



Cambridgeshire
County Council



School Health and Safety Policy

Morley Memorial Primary School

March 2026

Statement of General Policy for Health, Safety and Wellbeing

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

The **Leadership Team, including the School Business Manager**, together with the Governing Body aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The **Leadership Team, including the School Business Manager**, are accountable for the management of HSW and for the implementation of this Policy.

Staff have a duty to protect themselves and others by working safely, co-operating with the **Leadership Team, including the School Business Manager**, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

Mr Sat Dayal), Chair of Governors
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Ms Nikki Brown, Headteacher

26.3.26

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Date of next review: March 2027

Morley Memorial Primary School

Organisation and Responsibilities for Health, Safety and Wellbeing

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body (*Mr Sat Dayal-Chair*)

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

2. Headteacher (*Ms Nikki Brown*)

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

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

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

3. Deputy Headteacher (*Ms Katy Kowalska*)

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

- 3.1 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;

- 3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 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. Curriculum Leads

All *curriculum leads* are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department/area/class. They will:

- 4.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 identify specific staff health and safety training needs;
- 4.9 carry out departmental induction training including any specific information and training that may be necessary;
- 4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
- 4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.13 ensure that good standards of housekeeping are maintained.

5. Teaching Staff

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils

- after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- 5.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 report accidents, near misses and defective equipment to management.

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

The Premises Manager/Caretaker(s) is/are responsible to the School Business Manager They shall:

- 6.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 take appropriate action when necessary to prevent injury to others on site;
- 6.3 participate in the termly health and safety inspections;
- 6.4 identify health and safety training/supervisory needs of site supervisory staff;
- 6.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 6.6 ensure that all staff work in accordance with safe working practices/risk assessments.

7. Health and Safety Co-ordinator (*Ms Justine Dudley - SBM*)

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. They shall:

- 7.1 contribute to the review of this policy;
- 7.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 7.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 arrange termly evacuation drills and weekly fire alarm tests etc;
- 7.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 7.6 participate in the termly health and safety inspections;
- 7.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.8 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

8. All Employees - employed, supply and volunteers

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management and shall:

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

9. Staff Safety Representatives

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

- 9.1 investigate potential hazards and examine the causes of accidents in the workplace;
- 9.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;
- 9.3 make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- 9.4 carry out health, safety and welfare inspections;
- 9.5 attend the health and safety committee meetings;
- 9.6 work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered
Mr Karl Brown		

11. Health, Safety and Wellbeing Committee

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

- 11.1 Headteacher [Nikki Brown]
- 11.2 Deputy Headteacher [Katy Kowalska]
- 11.3 Health and Safety Link Governor [Caroline Louth]
- 11.4 Health and Safety Co-ordinator [Justine Dudley]
- 11.5 Safety Representative [Karl Brown]
- 11.6 Site Manager/Caretaker [vacant]

The Committee will submit an annual report to the Governing Body for their consideration. As a

minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Morley Memorial 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 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 to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos.

3. Contractors

[Contractor Management Guidance](#)

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors will be selected from PCM's (our property advisers) approved list to ensure they have been appropriately vetted.

Contractors are required to sign the "5C visit log for contractors and visiting workers/drivers" held in the Hazard File in the school office. They are required to provide appropriate DBS information to the Office Manager to allow them to work on site and will be required to provide method statements/risk assessments as appropriate depending on the nature of the work.

Where required on project work, PCM will assist with the induction of contractors to exchange health and safety information, agree safe working arrangements, frequency of liaison meetings and will be responsible for monitoring contractors working methods.

Staff should report any concerns regarding contractors on site to the Business Manager in the first instance who will liaise with the Headteacher/LGSS Health & Safety Team regarding the most appropriate course of action.

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

5. Drugs and Medication

Staff should refer to the school's "Medicines in School" policy which is available on the school's website and is updated regularly.

6. Electrical Equipment

[Electricity Guidance](#)

Users of electrical equipment should visually inspect the equipment each time they use it and report any issues to the Business Manager/Deputy Headteacher without delay.

All electrical equipment will be PAT tested by a competent person annually. The school receives a record of the inspection, which is held by the Site Manager, and he is responsible for updating it if any items cease to be used by the school, for whatever reason, between inspections.

The fixed electrical installation is examined every 5 years by a PCM approved contractor and appropriate remedial work carried out.

Staff should not use non-PAT tested items of electrical equipment on school premises.

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 the SBM google drive*.

All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher and the School's competent Fire Safety Adviser- Barbara Noake or Matt Hiles (PCM)

8. First Aid

[First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is kept (*insert location*).

A first aid needs assessment has been undertaken and there are adequate staff who are either EFAW trained (1 day) or FAW trained (3 day).

9. Hazardous Substances

[COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies of these can be found (*insert location*).

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

10. Health and Safety Advice

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council,
Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904

11. Housekeeping, cleaning & waste disposal

The premises are cleaned daily during term time by May Harris, our cleaning contractors.

As the cleaners are on site from 4pm, the risk of slips relating to wet floor cleaning is reduced and appropriate signage is used.

Any issues regarding the standard of cleaning must be raised with the Site Manager or Business Manager who will speak to the Cleantec area representative to resolve.

External waste bins are stored in secure bin stores in the car park to the rear of the building.

The Site Manager maintains a supply of grit and salt to be used in the playground and on paths within the school premises in the event of snow and/or ice.

12. Handling & Lifting

[Manual Handling Guidance](#)

Where manual handling is required the School Business Manager and Premises Manager are responsible for carrying out a suitable risk assessment which also identifies suitable precautions which should be taken. All staff who are required to do regular manual handling should be suitably trained. The School Business manager is responsible for identifying training needs.

13. Jewellery

14. Pupils are discouraged from wearing jewellery to school.

15. Lettings/shared use of premises

[Lettings Policy Template](#)

[Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school]

fetes and other fund raising events, emergency lighting, public entertainment license]

16. Lone Working

[Lone working model RA](#)

The school follows the provisions in the local authority guidance sheet on lone working.

17. Maintenance / Inspection of Equipment

[HSW Compliance Monitoring Checklist](#)

The school's property advisors, PCM, provide software which ensures that all equipment on site is inspected and maintained to the required standard by approved contractors. This will cover all aspects of the operation of the school, for example, fire alarm, intruder alarm, CCTV, PAT testing, PE equipment, boiler servicing, emergency lighting, kitchen extract systems etc.

In addition, the Site Manager has a check list which details items for daily and weekly inspection including the internal and external areas of the school.

There is also an annual condition survey carried out by PCM and an annual monitoring visit by representatives of the Governing Body, both of which generate reports and actions points for the Business Manager and Site Manager.

18. Personal Protective Equipment (PPE)

Advice will be taken from the LGSS Health and Safety team if there is any doubt as to whether or not PPE may be required for a member of staff to carry out a particular task.

The Site Manager may use some PPE based on information contained in product hazard data sheets but, in most cases, if PPE is required, we would be engaging a specialist approved contractor to carry out the work, rather than the Site Manager

19. Reporting Defects

Hazards should be reported to a member of the Senior Leadership team. The School Business manager and Premises Manager will ensure that the area in question is made safe for use or cordoned off pending remedial works.

Remedial works will be arranged by the Business Manager.

20. Risk Assessments

[Risk Assessment Guidance](#)

The School Business Manager is responsible for ensuring that risk assessments are undertaken for all aspects relating to the premises and HR. The headteacher is responsible for ensuring risk assessments related to educational activities are undertaken.

21. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk All trips off site must be recorded on Evolve. and suitable risk assessment undertaken. The EVC is available to provide support with planning educational visits.

Staff should ensure they have appropriately covered issues of:

- 4 parental consent
- 5 collation of contact and medical information
- 6 insurance
- 7 medical / first aid provision
- 8 risk assessment

Staff will be expected to have all paperwork in place two weeks before the visit

The EVC is Jack Pullen.

22. School Transport

School transport is arranged by CCC school transport team

23. Smoking

Smoking is not permitted on the school site

24. Staff Consultation

Staff should raise issues of concern, and make suggestions for health and safety improvements, with the Headteacher in the first instance who will then delegate any follow up to a member of the senior leadership team.

25. Staff Health & Safety Training and Development

[H&S induction checklist](#)

Staff induction includes health and safety policies. Team leaders should ensure that members of their team have the training required to execute their duties safely.

26. Staff Well-being / Stress

The School has access to the LA Employee Support Scheme, currently delivered through Health Assured. Posters advertising the services and how to contact are displayed in communal areas. Team leaders are made aware of the process for recommending accessing the support. The school has a designated Senior Mental Health Lead, Nikki Brown.

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

Children are not left unsupervised at any time whilst on the school premises.

Guidelines for agreed ratios for school trips are available on the evolve website:

(<https://evolve.edufocus.co.uk>). The Office Manager deals with DBS clearance for all staff, volunteers and visitors to ensure that no one is on the school site with access to children without the appropriate clearance.

28. Use of VDU's / Display Screens

[DSE Guidance](#)

The school will endeavour to optimise working conditions at Display Screen Equipment (DSE) by an annual assessment of the suitability of;

- 7 Display screens
- 8 Keyboards
- 9 Work desks
- 10 Work chairs
- 11 Lighting
- 12 Incidence of reflection / glare
- 13 Noise and heat

Any issues regarding defects or health concerns should be reported to the Business Manager.

29. Vehicles on Site

[Management of Traffic on site guidance](#)

Vehicles are not allowed on to the school site during the school day, unless the Headteacher has been informed and steps taken to ensure that no children are in the area

The school car park may only be used by staff between 7.00am – 6.00pm Monday to Friday during term time. All lettings are made aware of this restriction through initial conversation with the Business Manager before a new letting starts and in the terms of the Lettings Policy

30. Violence to Staff / School Security

[Violence and Aggression in schools guidance](#)

All visitors are required to sign in at the school office and will not be left unsupervised on site unless the Office Manager is satisfied that the appropriate DBS clearance is in place.

Violence and aggression, both physical and verbal, against staff, pupils, visitors and others on the site is unacceptable.

Any incident of violence to staff, whether from an adult or a child should be reported to the Headteacher, Deputy Head or another member of the senior leadership team immediately and recorded formally on an accident/incident form, available from the school office.

Where it is considered necessary, other steps, that may include prosecution, will be taken against offenders.

31. Working at Height

[Working at Height Guidance](#)

Elephant stools are provided in communal areas for all staff to use. For those required to work at height a risk assessment must be undertaken and suitable precautions taken to minimise risk. The School Business Manager is responsible for ensuring suitable training has been provided.

32. Work Experience

Any work experience placements receive the same induction as a new member of staff with appropriate levels of supervision put in place depending on the nature of the placement.

Work experience placements will only be offered where there is capacity for suitable supervision.