



## **Petersfield Church of England (A) Primary School**

### **Health and Safety**

**Petersfield Church of England Primary School believes that health and safety is paramount in all areas of its activities.** The School is committed to providing its pupils, staff and all adults with safe places of work that do not impact negatively on their health and well-being. Petersfield Church of England Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its stakeholders, contractors, visitors or anyone else that could be negatively impacted by its school activities.

Below are a series of Frequently Asked Questions.

#### **Who is responsible for Health and Safety in school?**

The Headteachers, Governors and SLT (Senior Leadership Team) are responsible, although it is the duty of all staff to ensure that Petersfield is safe for all pupils. Visitors, parents and pupils also have their part to play in identifying risks to keep everyone safe.

#### **What are the arrangements & procedures for Health, Safety and Welfare?**

The following procedures and 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: Accident Reporting, Recording & Investigation Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

The Headteachers 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.

#### **Is there any asbestos in school? How is this managed?**

Karen Gwynn is responsible for asbestos: the location of the asbestos survey is in the office. Contractors and others such as site supervisors etc. have sight of this survey prior to starting any work on the premises. Instructions are given to staff not to drill or affix anything to walls without first obtaining approval from the premises manager and checking the manual. Staff should report damage to asbestos materials.

#### **Are contractors safe?**

Before any work begins there is an induction period with contractors in which health and safety information is exchanged and safe working practices agreed. Risk assessments are in place and there are frequent liaison meetings. Peter McKenny is responsible for monitoring contractors' working methods, liaising with contract supervisors in Property & Estates and referring to the County Council 5Cs system.

#### **How is Curriculum Safety ensured?**

It is a requirement for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, to ensure that health & safety is written into the lesson scheme of work. Staff must be qualified to teach certain activities, and they should be familiar with any health and safety publications adopted by the school. When going on off-site visits, risk assessments are put onto the county system, Evolve. These are monitored by the Headteachers.

#### **Is the electrical equipment tested?**

Bi-Annual PAT testing is carried out by an electrician in the Summer term. Fixed 5 year electrical equipment testing was completed in August 2017.

#### **What happens in a fire drill?**

Headteachers are responsible for the frequency and arrangement of drills, procedures to be followed, maintenance of fire extinguishers annually, staff training and calling the fire service. The fire alarm is tested by Britannia and the fire drill is carried out at least half termly.

Once the fire alarm goes off all adults and pupils walk calmly out onto the school field, facing away from the building (in case of glass or debris). The class teachers then take the registers and a register is taken for the adults. Each drill is recorded, timed and evaluated.

#### **What is an invacuation?**

It may be necessary, in an emergency, for everyone to get into the school building to be safe. Each invacuation is recorded, timed and evaluated. The pupils understand that this procedure is practised to keep them safe and they are not unduly alarmed.

#### **What is the policy on jewellery?**

The policy on pupils wearing earrings is studs only which must be removed for PE. No other jewellery is allowed except for watches.

#### **How is the H&S monitored?**

Termly walks are carried out by the Health and Safety Governors (Katie Reid and Karen Gwynn) to regularly monitor accident reports/trends and complaints. An action plan is updated and reported to the Governors.

#### **What are the Swimming Pool Operating Procedures?**

There are always two adults, with the minimum of one to have resuscitation training. Assistance is summoned in an emergency by the lanyard system, phone and walkie talkies. The pool water quality is tested at least twice daily by qualified pool carer: Howard Carter. A maximum of 12 swimmers can be in the pool and there is first aid provision in the area.

### **What about School Transport?**

This is organised with a reputable company who do appropriate Driver medical examinations, meet license requirements and are authorised drivers.

### **Smoking**

School is a non-smoking site.

### **Vehicles on Site**

No buses are to reverse in the car park and deliveries are organised outside school times. We have a risk assessment for onsite protocol.

### **Violence to Staff / School Security**

Site security is maintained by keeping doors shut, controlling visitor access and having signing in arrangements. It is for all staff to report all incidents of verbal & physical violence.

### **What do I do if I have any questions about Health and Safety matters at Petersfield?**

Visit the school website to read our full Health and Safety policy or speak to a member of the Office staff to find out more.



Mrs Karen Gwynn  
Co-Headteacher  
Health and Safety Lead



Mrs Vimi Ahuja  
Secretary



Mrs Claire Davy  
Secretary

# **Health and Safety at Petersfield**

**Welcome to  
Petersfield Church of England (A) Primary  
School**

Hurdleditch Road,  
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[www.petersfield.cambs.sch.uk](http://www.petersfield.cambs.sch.uk)

### **Co-Headteachers**

Mrs Karen Gwynn  
Mrs Laura Penrose

### **School Secretaries**

Mrs Claire Davy  
Mrs Vimi Ahuja

**Please take a leaflet.**

**Working together both to safeguard and to  
enable all our children to reach their full  
potential.**

If you are unsure about anything or have any questions or concerns during your visit, please inform a member of staff immediately or let the school office know.

December 2018