

# Cavendish Church of England Primary School



## Health, Safety and Welfare Policy

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Signed: Chair of Governors	
Signed: Headteacher	
Date:	Summer 2023
Date to be Reviewed:	Summer 2024

## Our Vision

In our school our Christian vision shapes all we do.

*Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10*

Our School Vision Statement reflects this commitment as children and staff are taught to challenge inequality, prejudice, bullying and harm; to respond with compassion and sensitivity to individual need and to respect the rights of all individuals to be safe and nurtured within God's world.

We encourage children to respond creatively to internal and external challenges in life, with compassion for others, including consideration for creation and the planet itself. Thus we show how to live justly and with a pure heart, reflecting the teachings of Jesus and God's love within our school environment.

### 1. Statement of Intent

The governors, headteacher and staff acknowledge and accept that:

- ✓ Suffolk County Council has the prime responsibility for health and safety, and that the governing body and headteacher have specific responsibilities to manage health, safety and welfare at school level. These responsibilities are laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.
- ✓ The headteacher, as Local Health & Safety Coordinator, must ensure that guidance, codes of practice, and other advice from Suffolk County Council is implemented.
- ✓ The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all who may be affected by the way the school is managed.
- ✓ This duty extends to ensuring that working conditions and environment, substances used, equipment provided and working methods adopted do not impair the well-being of any employee, child, client, contractor visitor, volunteers or any member of the public affected by the conduct of its work.
- ✓ This policy is designed to be a working document and will be reviewed at least annually but may be updated at any time to reflect current practice and new recommendations

At Cavendish Church of England Primary School our commitment to ensuring the safety, health and well-being of our pupils, staff and visitors is of the highest importance. We aim to provide a safe, secure, inclusive and welcoming working environment for everyone. The governing body, LA and staff take responsibility for ensuring best practice to keep all members and visitors to our community safe.

Signed, Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

Signed, Headteacher \_\_\_\_\_ Date \_\_\_\_\_

## 2. Responsibilities

For the delegation of responsibilities please see flow chart – appendix 1

For named roles and responsibilities please see chart – appendix 2

The Premises Committee has adopted the Suffolk County Council model of the 9 term plan to monitor and review health safety and welfare – appendix 3

## 3. Communication & Information management

The headteacher and governing body are committed to ensuring all staff members are well informed about health, safety and welfare procedures. There is a designated area for display in the staff room, statutory posters are located here, above the photocopier and in the school office. Health and safety is a standing agenda item at weekly staff meetings. Email is also used as a means of communication and risk assessments are signed by staff as part of safe practice for activities incurring additional risk, where the benefit to learning is such that reasonable control measures can be put in place.

This is the area for items such as the policy review and committee information. See page nine of the guidance.

## 4. School Curriculum

Keeping children safe in education is an integral part of our ethos and runs as a golden thread throughout the school's provision of its curriculum. We teach children about the importance of health, wellbeing and staying safe in order to equip them with skills, knowledge and understanding to enable them to live positive, successful, fulfilling and healthy lives. Teachers and support staff take every opportunity to educate children in this regard across the school curriculum, and explicitly through the teaching of PSHE and RSE.

Through the science curriculum we teach about hazardous materials, and how to handle equipment safely. Where appropriate children are involved in assessing risk and written risk assessment outcomes are shared with children.

We teach children to respect their bodies and minds and how to look after themselves. We discuss issues with children PSHE including healthy lifestyles, medicines and drugs, safeguarding, road safety, stranger danger, e-safety, rights of the child, guarding against extremism as identified by the Prevent Duty, anti-bullying, Childline, NSPCC, emotional and mental health, wellbeing and the emergency services. Relationships, sexual health and awareness, including age appropriate safeguarding guidance, are taught across the curriculum, but most explicitly at Key Stage 2. The school supports the NSPCC Pants are Private campaign, and is fully aware of its statutory duties regarding FGM. As part of transition, children in year 6 participate in Crucial Crew – a day of safety carousel activities. The school benefits from local support from the PCSO and the One Cop Stop programme. The school works closely with OneLife Suffolk and Active Suffolk to promote healthy lifestyles and also the school nursing team.

Through design technology, children learn how to cook predominately savory foods, handle cooking equipment, and develop their understanding of nutrition and food groups. The importance of physical health is explicitly taught as discrete in PE. As a School Games Gold Award School, children have a minimum of two hours PE a week, and daily physical activity is supported by lunchtime and after school clubs, as well as the daily “wake and shake” activity

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club which is offered free of charge before school. After school clubs support the wider curriculum and always include physical health and wellbeing activities. The school holds OneLife Suffolk Gold Award and Healthy School status.

The school offers cycling proficiency on a two yearly basis to children in years 5&6. Children in year 3 are taught swimming and water safety. Any child not reaching the required standard for the end of Key Stage 2 is offered additional swimming until the standard is reached.

As a Silver Eco school health and safety issues are explored as we teach how to care for our environment, including awareness of the dangers of litter. Our Forest School provides an opportunity for children to further their understanding of potential hazards in their environment, but also provides an opportunity for children to apply their knowledge of personal safety and manage risks in a practical but secure setting.

As a Church of England school all practitioners are committed to promoting spiritual growth and welfare of children through the RE curriculum; through special events such as multi-cultural festivals and celebrations; special events within the Christian Church year, and through the daily act of collective worship. Children are encouraged to think reflectively and develop an awareness of the emotional health regardless or any explicit faith practiced. The school has adopted Church of England model policy for Mental Health and Wellbeing.

#### 5. Safeguarding / Child Protection – see also Safeguarding and Child Protection Policy

The Designated Safeguarding Lead is Cheryl Wass. The Designated Alternates are Alison Lewis and Lucy Jackson. Alison Lewis is the named e-safety adult. The Governor with responsibility for safeguarding and children protection is Rev Mark Woodrow.

If a staff member suspects that a child in their class may be victims of abuse, they should immediately inform the named person about their concerns.

The named designates work closely with social services and the MASH team when reporting and investigating incidents. We handle all cases with sensitivity, and at all times the interests of the child are of paramount importance.

We require all adults who work in school to have their application vetted through police records. The HT and chair of governors have undertaken safer recruitment training and follow best practice guidance.

All adults, including volunteers, are required to have a full DBS and attend annual training on safeguarding, child protection and the prevent strategy.

#### - The Prevent Duty

At Cavendish C of E Primary School we understand our duty to promote fundamental British values as part of broader requirements relating to the quality of education, as well as promoting the spiritual, moral, social and cultural development of our students. We endeavour to provide a safe environment which promotes our student's welfare and are alert to any safeguarding and child protection issues in the student's life at home or elsewhere.

We:

- Ensure that understanding radicalization and the risk it poses, is communicated as part of the statutory safeguarding training.
- Communicate and promote the importance of our duty, ensuring that it is implemented effectively.

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- Maintain appropriate records to show compliance with our Prevent duty and also detail any cases where information is shared or referrals made to the police or Suffolk Safeguarding Partnership (SSP)
- Assess the risk of students being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

- LADO (Local Area Designated Officer)

All staff are trained in how to make a referral for concerns about any adult behaviour in the building including volunteers, staff, Headteacher and Governors. LADO returns form part of the annual County Safeguarding Audit.

## 6. Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place. Risk assessments are written for classrooms as well as external activities.

Clubs are risk assessed and reviewed each term to reflect the needs of specific children attending.

We do not take any child off the school site without the prior permission of parent/carer. Permission is sought annually (see Educational Visits Policy).

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office and the staffroom. The majority of staff have emergency first aid training.

Should any incident involving injury to a child take place, a first aid trained member of staff will be called to assist. Alison Lewis and Cheryl Wass have full paediatric first aid training, including Outdoor for Forest School. If necessary, the school office will telephone for emergency assistance and notify parents/carers.

We record all incidents involving injury in the yellow pupil files and we inform parents in all cases with a green form or pink head bump letter. If a parent is unavailable at the end of the day, it is the class teacher's responsibility to contact the parent/carer by telephone call.

Emergency utilities telephone numbers are on the school office notice board. Local GP and Health Centre numbers are also available. Individual children's files are kept in the school office. First aid boxes are located in the school office, staffroom and Mars Classroom (lunchtimes). A member of staff has responsibility for checking and updating contents – see appendix 2. Ice packs are kept in the freezer in Mars Class fridge. If an accident occurs the headteacher will decide on the course of action. If the headteacher is absent then the decision will be taken by the named teacher in charge. Any bump to the head, however small, must be seen by the headteacher and a "bumped head" letter sent home.

Children are encouraged to develop resilience by looking after themselves for minor grazes and bumps.

## 7. Playground procedure

To ensure children receive maximum opportunities to play freely morning break is split into 2 key stages, and lunch is taken in two sittings. Two members of staff are on duty for morning and afternoon break. There are three midday assistants, not including Vertas catering staff who serve food and clear the hall.

Children are allowed to use the grounds as the weather permits. The play areas are zoned to enable maximum use of space and choice. One midday assistant should be available in each zone. Children must ask permission before coming back into the building to use the toilets so staff can monitor children's whereabouts. It is the responsibility of each adult on duty at both lunch and break duty to pro-actively manage children's safety and well-being. This includes actively observing play to guard against inappropriate or unkind behaviour, moving regularly to ensure a global eye, and being approachable by not being involved in lengthy conversations with other adults on duty, as this may inhibit a child from seeking help. Children on the 'sight aware' list must remain visible to staff at all times.

To safely manage transition at the end of break a bell is rung for children to stop play and stand still. Staff direct children's return to class.

## 8. First Aid

The majority of staff are first aid trained. Staff training is recorded on the school's single central record and update training is scheduled prior to expiry. Only first aid trained staff may administer first aid to a child. The parent/carer should be notified via the yellow accident files or by telephone for more serious cases the member of staff responsible for maintaining the first aid boxes, including the first aid travel bags which are taken on offsite visits, is named on the current organisation chart.

## 9. Incident Reporting

Any injury to a child, however slight is recorded on the individual child's yellow file. However for injuries of a more serious nature we follow Suffolk County guidelines under the RIDDOR System (Reports of Injuries, Diseases and Dangerous Occurrences Regulations) The school follows HSE guidelines as set out in appendix 4. In all significant incidents an incident investigation form (appendix 5) should be completed as soon as possible after the event. This form should be completed with the headteacher, witnesses, and where possible the individual. This form is in addition to the County recording template which should be completed with the Headteacher or Lucy Jackson. Near misses should also be reported so that school can be proactive in making any necessary adjustments to procedures. See also First Aid Policy.

## 10. Infection Control and Food Hygiene

The school office has a displayed list of notifiable and infectious diseases. The headteacher and office manager has responsibility for notifying Health Protection Agency in accordance with the guidance given. Should the school be aware of an increased number of cases they will pro-actively manage school health by requesting an additional deep clean of the building.

Vertas catering staff have responsibility for daily temperature checks of the fridge and hot food. They have responsibility to ensure the hot food probe is calibrated weekly. Vertas cleaning staff have responsibility for undertaking water temperature checks and weekly outlet flushes.

School staff may only keep food items in the staffroom fridge. Classroom fridges are for short term storage of children's milk and fruit, and of short-term storage of cooking items. Mrs Byford has the responsibility for fridge management and half termly cleans.

#### 11. Safer Restraint – SEE SAFER RESTRAINT POLICY

The school follows DfE guidance for safer restraint. Safer restraint is a last resort, only to be used when not to do so would place the child, their peers or staff at a greater risk of harm. Only staff who have been fully trained may move a child. CW, LC, AS, RB, HS, JB, SW. Once the situation is calm a full incident form must be completed (APPENDIX 6) and the headteacher must have a face to face meeting with the parent/carer. An action plan must be written and shared with pupil, parent and staff to pro-actively seek to minimise the need for restraint to be used again. Parents/carers must not be asked to take the child home as this would constitute an unlawful exclusion.

#### 12. Exclusions

The school actively seeks to avoid Exclusion where at all possible. It is only considered where the safety, wellbeing and learning of the child or others are seriously compromised. DfE guidance 2022 is taken into consideration alongside our Exclusions Policy.

#### 13. Children's Wellbeing – pastoral, mental health

(See also Mental Health & Wellbeing Policy).

At Cavendish C of E Primary, we recognise the importance of an holistic approach to the care and education of children. Under Maslow's Hierarchy of needs personal safety, emotional health and self-esteem are pre-requisites to learning. As a Church of England school, we recognise the value spiritual education and opportunities can bring to an individual's well-being. Children are supported in our school by having a named adult of their choosing to whom they can bring any worries or concerns. As part of classroom management teachers explicitly share skills of relaxation and reflection. All children in school learn Tai Chi. Where a child is identified as having additional need, we work closely with external agencies such as SES, Phoenix Centre, School Nursing Team, No 72, educational psychologists and provide wave 3 support through qualified staff in school. Our Early Help Offer is published on the school website.

The Headteacher holds a diploma in Trauma and Mental Health in Schools (TISUK) and is an accredited Mental Health First Aider. Mrs. Helen Stone is accredited ELSA trained. Miss Wass and Mrs. Lewis hold level 3 Forest School lead.

#### 14. Children's Wellbeing – meals

Children in foundation stage and key stage 1 are entitled to Universal Free School meals. To encourage uptake and develop healthy eating skills for life the school offers a possibility of four choices each day, including a vegetarian option. Dietary needs can usually be catered for and our contracted service provider is happy to meet with parents to discuss dietary needs. Our

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meal supplier is contracted out and we are assured that the menu planning meets with the requirements of the Schools standards and Framework Act (1998)

If parents/ carers have a reduced income, their child may be eligible for Free School Meals. In recognition of the impact income can have on a child's educational development, children in receipt of Free School Meals (or who have received Free School Meals within the last 6 years) are entitled to receive Pupil Premium funding. This is spent directly on the child and aims to reduce the barrier of poverty. A statement detailing the school's approach is available on our website.

Children in foundation stage and Key Stage1 also benefit from the governments free fruit and vegetable scheme which provides free fruit daily for each child.

Our school promotes a healthy lifestyle and has achieved Healthy School Status. As such we do not allow children to eat sweets, chocolate and crisps at snack time. We encourage children to bring healthy food in their packed lunches from home. Water is provided at lunchtime, but all children should bring a water bottle to school each day to encourage hydration and concentration.

#### 15. Children's Wellbeing – see affordable uniform policy

It is our school policy that all children wear school uniform when attending school, or when participating in school organized events outside of normal school hours. We agree the requirements for school uniform with parents and carers, and review these regularly. As an eco-school we actively support the use of second hand uniform.

We will have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We ask that any parent/carer meets to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On the grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. Children need to be able to remove their own earrings before participating in PE and games. Parents and carers are encouraged to choose the beginning of the summer holidays if they wish to permit their child to have ear piercing at primary school age.

We ask parents and carers to equip their children with the necessary uniform and school equipment, so they are able to participate fully in all school activities. A detailed list is available as part of the prospectus and is available on our school website. Children repeatedly not wearing correct uniform will be asked to attend a meeting with their parents. In the case of financial difficulty the school will do all it can to support the parent. We request that children do not attend school with "extreme" hairstyles or clothing which is likely to draw attention to themselves. This includes charity and social events such non-uniform days. It is not appropriate for children's clothing to advertise games or social media sites for which the majority of children in the school are underage e.g. Fortnite or similar.

It is a pre-requisite of Forest Schools to have a pair of Wellington boots, and a change of old warm clothing. Layers are best. The school will provide waterproof trousers and coats. The school will provide appropriate sports kit for competitions. Children will need to provide their own boots and shin pads.



## 16. SEND, Equality & Support for children with Medical Needs

Cavendish C of E Primary School is fully inclusive in provision, and supports equality of access for all pupils and staff including those with protected characteristics as identified by the Equality Act. We recognise that reasonable adjustments may need to be in place to support children with additional needs. Some children by the nature of their identified SEND may be at additional risk with regards to health, safety and welfare. Individual provision should be identified within the provision map, pupil passport and one page profile.

Children with additional medical needs are covered by an individual adaptation of the DfE health plan template (Appendix 8). This will include safe management of any medication to be taken in school, and clear actions to take in the event of sudden health deterioration. The school holds a spare Salbutamol Inhaler and Spacer and parents whose children are registered with Asthma sign annually to give consent for emergency use in line with best practice DfE guidance.

Children and adults with additional needs may be assessed as requiring a PEEP appendix 9 to ensure safe evacuation in the event of an emergency.

It is the responsibility of the class teacher to ensure that PEEPs, health plans, one page profile and pupil passports are updated at least annually or after related incidents. Best practice encourages the involvement of the child and family as part of the annual review. Pupil provision maps are updated termly.

## 17. Visits outside of school

(See Educational Visits Policy)

The school is fully committed to an engaging and varied curriculum. This includes immersive learning experiences and opportunities off site. Each topic has an enrichment activity designed to enhance the learning experience. Visits are planned and risk assessed before hand. It is the responsibility of the adult leading the activity to have visited the site in advance as part of the risk assessment. The HT approves visits and has had Educational Visits Coordinator training.

All external activities are submitted to the Suffolk County Council EVOLVE website for safe management, prior to the event taking place. Residential visits are subject to LA permission and criteria. All visits must be approved by the governing body.

Consideration is given to the safe transportation of children and we only use coaches and mini-buses where seat belts are provided. Staff ratios, agreed by this school for visits are:

1 to 6 children for Foundation Children	
1 to 10 for Years 1 and 2	
1 to 15 for Years 3 and 4	} for first 15; 1 to 10 thereafter
1 to 15 for Years 5 and 6	

## 18. Risk Assessment

Risk Assessments are an integral part of class teacher and staff planning. Risk assessments are a legal requirement and will be written, communicated and reviewed as part of the Nine

Term Plan which we have in place. All hazards which pose a significant risk to staff, pupils, visitors, contractors and others will be assessed.

All assessments follow the same principle – to clearly identify any perceived risk/ hazard and to evidence action taken to remove or reduce the risk to an acceptable level. If following a discussion of the assessment, the headteacher/ governors approve the activity, it may take place. Risk assessment writing is the responsibility of the class teacher wishing to lead the activity and they will be supported by Senior staff as required. All risk assessments shall be robust and fit for purpose. We follow the LA's SHaW templates where required and use the HSE's format of the 'five steps'. All risk assessments must be submitted to the Headteacher in good time for a decision to be made. All adults supporting the activity are required to read and sign the risk assessment.

Any external contractors working on site are required to complete a risk assessment for the works. This may be supported by a school dynamic risk assessment.

### 19. Fire

Procedures for evacuation of the school and plans of class escape routes are in place in each classroom, the hall, the study, staffroom, office and children's kitchen. A diagram showing the school plan and where extinguishers and fire call points are placed is situated in the entrance porch. Fire drills take place each term. Alarms, extinguishers and exits are checked regularly by staff, and by contractors as part of ongoing maintenance.

Should the fire alarm ring continuously, all activities stop immediately. Children are escorted from their classrooms in a quiet and orderly fashion. PEEP action plans will be put in place.

Each year group lines up at the meeting point on the village green.

The office manager will take class registers, the gas key and grab bag, having made a final check of the corridors and toilets.

The headteacher has responsibility for closing doors and windows where safe to do so and taking mobile phone.

On The Green a count will be made, followed by a register check if required.

At Collective Worship, lunch or playtimes all teachers go immediately to the hall/playground to assist evacuation of their class.

If the school is not safe to return to then procedures outlined in the Business Continuity Plan will be put into place. The first stage of this requires all children and staff to remove to the church.

Staff have responsibility to ensure that all electrical appliances are unplugged and switched off when not in use to minimise the risk of fire.

### 20. No Smoking

The School does not permit smoking in any part of its grounds or the building. Children are taught the risks associated with smoking as part of PSHE curriculum.

## 21. School Security Lockdown

The school's lockdown procedure is based on School Security Guidance written in collaboration with Suffolk County Council and Suffolk Police. This document can be found on Suffolk Learning. The requirement for a security lockdown may result from a reported incident in the local community which could pose a potential physical risk to pupils and staff. Lockdown drills will be practiced termly. This may be with or without children present.

In the event of a risk from an intruder or if a security warning is received, the school will act as follows:

- ✓ A whistle will be blown for 3 quick notes, repeatedly until all school members are in the building, each classroom and office area has a whistle.
- ✓ All pupils should be brought quickly into the school.
- ✓ Children should be sent to their designated classrooms where the class teacher will account for them using the register. Mars class will go through to Jupiter class via the interconnecting door.
- ✓ Non-teaching staff will have responsibility to lock all doors and windows (usually Lucy Jackson and Cheryl Wass and LSAs in school).
- ✓ Office Manager/Headteacher to call 999 if not already in contact with the Police.
- ✓ Visitors will be asked to stay on site where they will be taken to the school hall and asked to remain quiet, phones to remain on silent and stay out of sight from the windows.
- ✓ Once all pupils are in their classrooms, children should sit quietly away from sight of the window. Blinds and curtains should be closed.
- ✓ Turn off all lights.
- ✓ Children and adults to remain silent and await instructions.
- ✓ The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.

## 22. Vehicle Control & pedestrian safety

No vehicles are allowed inside the school grounds during school hours. Exceptions for education visits (ie tractors in schools) must be supported by a full risk assessment and children may not be in the playground whilst the vehicle is moving. Staff may park outside the school, but egress must be left for emergency service vehicles. The school is pro-active in encouraging children to walk or cycle to school and parents may not drive vehicles up the slip road to the school at the beginning and end of the school day. Disabled access parking is available through prior arrangement with the school office.

## 23. Site Security

Whilst much has been done to improve site security, robust systems are always the first line of defence. The school has secure perimeter fencing, and the entrance for visitors is separated from the school playground. It is the responsibility of all staff to ensure that:

- i) gates are kept secure within the school day
- ii) they personally keep up to date with exit codes
- iii) visual recognition/identification takes place before entrance to the school building is permitted
- iv) any visitor is checked for an approved visitor badge, without which permission to enter classrooms will not be given.

The Cleaner in Charge (Everbrite) has responsibility for a daily check of the grounds and building. Any concerns are communicated to the office manager or headteacher either verbally or in writing. The premises committee conducts termly checks, and the school purchases a variety of externally contracted checks (for example, water safety, PAT testing, building condition surveys, tree insurance and surveys, fire safety audit,) to ensure best practice and compliance with statutory legislation.

We require all adult visitors to the school who arrive in normal school hours to follow the procedures laid out in section 26 – Visitors.

Health, safety and welfare are everyone's responsibility. If grounds security or equipment eg a gate latch has become difficult to use or broken, it is everyone's responsibility to report this to the office manager. This must be confirmed in writing. It is not sufficient to "mention it in passing".

At term end all outside equipment that is practicable to move is placed indoors or locked in sheds to minimise risk from trespassers or either vandalism or fire.

The headteacher and Office Manager are named key holders and their details are logged with Suffolk County Council to be on call during out of hours.

Further details of security of systems are detailed in the Business Continuity Plan. The school follows the Suffolk Police and Suffolk County Council School Security Guidance including the School Security checklist which is reviewed by the Premises Committee.

#### 24. Substances

Cleaning substances are kept in a locked shed. Each cleaning agent is covered by COSHH (control of substances hazardous to health), the files of which are managed by Vertas the contracted employer.

#### 25. Premises & Equipment

It is the responsibility of all users of school equipment to report any damage or deterioration to the office manager. Visual checks for classroom safety should be made daily by teachers prior to activities starting. This includes ensuring safe access to fire exits and minimising trip hazards around the corridors and classrooms. Whilst the school pays for a significant number of external safety checks, mindful use can significantly contribute to safety and welfare.

The governing body have adopted the Suffolk County Council approved nine term plan – appendix 3, and the school safety checklist – appendix 10 as part of their monitoring schedule. Staff complete classroom and workstation self-assessment – appendix 11, which is reviewed by the headteacher and governing body.

In addition to local monitoring the school pays for/ commissions the following external checks:

Pat testing

5 Year Electrical Test

PE equipment (indoor and outdoor), playground check

Tree maintenance  
Water Hygiene and Legionella Risk Assessment  
Food probe  
Fire alarms, extinguishers and emergency lighting  
Annual condition survey  
Asbestos Register Update  
ICT security  
Grounds maintenance  
Outdoor play equipment  
Thermostatic Mixing Valves  
Fan Convectors/Heat Exchange Units  
Boiler Service  
Gutter and roof clearing  
Pest Control  
Fire Risk Assessment  
Health & Safety Audit

The school works proactively with Suffolk County Council Schools and CYP SHaW Advisor. They, or a member of the SHaW Team, will attend site and give advice if required.

## **25B. Use of personal electrical equipment in site**

If staff wish to use their own equipment on site, this must be included in the annual PAT testing or be non-mains operated.

### 26. Noise

Staff and governors are mindful of the negative impact excessive noise can have on children's learning and concentration. Scheduled works will only be permitted outside of school hours.

Teachers are responsible for ensuring their classrooms have a conducive working atmosphere where children can communicate their learning, but also have time to reflect and apply deep thinking. Classroom doors should be closed when children are in session. Midday Supervisors are responsible for ensuring that noise levels in the dining hall enable children to have an enjoyable lunch.

Playtimes across Key Stages may be adjusted to accommodate the needs of children undertaking Statutory Assessment. Children should always line up quickly and silently at the end of play and lunch. Non-compliance in this will result in additional practices until the standard has been achieved.

Movement around the school should be done as quietly as possible so as not to disturb the learning and concentration of others, including those in the office and study. Children should be explicitly taught that consideration of noise levels are a sign of respect and part of our Christian ethos of consideration for others.

When planning events such as parties, discos and plays, staff need to be mindful of any children who have a sensitivity to noise.

Additionally, staff should be mindful that music/ noise levels in the hall can carry into both Jupiter and Neptune Classes.

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## 27. Contractors

All contractors are required to show evidence of their identity, and to sign the contractors register, asbestos register and adhere to expectations in the Visitors' Policy whilst on site. Unless authorised through Vertas Property, work may not commence without a submission of a landlord's consent form – appendix 7. The school reserves the right to refuse contractors access to work at school if an appointment has not been made in advance.

External contractors are required to submit task related Risk Assessment to school or to Vertas Property Services.

## 28. Asbestos Management

The headteacher has devolved responsibility for Asbestos Management on site, and has undertaken appropriate training. A policy of non-interference is in place and an annual survey monitors any deterioration over time. All staff have a responsibility to know where asbestos is situated in the school grounds and to leave this undisturbed. All contractors are required to sign the Asbestos register, and follow reporting guidelines if accidentally disturbed.

## 29. Visitors

We require all adult visitors to the school during school hours to read our safeguarding guidance, our visitors' policy and to wear an identification badge at all times whilst on the school premises. Signing the visitors' book acknowledges acceptance of our visitors' policy and safeguarding procedures, and requires all adults to behave in a manner which supports the school's Christian vision and ethos and to adhere to all relevant SHAW requirements.

Visitors are not permitted to use mobile phones and electronic devices for personal use whilst on site. At some activities, such as school plays, permission is given to photograph for private use (i.e. to share with a family member who was unable to attend the event), but this is given on the understanding that no images or recordings will be uploaded onto social media. A verbal warning that this would contravene our safeguarding policy is always given at every event.

No visitor to the school may record a meeting without express permission, which must be sought and confirmed in advance.

No visitor will be left unaccompanied whilst children are on site.

Regular visitors such as volunteers are required to have an enhanced DBS, be supported by references and undergo update and refresher training annually.

The school has a no smoking policy for all grounds and buildings.

Should a professional visitor need to record meeting minutes electronically, an Acceptable Use of WiFi form must be signed.

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### 30. Lettings

Lettings are made on the basis that the school premises may not be used to support prejudice, intolerance or extremism. Risk assessments and relevant insurances are required for each body using the school premises and the Headteacher will review all assessments which are submitted. Whilst on site organisations are expected to follow school fire and emergency procedures and the Headteacher will ensure that all external organisations are made fully aware of these before using the school site. A telephone is made available for emergencies. Electrical equipment may not be brought into school without PAT testing/explicit risk assessment being authorised by school.

No hazardous substances may be brought on site. Organisations must agree to hold a fire evacuation practice in conjunction with the headteacher. Smoking is not permitted on the site or in the grounds.

### 31. Health & Safety Induction Training

All staff receive appropriate Induction training which is matched to their specific work and responsibilities. An Induction checklist –appendix 12 is used with all new staff. Signing of the form indicates competence and understanding. Where the job role requires specific duties (e.g. 1-1 may require safer restraint, positive behaviour management techniques or specialist training of aspects of SEND, delivery of cooking lessons will require food hygiene certification, then matched training will be provided.

### 32. Update training

All training records relating to health safety welfare and child protection are entered onto the school's Single Central Record. This is maintained and updated by the office manager. Termly reviews by the office manager and headteacher ensure that update/refresher training is scheduled as per statutory requirement and for general health safety and safeguarding is at least annually.

### 33. Working at height

The school has a risk assessment for working at height which should always be followed. Kick steps and step ladders are provided as staff are not permitted to use tables, chairs or other furniture to gain access to height. Working at height for school staff is usually linked to displaying children's work, and therefore does not involve heavy materials. The use of step ladders should always involve another person being present to support, especially when retrieving costumes from the loft storage areas. A Safe Use of Ladders and Stepladders INDG455 (07/2021) updated checklist should be consulted prior to use.

The cleaner in charge receives working at height training through the external contractor Vertas. Changing lower lightbulbs and lower gutter clearance is permitted, but safe practise in the use of step ladders should be followed. The school contracts out for gutters and lightbulbs at height. Vertas is responsible for risk assessing the deep clean.

### 34. Manual Handling

The school aims to minimise risk and eradicate injury caused by manual handling. It is the responsibility of individual staff to communicate any related health concerns to the headteacher or office manager, thus ensuring that any individual works only within their own ability and comfort level. Staff receive basic manual handling of equipment training. A risk assessment outlining best practice exists and should be followed.

It is the responsibility of all adults in school to ensure that storage areas are kept tidy and as accessible as possible. Whilst it may not be possible to return resources during the school day whilst the children are in session, these should be returned to the correct storage area at the end of the day.

A sack barrow is kept in the school office for ease of movement. A wheelbarrow is available in the shed and the forest school trolley is kept in the Mars Class shed.

Whilst children are encouraged to contribute to classroom tidiness, staff are mindful of their responsibilities in ensuring that no child is given responsibility for manual handling weight. Staff model correct lifting technique to children to equipment such as books and chairs.

### 35. Lone working

Lone working on site:

Whilst lone working is not encouraged, in a school of this size it is sometimes unavoidable. A risk assessment is in place detailing appropriate procedures, but as a basic precaution either staff or family members should be informed of staff whereabouts and estimated time expected to be spent on site. It is good practice to inform staff/family member when about to leave. Lone workers have responsibility for ensuring that all equipment is turned off and the building is made secure. Working at height is not permitted when working alone, neither is manual handling. Blinds should be kept drawn so it is not possible for any observers to determine how many people are in the building.

Lone working with a child:

Lone working with a child is not encouraged unless it is in the interests of the child academically or supports well-being. At all times the benefits to the child must clearly outweigh the provision which could be offered in a group setting. The school is pro-active in encouraging an open culture and an ethos where grooming is not tolerated in any way. Staff receive regular update training about whistle blowing practices. The control measures we use are:

- ✓ Informing other staff of whereabouts and purpose of the session
- ✓ Doors left open - where safe and in the interests of all
- ✓ Blinds raised – where safe and in the interests of all
- ✓ Time limited sessions
- ✓ Another adult “pops in” to room ostensibly to collect something
- ✓ Written record of outcomes/discussion
- ✓ Parental consent where appropriate
- ✓ Visible shared space such as children’s kitchen used unless inappropriate

Should one to one working be required as an emotional/behavioural support measure, then all staff will be aware and where necessary a risk assessment is written to inform procedure.

External professionals may need to work one to one with a child for example counselling, art therapy sessions. Professionals will always sign in and speak to office staff about the requirements for the session. Office staff will monitor the timing of the sessions.



Lone meetings with parents/carers:

These measures are also considered best practice when meeting with a parent or carer. Appointments must be pre-arranged and entered into the diary. Staff in the building will enter the room after a period of not more than 15 minutes to check the emotional atmosphere of the meeting. All staff must terminate any meeting where they are being subjected to unreasonable or intimidating/threatening behaviour. The headteacher should be sent for immediately and politely request that the adult leaves the building and if necessary the police should be contacted. The governing body and Suffolk County Council should be informed.

### 36. IT use

For IT content see e-safety policy, acceptable use policy and social media policy. Any staff member using a VDU for more than 20% of the working day should complete a workstation assessment. Staff whose use is less than this do not have to have an assessment but can request one. All staff who use screens are encouraged to complete self assessment on an annual basis (appendix 13). As a pre-emptive control measure to guard against glare and poor posture all devices outside of the main office computer are movable, enabling the user to have more control over their environment.

### 37. Staff Wellbeing – health

(See Mental Health & Wellbeing Policy)

Cavendish C of E Primary School is an inclusive employer and is pro-active in supporting the employment needs of those covered by the Equality Act. Reasonable adjustments will be made to working conditions to support those with protected characteristics or shorter term health needs to ensure the staff member remains an active and valued member of our team.

Procedures for absence are outlined in the staff handbook and absence policy. The school is pro-active in supporting health and may refer to County HR for guidance and/or Occupational Health. Time will always be given for medical appointments, but staff are asked to consider the impact their absence will have on the rest of the school where it would not impede personal health to do so.

It is the responsibility of each staff member to keep the headteacher informed of any changes to personal health especially if these may be in conflict with the roles and responsibilities of the individual's work.

### 38. Staff Wellbeing – stress management

(See Mental Health & Wellbeing Policy)

The wellbeing of all staff at the school is a priority for the governing body, consistent with the ethos of the school and as its duties as a responsible and caring employer (delegated responsibility from Suffolk County Council). The governing body recognises the importance of the physical and emotional wellbeing of all staff at a personal level as individuals, but also in the wider context of delivering the school's broader objectives through a holistic individual approach to education and welfare. Investment in staff wellbeing has a clear and direct positive impact to individual staff members and also has a positive impact on pupils' experiences and outcomes.

The headteacher and governing body work together to ensure that the school complies with the duty of care expectations under the Health & Safety at Work Act 1974, and also as a provider

of a Christian environment in which to work. As part of this, the school subscribes to the County Employee Assistance Programme which provides essential support for employees. This covers support for health, safety and work-related issues, but also those from personal life such as family issues, financial management, healthy lifestyles and retirement planning. Support is confidential and can also include face to face counselling if required. In addition, the governing body employs an external PMR reviewer to manage the workload and wellbeing of the headteacher.

The staff handbook emphasises the importance of sharing workload concerns or early signs of stress. The headteacher strongly encourages staff to be pro-active in managing their work/life balance and to seek early support. HT is trained mental health first aider. Through collaborative discussion it may well be possible to amend deadlines or provide additional support to ensure that workplace stress in meeting teaching standards and job descriptions does not impede on physical or mental health. The school follows the county approved stress toolkit and whilst the head may use this as a means of support, staff may also request this themselves. Further advice is available from the Schools' and CYP SHaW Advisor.

### 39. Staff Wellbeing – pastoral

As a Church of England school, governors and the headteacher recognise the benefit spiritual nourishment can bring to well-being. The school's vicar Revd. Mark Woodrow is available for individual staff seeking pastoral support. Revd. Paul Graham (Baptist Minister) also provides support to the school staff.

### 40. Review and Committees

Regular review of our premises and procedures are an integral part of daily life in school. They are everybody's daily responsibility.

The governing body's Named Governor with Responsibility for Health and Safety is responsible for keeping the governing body as a whole informed of new regulations and county guidance regarding health, safety and welfare. The named governor liaises with external agencies to ensure school procedures follow best practice. Named Governor – Mr. P Dorrell.

The Premises Committee ensures that the school regularly reviews its processes and procedures with regard to health and safety matters., meets at least termly and follows the 9 point plan.

The governing body and headteacher in consultation with professional advisors, carries out regular risk assessments, and reviews assessments in place to ensure that the school is a safe environment. These are communicated via individual reports, premises minutes, emails and governor hub.

The headteacher and all staff implement the school health, safety and welfare policy on a daily basis. Further the Headteacher ensures that all staff are aware of the details of the policy as it applies to them.

The headteacher produces a termly report to the governing body which includes an update on site safety, pupil safety and reportable incidents and analysis of trends.

This policy must be reviewed annually or upon adverse incidents which affect the policy, and is shared with staff as part of ongoing update training.

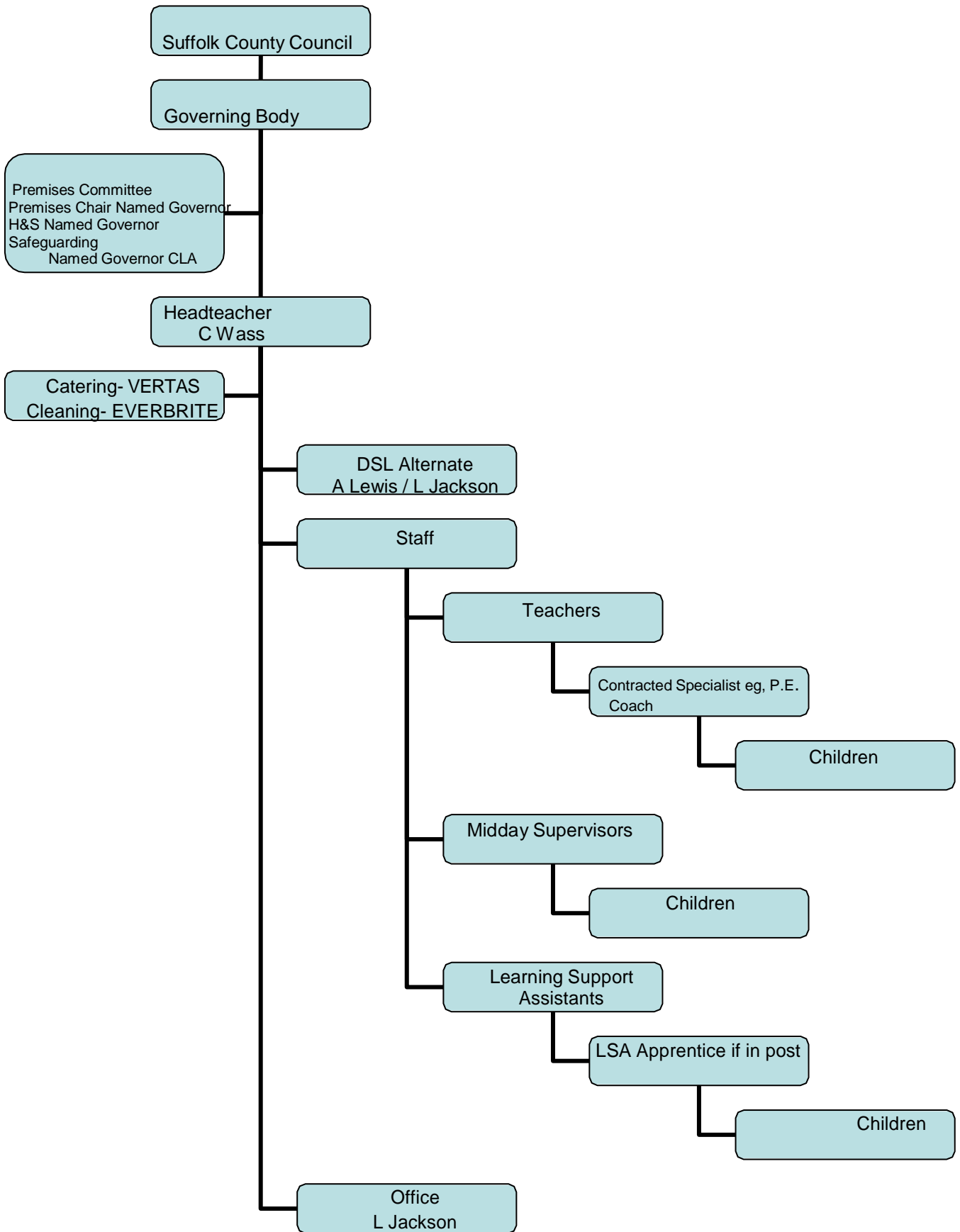
*For Glossary and Contact Details please see Appendix 15*

*When viewing online, any Appendix which is not attached is available as a hard copy from the office on request.*

## **Covid-19 Addendum**

- ✓ Certain practices detailed within this policy have been adjusted to meet Covid-19 Risk Assessment and Suffolk County Council/DfE Guidance and restrictions, eg, Parents/Carers not signing for notification of accidents to enable staff and families to adhere to social distancing. A written letter is sent home with each child and staff will telephone dependent on the individual situation.
- ✓ Changes in arrangements in administering medicines to ensure staff are protected
- ✓ Greater emphasis on wellbeing during periods of remote learning.
- ✓ Curriculum adjustments, eg, use of musical instruments, singing to adhere to Government guidance.
- ✓ Seating arrangements in school, cleaning and sanitising the setting and increased ventilation.
- ✓ The full Risk Assessment is available on the school website ([www.cavendish.suffolk.sch.uk](http://www.cavendish.suffolk.sch.uk)) alongside documents communicating procedures to families.

# APPENDIX 1 – Responsibilities Flow Chart



## APPENDIX 2 – Organisation

Task	Name of person responsible	Job title of person responsible
SHaW System and Policy Review	P Dorrell	Named Governor Health & Safety
Health & Safety Committee and/or Governor Committees	P Dorrell	Premises Committee
Communication and Information Management	C Wass	Headteacher
Critical Incident Management	C Wass	Headteacher
H & S Training, induction and refreshers	C Wass	Headteacher
Programmed Updating Training	C Wass	Headteacher
Personal Safety Procedures (also Schoolsafe)	L Jackson	Office Manager
Planned checks Procedures/Premises/Equipment	L Jackson	Office Manager
Risk assessments for managed moves, EOTAS and excluded pupils	C Wass J O'Neill	Headteacher Chair of Governors
Infection Control	C Wass	Headteacher
Incident Reporting/Investigation	C Wass	Headteacher
Coordination of risk assessment work	L Jackson	Office Manager
Fire procedures including personal emergency evacuation plans	C Wass	Headteacher
Locally organised premises maintenance, repair and improvement	P Dorrell C Wass L Jackson	Premises Committee Headteacher Office Manager
First Aid training and equipment/supplies	C Wass R Byford	Headteacher LSA
Vehicle Control and pedestrian safety	N/A	
Educational Visits Coordinator (EVOLVE)	C Wass L Jackson	Headteacher Office Manager
Stress, Wellbeing and Mental Health	C Wass S Ward	Headteacher LSA
Safer Restraint	C Wass J Bianchi L Clarke R Byford A Santinelli S Ward	LSA LSA Headteacher
Child Protection Co-ordinator	C Wass A Lewis L Jackson	Headteacher & DSL Alternate DSL Alternate
Supporting pupils with medical needs	Class teachers	
Premises Security	C Wass Vertas	Headteacher Vertas
Contractors on Site	C Wass L Jackson	Headteacher Office Manager
Outside Lettings	L Jackson	Office Manager
Asbestos Management	C Wass	Headteacher
Water Testing	Vertas	Vertas
Food Safety – kitchen (dinners)	Vertas	Vertas
Food Safety – school curriculum	C Wass A Lewis S Ward R Byford S Chinnery	Headteacher Teacher LSA LSA Relief LSA
Named Governor Safeguarding	M Woodrow	Chair of Personnel and ethos
E-Safety/CEOP	A Lewis	Teacher
Named Governor CLA	J O'Neill	Chair of Personell and ethos
Named Teacher CLA	C Wass	Headteacher

## **APPENDIX 3 – 9 Term Plan**

**Document attached**

## **APPENDIX 4 – Incident Reporting in Schools**

**Documents attached:**

- Incident form
- Accident form
- Injury letter to parents
- Head bump letter
- Incidents and analysis templates

**APPENDIX 5**  
**Suffolk County Council**  
**SCHOOLS' INCIDENT REPORT FORM (IRF001SCH)**



*Please fill in all areas*

Section 1: The person reporting the Incident (may or may not be the injured person):				
Today's date:			Reporting school:	
Title:		Surname:		First name:
Job title:			Work contact details (address, phone & email):	
Section 2: Incident details				
Date of incident:		Time of incident (24 hr clock):		Address and location of the incident:
Description of the incident: <i>(please continue on separate sheet if required)</i>				
<b>What happened?</b> <i>(Please mark all relevant. If no injury - physical or emotional – please still fill in section 3 with regards to person affected by near miss or equipment failure, for instance).</i>	Involuntary harm from pupil with challenging behaviour / special educational needs	Electrocution / shock	Impact by moving object / vehicle / person	Premises issue
	Aggression / threat / fear of attack or harm	Exposure to hazardous substance	Injury from sharp / pointed implement (e.g., needle / knife / tool etc.)	Road traffic incident
	Assault / abuse (physical)	Fall / slip / trip	Moving and handling inanimate object	Security / theft
	Assault / abuse (verbal)	Failure of equipment	Moving and handling person	Sports / activity injury
	Contact with heat / fire	Failure of medical device / medication error	Near miss	Striking against / trapped by something stationary
	Contact / threat from animal	Hit by falling object	Pre-existing illness / taken ill / collapse	Other (please state):
Section 3: About the affected person				
If multiple people affected has another incident report form been completed?	Y / N / not applicable	If yes, please state initials of other affected party(ies)		
Title:		Surname:		First name:
Category of person <i>(please mark one):</i>	Employee / pupil / contractor / member of the public / volunteer / other <i>(please state):</i>			
Date of birth and age:			Job Title:	
Gender:			Contact details (address, phone & email):	
Was the person working alone?	Y / N			



<b>If employee: Line manager's name and contact details:</b>		<b>Type of school:</b>	<ul style="list-style-type: none"> <li>· Primary</li> <li>· Secondary</li> <li>· Pupil Referral Unit</li> <li>· Special School</li> <li>· Other:</li> </ul>	
<b>How was the person affected?</b> <i>(Please mark all that apply):</i>	Affected vision	Crush	Infection	Puncture wound / sharps / needle stick injury
	Bite (human or animal)	Death	Inappropriate touching	Skin irritation
	Bump / bruise(s)	Emotional shock	Loss of limb or digit	Strain / sprain
	Burn / scald	Fracture / dislocation	Not applicable (no injury)	Stress arising from work practices
	Chipped / broken tooth/teeth	Graze / cut / scratch	Pain only	Unconsciousness
	Concussion	Illness (including seizure / stroke / cardiac arrest.)	Poison by consumption / ingestion	Other (please state):
<b>Which part(s) of the body were injured? (mark all that apply):</b> <b>If relevant, please indicate:</b> <b>L = Left,</b> <b>R = Right or</b> <b>B = Both</b>	Abdomen	Emotional harm	Jaw	Thigh
	Ankle	Eye	Knee	Wrist
	Arm	Face	Mouth	Other (e.g. internal organ) – please state:
	Back	Finger / Thumb / Toe	Neck	
	Buttocks	Foot	Nose	
	Chest	Hand	Pelvis / Hip	Not applicable (i.e. no bodily harm)
	Ear	Head / Scalp	Shin / Calf	
	Elbow	Genitalia	Shoulder / Collarbone	
<b>Section 4: After the incident</b>				
<b>What happened to the injured person after the incident:</b>	Remained at school	Went to hospital from the scene of the incident	Sent home	
	Other (please state):			
<b>Was first aid administered?</b> <i>If 'yes' please detail:</i>	Y / N First aider's name / contact:			
<b>If the injured party went to hospital did they receive treatment?</b>  <b>If employee - are they absent from work as a result?</b> <i>If 'yes' – please note first date absent and notify your H&amp;S Advisor of their return.</i>  <b>Was a GP / hospital fit note submitted?</b>	Y / N / Not known Relevant details:			
	Y / N			
	Date absent from:		Date returned to work:	
	<b>If over seven days please inform <a href="mailto:Nina.Bickerton@suffolk.gov.uk">Nina.Bickerton@suffolk.gov.uk</a> immediately.</b>			
Y/N		<i><b>If 'yes', please send fit note with this form</b></i>		
<b>Section 5: Further information</b>				

<p><b>Were there any witnesses to the incident?</b> <i>If 'yes' please give details:</i></p>	<p>Y / N If yes, who? Contact details and attach brief statement if given:</p>	<p><b>What has been done to prevent further incidents of this nature?</b> <i>(Continue on separate sheet if needed).</i></p>	
--	--	--	--

***Thank you for reporting this incident. When incidents are reported we can analyse why they might have occurred and help you to prevent them from happening again. We can only do this if your report is clear and factual.***

***Once completed, email this form to: [Nina.bickerton@suffolk.gov.uk](mailto:Nina.bickerton@suffolk.gov.uk) – please use secure email***

## APPENDIX 6

Cavendish Church of England Primary School  
Use of Safer Restraint  
Incident Form

DATE	
TIME	
CHILD'S NAME	
CHILD'S AGE	
Pupil's Behaviour	
Level of risk & to whom	
Action taken prior to safer restraint	
Type of Restraint used HT/ SMT consent	
Parent informed	
Staff de-brief	
Outcomes & future prevention See over for risk assessment	
Parent signature	HT signature

Refer to DfE: Use of reasonable force Advice for headteachers, staff and governing bodies July 2013

*Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10*

### Risk Assessment & Action Plan

Child \_\_\_\_\_ Date \_\_\_\_\_

Staff notified: \_\_\_\_\_

Potential hazard	Level of risk High/med/low Who is at risk?	Actions to manage situation	New risk rating High/med/low	Evaluation /impact

\_\_\_\_\_ Headteacher or designated person

**APPENDIX 7 – LANDLORD CONSENT FORM**

**Attached**

**APPENDIX 8 – HEALTH CARE PLAN**

**Cavendish Church of England Primary School Individual healthcare plan**

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


**Clinic/Hospital Contact**

Name

Phone no.


**G.P.**

Name

Phone no.


Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



## APPENDIX 9 – PEEP Template

### PERSONAL EMERGENCY EVACUATION PLAN

**NAME:**

**LOCATION:**

Building:

Floor:

#### AWARENESS OF PROCEDURE

I am informed of an emergency evacuation by:

existing alarm system

visual alarm system

pager device

other (please specify)

**DESIGNATED ASSISTANCE:** (The following people have been designated to give assistance when I need to get out of the building in an emergency).

**METHODS OF ASSISTANCE:** (eg: Transfer procedures, methods of guidance, etc.)

**EQUIPMENT PROVIDED:**

**EVACUATION PROCEDURE:** (A step by step account beginning from the first alarm).

**SAFE ROUTE(S):**

Signed: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Evacuation buddy/buddies

\_\_\_\_\_

**APPENDIX 10 – SCHOOL SAFETY CHECKLIST**

**Document attached**

**APPENDIX 11 – HSE HEALTH & SAFETY CHECKLIST FOR CLASSROOMS**

**Document attached**

**APPENDIX 12 – STAFF INDUCTION CHECKLIST**  
**Cavendish Church of England Primary School**

Staff Induction Checklist



Name	
Job Title	
Date	

<b>Tour of office/premises, including:</b>	✓
Normal entrances and exits	
Explanation of accessing building	
Explanation of building security	
Location of car/bicycle parks	
Location of emergency exits	
Location of emergency alarms (as appropriate)	
Explanation of emergency evacuation procedure	
Location of assembly points	
Location of toilets, lockers, cloakrooms	
Location of equipment/stationary	
Location of refreshment facilities	
Location of notice boards	
Location of first aid boxes	
Explanation of first aid procedure (NB until trained, new staff work in a supportive capacity for trained practitioners)	
Introduction to local first aid officer	
Any special hazards – please specify	
Any prohibited areas – please specify	
Evidence of physical examinations, eg, PAT testing	

<b>Housekeeping:</b>	✓
Welcome – introduction to colleagues	
ID Badge provided	
Photograph taken for entrance hall	

<b>Safeguarding and Child Protection:</b>	✓
Safeguarding and Child Protection induction training	
Copy of KCSiE received	
Social media policies	
Staying safe – expectations for one-to-one and group work	
Professional expectations and reporting procedures	

<b>Health &amp; Safety</b>	✓
Reporting of incidents/accidents	
Violence at work and lone working	
Manual handling, safe stacking, general housekeeping	
Working at height, ladder checklist	
Local risk assessments and relevant hazards and controls	

Duty of care – negligent behaviour under H&S at work Act	
Display screen equipment self-assessment (Required within one week of starting)	
Stress management policy	
Environmental policy	
Mental Health & Wellbeing Policy	

<b>Employment/school policies and expectations</b>	✓
Absence	
School policies	
School policies – harassment and bullying, whistle-blowing, capability, discipline and behaviour.	
Expectations	
Safeguarding	
Family and Care Policies – includes maternity, adoption, paternity, parental leave	
Staff support networks	
Explanation of probationary period process and review dates	
Explanation of PMR process – review dates, paperwork, 11 month rule	
Where to find information of Equality and diversity	
Corporate Plans and Policies including Pecuniary Interests	
Received copy of/access to Staff Handbook	

<b>HR</b>	✓
Ensure employee received and understood their contract and have signed and returned a copy to Human Resources	
Ensure the person is aware of Wellbeing Service	
Where to find HR procedures and guidance on the HR Pages of the intranet	
How to contact HR	

<b>Data Protection</b>	
Copy of Data Protection Policy	
Overview of procedures	

<b>Working Practices</b>	✓
Dress code	
Use of telephone including private calls	
Handling and signing correspondence	
Confidentiality of information/files	
Hours of work	
Breaks/lunch cover	
Claiming mileage/additional hours	
Travelling on SCC business	
Photocopying – equipment, personal use	
Filing systems – electronic/hard copy	
Procedures for money/letters handed into school	
Paying for meals	
Security of personal belongings	

<b>IT</b>	✓
Ensure the person can login to their PC	
Ensure they can access any relevant local drives and printers	

Ensure they can access any relevant software	
Ensure they know how to contact the IT Helpdesk to report faults within the school	

<b>Confirmation of completion and understanding of this induction</b>	
Signature of Headteacher	
Signature of new employee	

## **APPENDIX 13 – DSE SELF ASSESSMENT**

**Document attached**

**Appendix 14 - Record of medicine administered to an individual child**

Name of school/setting	Cavendish C of E Primary School
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			



Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initial


*Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10*

**Glossary and Contact Details**

Company/Organisation Name	Web address as of March 2021
The Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Suffolk Learning (health and safety)	<a href="https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing">https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing</a>
British Safety Council	<a href="http://www.britsafe.org">www.britsafe.org</a>
MIND (mental wellbeing)	<a href="http://www.mind.org.uk">www.mind.org.uk</a>
Department for Education (Health and Safety)	<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a>
EVOLVE (Educational Visits Service)	<a href="https://evolve.edufocus.co.uk">https://evolve.edufocus.co.uk</a>
Association for Physical Education	<a href="http://www.afpe.org.uk">http://www.afpe.org.uk</a>
CLEAPSS (Art, Design and Science in schools)	<a href="http://www.cleapss.org.uk">http://www.cleapss.org.uk</a>
National Union of Teachers (Health & Safety)	<a href="https://www.teachers.org.uk/help-and-advice/health-and-safety">https://www.teachers.org.uk/help-and-advice/health-and-safety</a>
Unison (Health & Safety)	<a href="https://www.unison.org.uk/get-help/knowledge/health-and-safety">https://www.unison.org.uk/get-help/knowledge/health-and-safety</a>

Person / job/ organisation	Contact details
Nina Bickerton – Suffolk (maintained) Schools' Health and Safety Advisor	01473 260399 <a href="mailto:Nina.bickerton@suffolk.gov.uk">Nina.bickerton@suffolk.gov.uk</a>
Paul Butcher – Suffolk County Council, Head of Health and Safety	<a href="mailto:Paul.butcher@suffolk.gov.uk">Paul.butcher@suffolk.gov.uk</a>
EVOLVE support (SCC based)	<a href="mailto:Ed.visits@suffolk.gov.uk">Ed.visits@suffolk.gov.uk</a>
Mailbox for Suffolk Maintained Schools' incident forms	<a href="mailto:Schools.incidents@suffolk.gov.uk">Schools.incidents@suffolk.gov.uk</a>
CLEAPSS Science helpline	<a href="https://science.cleapss.org.uk/helpline/">https://science.cleapss.org.uk/helpline/</a>
Corporate Health and Safety (when your Advisor is unavailable)	01473 260208 <a href="mailto:healthandsafety@suffolk.gov.uk">healthandsafety@suffolk.gov.uk</a>
Suffolk Fire and Rescue Service	<a href="https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service">https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service</a> (information and contact details for non-emergencies)
Suffolk Constabulary	<a href="https://www.suffolk.police.uk/contact-us">https://www.suffolk.police.uk/contact-us</a>