

Key Points to Remember	Guidance Notes
<p>Policy</p> <p>1. Health and Safety Policy - Ensure your school has a health and safety policy and it is reviewed annually - involve your Governors. Policy should be signed and dated by the Headteacher and Chair of Governors.</p> <p>Also ensure that your school's Health and Safety Policy statement and supporting documents are available for when going through the audit process.</p>	<p><i>There are model policies on Health and Safety Hub, click on the link for a sample school health and safety policy and a model policy for Multi Academy Trusts. The model policies should be adapted for your school setting.</i></p> <p>Model School Safety Policy Model MAT Health Safety Policy</p> <p>You must ensure all staff are aware of their role in the policy with regard to health and safety.</p> <p><i>Auditors will ask for evidence such as electrical testing certificates, maintenance records, staff induction checklists, meeting minutes. You can save time at the audit by making sure these are easily available.</i></p>
<p>2. Other Policies – The DfE requires that schools, in addition to the H&S policy, also have the following policies pertaining to Health and Safety:</p> <ul style="list-style-type: none"> - First Aid in Schools - Supporting pupils with medical conditions - A Stress/Welling policy is also recommended 	<p><i>For a full list of policies required by the DfE see here: DfE Statutory policies for schools and academy trusts</i></p> <p>First Aid Guidance (including a first aid needs assessment)</p> <p>Supporting pupils with medical conditions template</p> <p>Wellbeing Support Resources for Schools</p> <p><i>Your HR provider may be able to provide you with a model Stress/Wellbeing policy</i></p>
<p>3. Health and Safety Responsibilities - Check that your staff are aware of their role regarding health and safety issues.</p>	<p><i>Your health and safety policy should list key responsibilities, but also cover this at induction, and regularly at staff meetings, e.g., reminder of what classroom checks teachers should do.</i></p> <p>School health and safety induction HSE Health and safety checklist for classrooms</p>
<p>Health and Safety Guidance</p>	
<p>4. School Development Plan - Include health and safety issues in your School Development Plan or other Action Plan.</p>	<p><i>Prioritise actions so that the items that in your judgement present the highest risk, receive attention before those items that present less significant risk.</i></p>
<p>5. Health and Safety Law Poster - Employers have a legal duty under the Health and Safety Information for Employees Regulations to display the approved poster in a prominent position in each workplace e.g. the staff room.</p>	<p><i>The Health & Safety Executive (HSE) has published a 2018 reprint of the Health and Safety Law Poster. All employers have a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the poster in a prominent position in each workplace Health and Safety Law Poster or provide each worker with a copy of the free to download law leaflet, which is also available in hard copy.</i></p>
<p>6. Health and Safety Hub - Make sure you can easily locate the health and safety site on Health and Safety Hub, and use to obtain guidance on a range of health and safety issues.</p>	<p><i>Click on the Hub link for health and safety guidance Health and Safety Schools Hub - Guidance. This system works on the MS 365/Team platform. If your school uses different software, contact the team for advice and guidance.</i></p>

	<p>Click on the invitation to the Hub: H&S hub invitation or: Send requests to join the Hub to: health.andsafetyteam@cambridgeshire.gov.uk</p>
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Inspections and Audits	
<p>7. Health and Safety Inspections - Carry out regular health and safety inspections around your school buildings and land. It is advisable to carry these out three times a year (termly). Involve your staff to raise their awareness of health and safety issues. Compliance monitoring should also be carried out to the schedule legally required (see compliance checklist)</p>	<p>Click on the Hub link below and scroll down to guidance on how to carry out inspections and a useful checklist. Termly workplace inspection checklist Teachers should regularly check their teaching spaces using the HSE classroom checklist H&S Compliance Monitoring Checklist for Schools</p>
<p>8. Audits – the Team can carry out audits based on the HSE’s Plan/Do/Check/Act. The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.</p>	<p>General Health and Safety audits for both Primary and Secondary Schools can be carried out by the Team. In addition, for secondary schools, the team can carry out audits in:</p> <ul style="list-style-type: none"> • Physical Education (AfPE) • Design and Technology (CLEAPSS G79 & BS 4163) • Science (G271) <p>Academies with an SLA with CCC are entitled to a yearly audit of their choosing. Maintained schools should contact the Team if they require an audit.</p>
<p>9. Radiation Audits – Schools who hold radioactive sources in their science departments need to ensure they meet the regulations on acquiring, managing and finally disposing of radioactive sources used in science teaching in accordance with CLEAPSS L93 - Managing Ionising Radiations and Radioactive Substances in Schools and Colleges</p>	<p>Secondary Academies with an RPO SLA with CCC receive a yearly audit which checks the schools meets the requirements of L93. To find out more about managing radioactive sources in schools, please contact the Team</p>
Essential Risk Assessments	
<p>10. Undertake Risk Assessments, considering risks to staff and visitors, as well as pupils.</p>	<p>Click on the Hub link below for a variety of health and safety risk assessments. Risk assessment guidance and templates e.g., Playground, Management of Traffic on site, breaktimes, play equipment, first aid etc For schools subscribed to CLEAPSS, curriculum advice and risk assessments can be found here: CLEAPSS Home page For Display Screen Equipment documents, please click on the link: DSE guidance and self-assessment</p> <p>Risk assessment training is available to book under the H&S drop down here: H&S training courses. If you require help with risk assessments, please contact the team.</p>

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<p>11. Caretaker Risk Assessments – Caretakers/ Site often carry out more hazardous tasks within schools. Managers/management must complete risk assessments for such tasks carried out at the school.</p>	<p><i>A sample Risk assessment for Caretakers / Site Managers is available here:</i> Sample RA for site staff <i>Specific training for site staff can be arranged by contacting: Caoimhe.keenan@cambridgeshire.gov.uk</i></p>
<p>12. Control of Substances Hazardous to Health (COSHH) – caretakers/site staff along with management must carry out risk assessments of all activities using certain substances (those with a hazard pictogram or are known to be hazardous) used in the school. It is also advisable for site staff to keep an inventory of all substances used in the school on a COSHH risk register.</p>	<p><i>The Safety Data Sheet tells us about the substance/chemical and its possible health hazards, but not about how it is being used in your school and this is what you need to capture in the risk assessment. Click on the Hub link for guidance and risk assessment pro-forma and a blank risk register form: COSHH guidance. Filled in examples of a COSHH risk register and RA are there to help you. COSHH training is available to book: H&S training courses</i></p>
<p>13. Fire Risk Assessment - It is your responsibility to ensure the school has a fire risk assessment (FRA) carried out by a competent person (there is no statutory frequency for this under the current Fire Regulations, but it is good practice to have it done every three years). The school should review the FRA on an annual basis.</p>	<p><i>CCC Property Compliance advise on Fire Safety within LA schools and schools who have an SLA with them:</i> Property.compliance@cambridgeshire.gov.uk <i>Click on the Hub link for general fire guidance.</i> Fire Guidance <i>Contact Barbara Noack for advice on fire risk assessments and fire safety responsibilities (call point testing, fire drills etc) in schools: Barbara.noack@cambridgeshire.gov.uk</i></p>
<p>14. Working at Height - You must ensure task-based risk assessments are carried out for all work at height activities in your school and your Caretaker/Site Manager have been trained to work at height and a record held at the school. CCC recommends that any activity requiring the Caretaker/Site manager to regularly climb a stepladder or ladder, formal training is required. Once trained they can give a toolbox talk to those accessing equipment less frequently. E-learning is also encouraged for those working at lower levels. The school must also ensure access equipment is regularly inspected and that user pre-use checks are carried out.</p>	<p><i>Click on the Hub link for work at height guidance, ladder safety pre use checklist, sample W a H risk assessment etc</i> Work at Height Guidance <i>Working at height training is available to book under the H&S drop down here: H&S training courses</i></p>
<p>15. Violence and Aggression – The HSE’s definition of work-related violence is: ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. Verbal abuse and threats are the most common types of incidents. Physical attacks are comparatively rare. Education is one of the sectors considered most at risk. School heads must ensure that the risks from violence and aggression are considered in schools. All incidents of</p>	<p><i>Guidance on V&A can be found here: Verbal and Physical antisocial behaviour which includes a checklist Violence and Aggression Checklist and an example risk assessment to help manage the risks based on the therapeutic behaviour strategies of Cambridgeshire Steps Verbal and physical antisocial behaviour risk assessment template</i></p>

<p>verbal and physical assaults must be reported. V&A can be from members of the public on staff and pupils on staff</p>	<p><i>Incidents of verbal or physical assault including those of a racial nature or based on a protected characteristic should be reported here: Incident (reportincident.co.uk)</i> <i>Schools can arrange STEP up therapeutic behaviour training for staff by contacting: SEND.Training@cambridgeshire.gov.uk</i></p>
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<p>16. Lone working – There will always be greater risks for lone workers without direct supervision or anyone to help them if things go wrong. Lone workers are those who work by themselves without close or direct supervision, for example site management staff or cleaners especially when doing most hazardous tasks such as working at height, manual handling, using machinery etc. You must assess the risks to workers who lone work and put systems in place to effectively manage this risk.</p>	<p><i>We know that lone working is often a forgotten hazard in our schools. We also know that lone working can be adequately managed, and the risks reduced by carrying out a risk assessment and implementing a simple buddy system.</i> <i>For guidance on lone working, a flowchart to help decide if you can lone work and a sample lone working risk assessment, please click on the Hub link: Lone Working Guidance.</i> <i>Training: Lone Working training</i></p>
<p>17. First Aid - Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.</p> <p>While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.</p> <p>First Aid training providers will often do a special blended course for schools to enable first aiders to treat children and adults alike.</p>	<p><i>First aid guidance can be found here: First Aid guidance</i> <i>Schools need to carry out a first aids needs assessment to determine the level of first aiders they require depending on the level of risk (some secondary schools may have higher risk activities in labs or in design and technology). This provision should allow for staff absences and school trips. A blank first aid needs assessment is here: First aid needs assessment blank</i> <i>Schools and establishments of EYFS also have extra legal requirements as regards to first aid provision in addition to the first aid requirements laid out by the HSE and by other government guidance. First Aid Responsibilities EYFS</i></p>
CCC Requirements	
<p>18. Asbestos Register – It is your responsibility to ensure the Asbestos Register is held in the 5Cs folder and placed in the reception office.</p>	<p><i>CCC Property Compliance advise on Asbestos within LA schools and schools who have an SLA with them: Property.compliance@cambridgeshire.gov.uk</i></p> <p><i>A survey must be undertaken every three years. Any recommendations resulting in remedial work must be noted by you on the survey document. Headteachers and Caretakers/Site Managers to contact property compliance regarding training and regular checks on asbestos and record keeping.</i></p>
<p>19. Legionella Risk Assessment - You must ensure any remedial works following recommendations made on your Legionella risk assessment are noted on the risk assessment document.</p>	<p><i>CCC Property Compliance advise on Legionella within LA schools and schools who have an SLA with them</i></p> <p><i>It is a legal requirement to have a Legionella risk assessment, arranged by a contractor or by CCC Property Compliance Team. Headteachers and Caretakers / Site</i></p>

	<p>Managers may need training and further training may be required for staff carrying out regular monitoring. For information and training requests, please contact: property.compliance@cambridgeshire.gov.uk</p>
<p>20. Five Year Fixed Installation Test/PAT Testing – It is your responsibility to commission a competent company to carry out your Five-Year Fixed Installation test. You must also ensure all portable electrical equipment is PAT tested on the recommended schedule as set out by the HSE and appropriate for the task being used. Refer to table 1 of the HSE’s Maintaining portable electrical</p>	<p>Any recommendations resulting in remedial work must be noted by you on the Fixed Installation Report.</p> <p>Ensure all portable electrical equipment is available for testing on the schedule stated by the HSE. You should also be carrying out visual checks (Electrical Safety Visual checks) in between testing to ensure equipment is safe to use and fit for purpose. Click on the link below and scroll down for the PAT table to identify what needs to be checked on a regular basis. Electricity SMS</p>
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<p>Emergency Procedures and Accident Reporting</p>	
<p>21. Emergency Procedures - Ensure that procedures are in place for emergencies, including fire, first aid, violent behaviour and accidents.</p>	<p>Click on links for accident reporting, near miss, fire safety and personal safety (including violence). CCC accident reporting Personal-safety-and-Emergency Plans</p>
<p>22. Accident/Incident Reporting - Ensure that you and other senior staff know what procedures to follow if there is an accident or incident. Set up a system for monitoring accidents that occur.</p>	<p>Click on link for CCC incident reporting: CCC accident reporting Some accidents are reportable to the Health and Safety Executive under RIDDOR, and all senior staff should be aware of this requirement. Your H&S team will make the decision if the incident is RIDDOR reportable and will report to the HSE on your behalf. Your responsibility is to, in the first instance, report the incident to CCC. More information on what to report to CCC can be found here: Accident Reporting Guidance If in doubt on what to report, contact: Health.andsafetyteam@cambridgeshire.gov.uk</p>
<p>Training</p>	
<p>23. Communication, Training and Consultation - Set up adequate systems for communication, training and consultation with your staff regarding health and safety.</p>	<p>Examples: Involve your safety representatives; consult with staff on new building initiatives; assist two-way communication by putting health and safety as a standing item on the agenda of all staff and governing body meetings.</p>
<p>24. Training - Incorporate employees' health and safety responsibilities into their job descriptions and the appraisal process where appropriate, and ensure they are provided with suitable training.</p>	<p>Contact:</p> <ul style="list-style-type: none"> • health.andsafetyteam@cambridgeshire.gov.uk for information on training courses or if you require specific training for your school

- *Our courses are available to book under the H&S drop down here: [H&S training courses](#)*
- *A handy way of assessing training needs and logging H&S training in schools can be done using [Health Safety Training Matrix](#)*
- **Governor Training** is arranged separately.
Contact: governor.development@peterborough.gov.uk .
The Health and Safety session is a useful introduction and update for Governors.
- **New Heads training** is arranged separately.
Contact: Lisa Lisa.Valla@cambridgeshire.gov.uk to arrange. *The Health and Safety module is a useful introduction for New Heads.*

Please note that :

- this information, the links and contact details are for CCC maintained schools and other schools/academies which have an SLA with the CCC Health and Safety Team
- the H&S hub runs on MS Teams/Office 365 technology so if your school runs on different software, contact the team for the relevant docs and guidance

For further guidance about issues relating to Health and Safety, ring **Caoimhe Keenan on 01223 715309** or **Tamas Sipos on 07767 181452** or email health.andsafetyteam@cambridgeshire.gov.uk