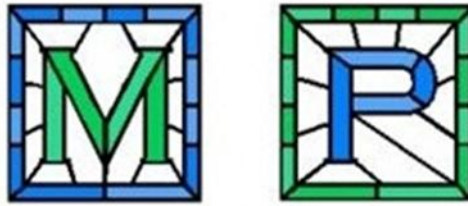


Monkfield Park



**Primary School and
Care & Learning Centre**

Health and Safety Policy and Procedures

Approved by the Governing Body in:
Summer 2026

Statement of General Policy for Health, Safety and Wellbeing

Monkfield Park is committed to ensuring the health, safety and wellbeing (HSW) of all staff, children and visitors.

The School staff 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 Governing Body is 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 Governing Body, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

<i>Jane Crowden & Chris Kidson, Co-Chair of Governors</i>
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Date: 16.07.2026

<i>Matt Sweeney, Headteacher</i>

Date: 16.07.2026

Organisation and Responsibilities for Health, Safety and Wellbeing

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

1. Governing Body, Chris Kidson & Jane Crowden

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, Matt Sweeney

Overall responsibility for the day-to-day management of health and safety in the school rests 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 Monkfield Park.

3. Deputy Headteachers, Kate Major & Paula Ray

School Business Manager (SBM), Jacqueline Durrant

The Headteacher will delegate to the Deputy Headteachers and SBM, the following duties:

- 3.1 ensure that risks assessments are undertaken throughout Monkfield Park 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;
- 3.11 ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Carry out induction training.

4. Teaching Staff

All teaching staff are responsible to the Headteacher and the Manager of the CLC for ensuring the application of this policy. 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;
- 4.5 remove from use and inform the Site Officer and SBM of any equipment which has been identified as being unsafe and which needs repair/disposal;
- 4.6 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.7 resolve health and safety problems referred by members of their team. Any problems that cannot be satisfactorily solved will be referred to the SBM;
- 4.8 ensure that all children are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.9 ensure that good standards of housekeeping are maintained.

5. All Staff (including supply, temporary staff and volunteers)

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

- 5.1 ensure effective supervision by only permitting practical work to be carried out by children after carrying out a risk assessment. The class size, the abilities of the children involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the school's health and safety policy and any local rules and arrangements;
- 5.3 ensure that safety instruction is given to all children prior to commencing and activity with an element of risk;
- 5.4 know the location of the nearest firefighting equipment and first aid box, and know the relevant emergency procedures. Details of these can be found in the Critical Incidents Policy;
- 5.5 ensure that children 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 and near misses to the Headteacher;

- 5.8 report defective equipment to the Caretaker and SBM;
- 5.9 participate in the risk assessment process and comply with control measures;
- 5.10 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, notifying the Headteacher immediately
- 5.11 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 5.12 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;
- 5.13 Adhere to the Lone Working Policy;

6. Site Officer, Darren Hall

The Site Officer is responsible to the SBM. The day to day and maintenance tasks are overseen by the SBM. Under the direction of the Headteacher and/or SBM, the Site Officer 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 (e.g. erect barriers when needed);
- 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;
- 6.7 monitor the activities of contractors (including catering, cleaning and grounds staff), visitors and other on the site to ensure that any risks to staff and others are kept to a minimum and report to the Headteacher or SBM any concerns.

9. Trade Union Safety Representatives

Where the Governing Body is notified in writing of the appointment of Trade 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 leadership 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.

Arrangements for Health, Safety and Wellbeing

The following arrangements have been established within Monkfield Park 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 records should be kept, on Medical Tracker. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required. Members of staff involved will also receive an email copy, if they choose to have one.

Members of the SLT Finance Group (Headteacher, DHT, SBM) 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

The Monkfield Park site has no occurrences of 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.

Signs are displayed directing visitors and contractors to the School/C&LC. PCM Ltd will ensure that contractors adhere to all appropriate regulations. All contractors are instructed by PCM Ltd to report to the school/CLC office prior to carrying out repairs and alterations. All contractors must sign in/out of the hazard file kept in the offices. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information. Strict adherence to CCC's Asbestos Management System is required by all contractors whilst on site. Equipment will not be loaned to contractors.

4. Curriculum Safety (including Educational Visits)

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

See Medicines Policy and Supporting Children with Medical Needs Policy.

6. Electrical Equipment (fixed and portable)

[Electricity Guidance](#)

Electrical appliances are inspected annually by a competent contractor and subjected to a Portable Appliance Test (PAT). Records are maintained by PCM Ltd. Unauthorised electrical equipment is not permitted on site, unless accompanied by a current PAT certificate or proof of purchase within the previous 12 months. Defective equipment must be taken out of use and reported to the Site Officer/School Business Manager.

The fixed wiring installation is inspected each 5 years by a competent contractor. Records are maintained by PCM Ltd.

7. Fire Precautions & Procedures (including other emergencies)

[Fire Safety Guidance](#)

General fire safety, emergency evacuation procedures and fire precautions are included in staff induction meetings.

All exit doors are clearly marked and emergency evacuation procedures and fire precautions displayed. Fire drills takes place every half term, the time of which will vary.

Entrance and exits must be kept clear of any obstruction to ensure the building can be evacuated effectively. Specific rules have been implemented to avoid obstruction at the entrances of Monkfield Park. These are clearly marked at each entrance.

EMERGENCY PROCEDURES

Written emergency procedures regarding critical incidents are covered within the Critical Incident policy.

- In the event of a fire alarm all staff on site will evacuate children and others to the designated assembly point (school field). The automated fire alarm system will notify Southern Monitoring when the system is activated. However, the school must dial 999 to summon the fire service during normal school days.
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating, staff should ensure that premises and equipment are safeguarded as far as this is possible by closing doors and windows; it is the responsibility of the last adult in each room to ensure that where fire doors have been temporarily held back, that these are closed. When the last adult leaves a room (even temporarily) it is their responsibility to ensure that door wedges or anything holding doors back are removed.
- Fire drills will be undertaken every half term. A programme of fire alarm tests are carried out by the Site Officer on a rolling programme and recorded in the Fire Alarm Test Record Book.
- In the event that an emergency vehicle needs to access the field staff will unlock the emergency gate.
- Disabled visitors and children will leave the building last so as not to impede the evacuation of others. Disabled visitors and children will be provided with an allocated member of staff to manage this.
- Details of service isolation points (i.e. gas, water, electricity) are located in the critical incident policy. Non class based members of the SLT know where the gas isolation valve, electricity isolation switch and main water shut off point are located.

- Emergency procedures for incidents outside normal working hours are held by the named key holders.
- These procedures will be reviewed at least annually.

8. First Aid (refer to First Aid Policy)

[First Aid Guidance](#)

All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it. A copy is kept on the Shared Drive.

The Headteacher and C&LC Managers will ensure that suitable and sufficient trained first aiders will be available on the site during opening hours. The School Business Manager retains an up-to-date list of trained first aiders for the school and the C&LC Manager retains an up to date list for the C&LC.

There are three first aid posts in the building of the school, one in the Medical Room, one in the staff room and one wall-mounted in Aquila Class. In addition, each class has a basic first aid kit. Midday supervisors have a portable first aid kit. Portable first aid kits are available to use off-site.

In the C&LC first aid kits are available in each room and a portable first aid kit is available for outside activities.

All classrooms have access to a telephone for summoning assistance. In the C&LC walkie talkies are used for similar purposes when outdoor activities are taking place.

The contents of the first aid boxes are checked and replenished as necessary. A check should be made at least once a term.

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 in the cleaning cupboard, site officer's room and the external green store.

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

- Monkfield Park has made arrangements to ensure that the premises:
- are kept clean;
- have minimal accumulation of rubbish
- have arrangements for wet floor cleaning to minimise the risk of slips
- has a means of disposing of glass and sharp objects
- has arrangements for snow shifting
- has appropriate security/location of external waste bins and clinical waste bins
- has appropriate facilities for the disposal of nappies in the C&LC

12. Handling & Lifting

Monkfield Park follows the CCC Manual Handling Policy. Training for staff is provided by CCC Health and Safety Advisors.

- 13. Children's Jewellery, Clothing & Hair** Jewellery should not be worn. The only exceptions are watches and studs for pierced ears, and cultural or religious adornments, which must be removed during school lessons involving physical exercise. If such items cannot be removed, the individual is not prepared in an acceptably safe way and cannot continue as is, so must take part in modified activity. The school does not accept responsibility for removing or storing studs.

Children must wear appropriate PE kit for any physical exercise as detailed in the relevant prospectus. Children must wear clothing and footwear which is safe and appropriate for all activities. Outdoor shoes should be suitable for safe active play. High heels are prohibited.

Long hair should be tied back for PE and DT activities.

- 14. Lettings/shared use of premises**

See Lettings Policy

- 15. Lone Working**

See Lone Working Policy.

- 16. Maintenance / Inspection of Equipment**

See CCC and Health and Safety Guidance on line. Electrical equipment and PE equipment is inspected by an approved contractor once a year. Hazardous materials are stored in the locked storage areas. Control of Substances Hazardous to Health (COSHH) Assessments are available in this area. Hazard data information relating to cleaning materials is readily available on site.

- 17. Personal Protective Equipment (PPE)**

PPE is provided as stated in risk assessments and COSHH information.

- 18. Risk Assessments**

Fire Safety Risk Assessment for both premises is reviewed annually.

Workplace activities including off-site educational visits are risk assessed by the relevant member of staff who will also arrange special risk assessments for special cases, i.e. pregnancy, etc., and see that any controls necessary are implemented. Termly Safeguarding Site Walks take place involving the Headteacher and SBM. Inspection of the premises and grounds is undertaken each term by the School Business Manager and a member of governing body. (A fire check list is available in the Risk Management Handbook.)

- 19. School Trips/ Off-Site Activities and School Transport**

[Evolve Educational Trips Support](#)

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

Monkfield Park complies with CCC guidance regarding requirements when planning off-site activities. Details are uploaded to the EVOLVE portal where necessary to obtain CCC approval. Details for arranging off-site activities can be found in the staff handbook and the Educational Visits policy.

- 20. Smoking & Dogs**

Monkfield Park is a non-smoking site. Only assistance dogs are permitted on Monkfield Park's site.

- 21. Staff Well-being / Stress**

Staff are advised to become a member of a professional association and are also encouraged to discuss any concerns they may have about their well-being with their line manager. CCC provides free access for staff to a 24-hour helpline from Health Assured (www.healthassured.org/wisdom-app/). Where necessary, staff are referred to the Occupational Health service (Heales) upon returning to work following a period of sickness absence to enable Monkfield Park to support them in the workplace.

22. Supervision

Children must be supervised at all times and must not be left unattended during curriculum time and all other times when in the care of Monkfield Park. Suggested ratios for school trips are listed in the staff handbook and Educational Visits policy. Adults who do not hold current DBS clearance cannot be left unattended and must be accompanied by a member of staff with DBS clearance at all times when in school.

23. Use of VDU's / Display Screens

Monkfield Park follows CCC guidance.

24. Vehicles on Site

Vehicles and pedestrians are segregated on the school site.

25. Violence to Staff / School Security

Anti-harassment signs are on display to indicate to staff and visitors how they are expected to conduct themselves whilst on the premises. All staff and visitors must sign in and out of the buildings and there are security doors with fobs to prevent unauthorised access to the buildings. All staff are required to report all incidents of verbal and physical violence to the Headteacher. Serious incidents should be recorded using the 'report incident' website and non-serious matters should be recorded on a log of concern about an adult on school premises form. These can be found on the M Drive.

26. Working at Height

Staff must not climb on objects to reach high places. Kick stools are provided if it is necessary to carry out tasks above head height. A full risk assessment of the kick stool should take place prior to use. Ladders should only be used by the site officer who has the appropriate training.

27. Work Experience

Work experience is authorised by the Deputy Headteachers to ensure that the staff induction policies are adhered to.