use them.

Defective equipment should cease to be used and reported via iAM Compliant Help Desk.

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 on iAM Compliant and it is read and acknowledged by staff on their log in.

All staff must complete fire awareness training as soon as possible when they join the school and every three years thereafter. Training is online via individual's Every Platform log in.

All staff fully understand and effectively implement the Local Emergency Evacuation Plan (LEEP), which will be implemented in the event of a fire.

8. First Aid

[First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is kept on iAM Compliant and it is read and acknowledged by staff on their log in.

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 Main Office and in relevant cleaning cupboards.

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

All hazardous substances must be kept in locked areas inaccessible to pupils.

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. Housekeeping, cleaning & waste disposal

The premises team undertake regular cleaning of all areas – see job descriptions for details.

All users of the building will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements.

All staff are responsible for the disposal of refuse in the appropriate containers ensuring that items are secure. The premises team ensure that bins are located for collection every week and manage times where refuse exceeds collection to ensure no build up of waste.

12. Handling & Lifting

Manual Handling Guidance

All staff must complete Manual Handling Training as soon as possible when they join the school and every 3 years thereafter. Training is online via individual's Every Platform log in.

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

Jewellery and Make up - children should not wear jewellery or make up. The following number of exceptions are permitted:

- One small single stud earring in each ear is allowed but these must be removed for PE and outdoor sporting sessions
- Wristwatches may be worn - but these should not be internet accessing
- Medic alert bracelets and necklaces may be worn and need to be visible

Adults should not wear jewellery that may become entangled or cause injury. Jewellery should be removed when handling food

14. Lettings/shared use of premises

Lettings Policy Template

The Lettings Policy includes restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures.

15. Lone Working

Lone working model RA

A lone working risk assessment in on the school's risk register and as a document in iAM Compliant for relevant staff to review, read and sign.

Staff are aware of potential hazards of working alone on site and will make suitable

arrangements if they place themselves in this vulnerable position.

16. Maintenance / Inspection of Equipment

[HSW Compliance Monitoring Checklist](#)

This includes details of what equipment requires periodic inspection, examination, testing. Items covered by this document have been allocated a task with iAM Compliant for relevant inspection. The checklist has been adapted for Swavesey Primary School and completed annually as part of the Health Safety Committee responsibilities.

It is the responsibility of staff when using and/or issuing equipment to check for obvious signs of damage and report any defects found. Where necessary, risk assessments will be undertaken for the use of all machinery.

17. Personal Protective Equipment (PPE)

PPE to be provided where risk assessment determines to be necessary.

18. Reporting Defects

Hazards should be reported to Premises Team via helpdesk in iAM Compliant. If urgent or immediate action needs to be taken, they should be report to the main office in order to locate the relevant person to take that action

19. Risk Assessments

[Risk Assessment Guidance](#)

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed relating to: areas of the school, people and events.

Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all potential risks along with the necessary control measures.

20. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

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

Swavesey Primary School adheres to the recommendations in the Educational Visits and Journeys Policy & Guidance issued by the LA. Separate risk assessments are made relevant to individual visits. Details of all school trips and their risk assessments are stored on the Evolve platform.

21. Smoking/Vaping

Smoking and Vaping are not permitted on the school premises.

22. Staff Consultation

Health and Safety meetings are held termly.

Health and Safety is regularly discussed at meetings.

Staff can raise issues within meetings, via their line manager or by submitting a helpdesk ticket on iAM Compliant

The contents of the Swavesey Primary School safety policy is distributed to staff via the iAM Compliant platform where they must read and sign whenever the policy is updated.

23. Staff Health & Safety Training and Development

[H&S induction checklist](#)

The H&S Checklist is covered as part of staff induction and is communicated again during ongoing training as per the schedule.

24. Staff Well-being / Stress

Workplace stress is recognised by the management of Swavesey Primary School as a legitimate problem affecting staff, which needs careful and sympathetic management. It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical wellbeing of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a pro active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced. This may include a regular staff questionnaire.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and it is, therefore, the policy of Swavesey Primary School that, where appropriate, members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

We have access to the Employee Assistance Programme details of which are distributed to staff and on display around the school.

Governors support the wellbeing of staff by offering a wellbeing 'day' each academic year which is pro-rata. This day is to be spent by the member of staff engaging in activities for their wellbeing not working. Reference the Discretionary Leave of Absence policy

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

Refer to supervision procedures.

26. Use of VDU's / Display Screens

[DSE Guidance](#)

A workplace risk assessment should be carried out by individuals who make significant use of display screen equipment, as soon as possible when they join the school and every 3 years thereafter or when circumstances change. Training is online via individual's Every Platform log in.

Concerns or defects should be report via the iAM Compliant helpdesk.

These individuals are entitled to financial support with eye tests relating to display screen equipment

27. Vehicles on Site

[Management of Traffic on site guidance](#)

Management of Traffic on site risk assessment is kept in the Risk Register. It is reviewed annually, checking updated guidance.

28. School Security

See **School Security Policy** on iAM Compliant

29. Visitors

All visitors must report to Swavesey Primary School main office immediately on arrival. They will be asked to sign in using the visitor management system and will be given a security pass. Any person, other than a member of school staff or pupil, on the school site and not in possession of a security pass will be challenged and, if necessary, asked to leave.

Every visitor will be provided with the following information.

SAFETY GUIDELINES FOR VISITORS TO SWAVESEY PRIMARY SCHOOL

1. All unaccompanied visitors must wear security identification at all times.
2. All visitors must be familiar with the Fire Procedures which can be found at Reception.
3. The school operates a no smoking policy.
4. All accidents must be reported to the school office.
5. Visitors must sign out at the school office before leaving the premises.

30. Violence to Staff

[Violence and Aggression in schools guidance](#)

The management of Swavesey Primary School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee. Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated, and the necessary action taken.

Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation, and counselling as appropriate.

See school **Policy for Dealing with Unreasonable Complaints** on iAM Compliant

31. Working at Height

[Working at Height Guidance](#)

Staff likely to work at height undertake online working at height training annually. Working at Height risk assessment is carried out with staff and kept on risk register.

Working at height is any work carried out above the height of a step stool or small steps supplied in the stockroom areas. Working at height should be avoided, where it is practicable to do so, but where work at height cannot be avoided, the risk and consequences of falls should be prevented, using either an existing place of work that is already safe or the right type of equipment. Only staff with appropriate training should undertake work at height.

It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times, in accordance with their instructions and training.

Risk assessments must cover all work currently undertaken at height (or proposed to be), where the risk may be increased by the work activity itself, or the lack of available assistance should something go wrong

The following communication procedures will also be put in place.

- Carry a mobile telephone at all times when working at height.
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished.
- In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact the Headteacher, their nominated person, or the emergency services.

32. Work Experience

Health and Safety Procedures are shared with all work experience students as part of their induction training, and work experience students are not left unsupervised with children.

33. Food Safety Catering and Kitchens

The food handling premises of Swavesey Primary School have been registered with the local food authority.

All catering and corresponding Health and Safety issues are the responsibility of the appointed catering contractor.

Dining Hall

Paediatric first aid trained staff are in attendance at all times when children in early years are eating (this includes within their classroom and EYandP).

Food Safety

Through Food Safety and Hygiene training all staff working with Food will be made aware of the special conditions that are following: -

- The ways and conditions that bacteria grow and multiply.
- The ways of preventing food poisoning and contamination.
- Cleaning methods.
- The effects of Food poisoning.
- Pest control.
- Food handler's legal responsibilities.

34. Recreational Areas, Adventure playgrounds, Outdoor climbing frames, Safety Surfaces

All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments.

Any 'control measures/procedures' resulting from these risk assessments will become part of this policy and will be adhered to at all times.

Playgrounds

- Playgrounds will only be constructed by specialist companies.
- All apparatus will be kept in good working condition.
- Pupils will be reminded that while using the facility they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognise faulty equipment and report it immediately.

Climbing frames

- Climbing frames will only be constructed by specialist companies.
- All apparatus will be kept in good working condition.
- Long low frames are preferred to high ones.
- Work surfaces should offer good grip for feet and hands (except slide and roll areas).
- Any tube that is to be gripped should be of an appropriate diameter.
- Frames should be situated away from other structures.

Safe Surfaces

- Safe Surfaces, which are impact absorbent, will be installed below and around all climbing frames, swings, slides and other equipment from which pupils could fall.
- It is, however, recognised that no surface currently available will prevent serious injury if falls are greater than 750mm.

Supervision (during School hours)

- Whenever pupils have access to climbing frame or adventure playgrounds they will be supervised by teachers or ancillary staff appointed for the purpose.
- Volunteer helpers will not be placed in sole charge.
- Signage is in place to advise parents that outside of lessons and supervised play, they are responsible for ensuring the children in their care are supervised when playing on the equipment.

General requirements for all areas/equipment

- All apparatus/equipment will be kept in good working condition
- All apparatus/equipment will be constructed by specialist companies.
- All apparatus/equipment will be inspected on a regular basis.
- A log of these inspections is kept in the School Office