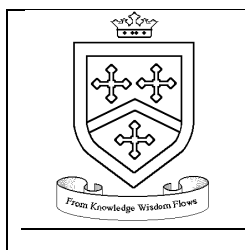


## Great and Little Shelford CE (A) Primary School Policy Statement – Health & Safety



***At Shelford School we work together to safeguard our pupils and to enable them to attain the highest standards of academic achievement. We encourage them to be confident and successful within an orderly, secure and Christian environment and to make a positive contribution to the lives of others***

<b>Policy name:</b>	<b>Health and Safety Policy</b>
<b>Review date:</b>	<b>2<sup>nd</sup> July 2015</b>
<b>Review meeting:</b>	<b>Governing Body</b>
<b>Review due:</b>	<b>July 2016</b>
<b>Signature and date: (Governor)</b>	
<b>Signature and date: (Headteacher)</b>	

## **Statement of General Policy on Health, Safety and Welfare**

The Governing body of Great & Little Shelford CE(A) Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. It is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

## **Organisation and Responsibilities for**

## Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety 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.

### **Governing Body Chair - Mr Peter Ede,**

#### **Governor with responsibility for Health & Safety - Rev Simon Talbott**

The Governing Body will comply with any directions issued by the Children, Families & Adults Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere.

The Diocese of Ely are the Custodian Trustees of the property and Governors will obtain permission from the Diocese for any works to do with the property or premises. The Schools Service Level agreement with the Diocese sets out what services the Diocese provide and management of some budgets on behalf of schools.

The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children, Families & Adults Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children, Families & Adults Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### **Headteacher - Mrs Alison Evans**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations,

- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Adequate staffing levels for safe supervision;
- The delegated responsibility for maintenance of the premises;
- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of school equipment;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances
- The funding of necessary safety training for staff;

- The arrangements for securing health and safety training and assistance from a competent source;
- The appointment of a premises manager;
- The provision of appropriate health and safety information to governors.
- Ensuring staff are reminded of their responsibilities regarding Health & Safety annually
- Ensuring staff, volunteers, extra curricular providers and occupiers are informed of any matter relating to health & safety.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **Health & Safety coordinator - Mrs Clare Ward**

The Headteacher will delegate to the H & S coordinator, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:-

- Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advise the Diocese Property Department (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Co-ordinate the termly health and safety workplace inspection with the Governor responsible for Health & Safety, ensuring all areas of the establishment and all activities are covered;
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 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;
- Ensure that all members of staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- Oversee all arrangements for educational visits and school journeys.

### **Teaching Staff** including supply

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms and

off site e.g. school trips. Class teachers shall, with the assistance of support staff:

- be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the area of the site concerned;
- ensure the classroom furniture is arranged in a fashion to minimise risk of injury and to ease movement around the classroom
- ensure that pupils with special medical needs such as asthma or allergy have the medication they need in an accessible place in the classroom and that all adults who help in the class are aware of those children and the protocol for their condition. The medication should be in a named container. When children leave the classroom to go either elsewhere in the school or for outdoor activities such as PE, break time and trips the teacher should ensure that the medication is taken with them as directed in the protocol and is as close as practically possible to them with the child and adults aware of it's location.
- ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- report any defective equipment to the H & S coordinator;
- ensure all accidents are reported to the H & S coordinator
- propose for consideration any improvements, which they consider, would improve health or safety standards within the school;
- ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements including risk assessments exist prior to taking school parties off site on educational visits.

### **Caretaker - Mr Simon Cassidy**

The caretaker is responsible to the Headteacher. Duties include:

- conduct a daily inspection of the school site to check for hazards which might lead to risk of injury and either repair or cordon off the area until repair can be made.
- check the communication book for notifications from staff or visitors of necessary remedial work to be done around the site and prioritise according to level of risk of injury
- remove from service of any item of furniture, apparatus or equipment, which has been identified as unsafe taking appropriate action when necessary to prevent injury to others on the site
- report to the H & S coordinator any matters which require attention which he cannot deal with on that day either because external contractors need contacting or materials are needed to be purchased
- purchase (or place an order through the school office) any materials needed for repairs or maintenance.

- liaise with contractors who come on site and report outcomes to HT via H & S coordinator
- be the emergency contact for contractors and the Diocese Property Department during school holidays (except when taking annual leave)

### **Cleaners -**

The cleaners are responsible to the Headteacher. Duties include:

- cleaning all areas of the school at the end of the school day
- ensuring they work in accordance with COSHH regulations when handling chemicals
- ensure all chemicals are stored in locked cupboards
- ensure they wear appropriate Person Protection Equipment
- ensure they follow appropriate manual handling procedures
- report any concerns relating to health & safety to the HT via the H & S coordinator
- deep clean areas as instructed from time to time by the Headteacher

### **Support staff (including volunteers)**

All employees and volunteers have general health and safety responsibilities both under criminal and civil law. Staff and volunteers must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

The Headteacher will provide a copy of the Health and Safety policy to all new staff and volunteers at their induction with the expectation that the policy will be read before starting to work in the school

Employees and volunteers must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees and volunteers are required:

- to participate in the risk assessment process and comply with findings;
- to report all defects in the condition of the premises or equipment to which they become aware;
- to report all accidents according to the procedures included in Part 3 of this document;
- be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- to make use of all necessary personal protective equipment provided for safety or health reasons;
- follow all relevant codes of safe working practice and local rules;
- report any unsafe working practices to the head of dept/Deputy Headteacher .

### **Pupils** [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;

- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation, which may affect their safety.

### **Staff Safety Representative - Mrs Dawn Scott**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. This representative is elected to the Governing Body by the staff for a term of four years and shall be a member of the Finance and Premises Committee

### **Finance and Premises Committee**

The Governors' Finance and Premises committee meets termly. The purpose and responsibilities of the Committee are listed in the Terms of Reference (appendix A) of the committee which are reviewed annually. Membership of the Committee comprises of:

Headteacher Mrs Alison Evans  
 Governor: Mr Steve Pearce (chair of committee)  
 Governor: Rev Simon Talbott  
 Governor: Mrs Gillian Scahill  
 Governor: Mrs Claire Grigson  
 Governor: Mrs Polly Stanton  
 Governor::Mrs Dawn Scott (staff representative)

The H & S coordinator, Mrs Clare Ward also attends the meetings  
 The Chair of Governor's Mr Peter Ede may also attend

The Finance and Premises Committee will receive a report at each meeting which will include details of the latest fire drill, implementation of any new safety instructions or advice issued by the LA, DfE etc, details of risk and work station assessments carried out which requiring purchases or changes in working practice to be agreed, details of works completed on site including repairs and works commissioned, a report of all accidents including any HSE referrals and any remedial actions taken as a result, the number of children having to go home through illness during the day.

## **Implementation**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **First Aid**

The First Aid area is by the main office. Children requiring first aid are sent to the office for treatment except at lunchtimes when the lunchtime supervisors are on duty and are stationed with the first aid kit in the playground.

#### **The following staff are trained in First Aid as follows:**

Paediatric First aiders: Mrs Jane Newman  
Miss Dianne O'Bryan  
Mrs Kristine Warne  
Mrs Elke Remm

Trained First aiders (first aid including resuscitation)

Mr Simon Cassidy  
Mrs Julie Crawford  
Mrs Bev Dasher  
Mrs Ros Johnson  
Mrs Carol Kellock  
Mrs Denise Kennedy  
Mrs Caroline Kingman  
Mrs Louise Rose  
Mrs Marg Plummer  
Mrs Elke Remm  
Mrs Clare Ward  
Mrs Kristine Warne  
Mrs Virginia Weston  
Miss Katie Wesley

Teachers trained in resuscitation:

Mr Michael Paduano  
Miss Laura Ralph  
Mr Tim Walker  
Mrs Rosamund Ashton  
Mrs Dawn Scott  
Miss Romina Plava  
Miss Amy Beck  
Miss Caroline Cross  
Mrs Sue Jenkins  
Mrs Jenny Unwin

Miss Dianne O'Bryan is responsible for booking staff on approved First Aid courses every 3 years to ensure their certificates are still valid. Resuscitation training is carried out annually, using an approved training provider.

Training for all staff in the administration of Epipens is held at the beginning of every



academic year and training for managing asthma is held every two years.

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

First Aid area by the main office, kitchen, mobile first aid packs in each classroom

**Miss Dianne O'Bryan** is responsible for checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The First Aid Treatment record book for recording details of all first aid administered is kept in the first aid area by the office

Details Of Contact Numbers Of Hospital Accident And Emergency Departments, NHS Direct And Other Medical Services Are Displayed In: The office

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#### **Accident Reporting, Recording & Investigation**

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses as follows:

- The school has a First Aid Policy which gives details of how First Aid should be administered and by whom.
- All accidents or incidents, whether or not they result in injury, must be recorded in the first aid book which is kept in the first aid area by the office (except at lunchtime when is taken outside with the main first aid kit).
- All accidents resulting in injury or suspected injury, no matter how minor, must be attended to by a trained first aider as specified in the School First Aid Policy.
- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later. These should be recorded on the Premises incident form and given to the MSRH&S as soon as possible for review,
- occurrences and concerns about safety should be recorded on the premises incident form and given to the HT or H & S coordinator as soon as possible for review
- the H & S coordinator will bring all premises reports to the attention of the Headteacher as soon as possible
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.

- The IRF96 must be completed and sent to the County Health & Safety Team for absences through accident for periods of 7 days or more (including W/E's and holidays) or when an injured party attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Cambridgeshire Learn Together Portal.
- The Headteacher must ensure that they have seen each IRF(96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

## **Asbestos**

The asbestos register is held in the Contractors's 5cs file. Contractors should be given the file on arrival are required to sign in confirming they have read the information.

## **Children and staff with disabilities**

Arrangements should be made by the Headteacher to accommodate children or adults with disability.

A Personal Emergency Evacuation Plan should be drawn up by the H & S coordinator for the child or member of staff and other staff made aware of what actions might be needed by them

## **Contractors**

Contractors are commissioned via Cath Conlon Project Management Ltd

## **Curriculum Safety** [including out of school learning activity/study support]

Staff should ensure that risk assessments have been carried out for activities either in school, for local trips out or for visits to other establishments or sites.

## **Drugs & Medications in school**

The School Policy on Medicines in School details the circumstances when medicines can be kept in school, the procedure for accepting and storing them and for the administration of them to children.

## **Electrical Equipment** [fixed & portable]

Annual PAT testing is carried out using registered contractors covering visual inspection of all appliances, plugs and sockets and testing of all portable appliances

## **Extracurricular providers, other occupiers of the school premises**

- Extra curricular providers (including music teachers) and other occupiers of the school premises will be provided with a copy of the Health & Safety Policy, First Aid Policy, Policy for Medicines in school and Policy for Management of Children with Medical conditions at the beginning of each academic year or as they are updated

- unless otherwise agreed with the Headteacher, the provider or occupier should have their own risk assessments for their activity and have First aid trained personnel.
- they are expected to follow the advised practises and procedures regarding Health and Safety as detailed in the School Users Policy or Transfer of Control agreement and at other times as advised by the Headteacher
- The providers or occupiers must notify the Headteacher (or the H & S coordinator) in writing of any incident (even if no injury occurred) arising in their session on the school premises which might be of a Health and Safety concern.
- Providers and occupiers will be informed of matters relating to Health & Safety via the school newsletter, liaison meetings, emails, letters or direct meeting.

### **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

A fire risk assessment is carried out every 2 years through the County Fire risk assessment service. The Headteacher arranges fire drills which are carried out termly according to the fire procedure. Copies of the fire procedure are displayed in all rooms and all staff are reminded of it at the beginning of each academic year. Fire extinguisher testing, fire alarm and emergency lighting testing are carried out in accordance with the schedule provided by Cath Conlon Project Management Ltd. Occupiers must have their own fire risk assessment carried out as directed in the Transfer of Control Agreement.

### **Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

### **Hazardous substances**

Where possible all hazardous substances were removed from the school site in 1991. Essential hazardous substances required for cleaning, building maintenance and for the swimming pool are kept in locked cupboards or sheds with appropriate hazard symbols on the doors. COSHH Data sheets are kept of all substances used

### **Handling & Lifting**

Risk assessment should be carried out for moving of furniture or other objects. Staff not to move items beyond their capabilities, assistance should be sought. Manual handling training to be given if necessary.

### **Health and Safety Advice**

The school contracts the services of the County Health and Safety Adviser Stuart Wood 01223 699122.

### **Housekeeping, cleaning & waste disposal**

The cleaners remove all waste daily to the external bins which are collected weekly. Recyclable items are collected fortnightly. Sanitary waste is removed by registered waste contractors on a monthly basis. Clinical waste is disposed of in yellow bags. Spillage of body fluids are cleared using specific equipment and the area cleaned with disinfectant. Sharp objects to be wrapped and labelled for disposal. Warning signs are available to be positioned over spills. Caretaker is responsible for clearing snow and ice

## **Infectious diseases**

Parents are requested to notify the school office if their child is absent giving details of the reason. If no notification is received the office will telephone the parent. Reference should be made to the guidance provided by the Department of Health with regard to infections and diseases to determine how long a child should be off school to minimise spread of the infection. Also, guidance should be obtained with regard to notifying parents of vulnerable children or staff who might have a preexisting condition who could be adversely affected if exposed to the infection.

The Headteacher will be advised if a large number of children and staff are absent with the same infection and if necessary notify the local health authority for advice. If necessary the Headteacher may decide to close the school if not enough staff are able to attend school through illness. In the case of Norovirus or similar a deep clean of the school will be commissioned.

## **Lone working**

Lone working is not encouraged but Governors' recognise that in some circumstances it may be necessary. Staff undertaking lone working should make sure somebody knows when they expect to return home and preferably have a mobile phone with them in the building. External doors should be kept locked and keys kept in the person's possession.

## **Jewellery**

Pupils may wear watches but they should be taken off for PE. Stud earrings are acceptable but should be taken out for PE or covered with tape

## **Maintenance / Inspection of Equipment**

The statutory Compliance schedule for Maintenance of security systems, equipment and plant, water monitoring, is provided by Cath Conlon Project Management Ltd

## **Monitoring the Policy**

The H & S coordinator reports to the Finance & Premises committee every term. The Committee reviews the policy every year.

## **Parents and carers**

- Parents and carers should be informed of the procedure regarding reporting illness and the appropriate period for absence
- Parents should be informed of any procedures or practices necessary to ensure the safety and well being of the children in school
- Parents should inform the school of any medical conditions which their child/ren has and ensure appropriate medication is provided as detailed in the medicines in school policy
- Parents and carers should have access to the Health & Safety policy, First Aid policy, Medicines in School Policy and Policy for Management of Children with Medical Conditions. These will be on the school website and available on request from the School office

- Parents will be informed about health & safety matters through the weekly newsletter or for more urgent information by email and letter

### **Personal Protective Equipment (PPE)**

Gloves are provided for use for First Aid. The cleaners have gloves provided for cleaning work. The caretaker has suitable footwear and clothing provided as required

### **Provision of systems for people with hearing, visual or other disabilities.**

There are two toilets and a hygiene room suitable for disabled access. Risk assessments, work station assessments and Personal Emergency Evacuation Plans will be carried out as necessary to ensure people with disabilities can safely access the building and staff are made aware of their needs.

### **Reporting Defects**

Defects should be reported to the H & S coordinator as soon as possible either verbally or via the premises report form. The H & S coordinator will make arrangements either with the caretaker or other contractor via the Property service to rectify the problem,

### **Risk Assessments**

The H & S coordinator carries out risk assessments and updates as necessary and carries out PEEPs if required. Work station assessment is requested from the Health & Safety Advisor

### **School Trips/ Off-Site Activities**

Staff notify the office when arranging a school trip or visit off site. A risk assessment is done and details of the trip recorded on the Evolve system

### **Smoking**

NO smoking is permitted on the school site

### **Staff Consultation**

Health and Safety matters can be raised and discussed at the weekly staff meeting the notes of which are sent by email to all staff. Notifications of Health & safety matters are filed in the staff health & safety file held in the school office

### **Staff Health & Safety Training and Development**

The Headteacher is responsible for ensuring training for treating asthma and anaphalatic shock is administered every year at staff inset day. Support staff attend first aid courses every 3 years. Teachers and most support staff attend resuscitation training every year. Training in other areas of Health & Safety such as risk assessment, manual handling, ladder training, food preparation is arranged as required either through the County health & Safety service or other providers

### **Staff Well-being / Stress**

The Headteacher will listen and offer advice to employees experiencing stress. If possible the cause of stress may be addressed. When appropriate staff are made aware of the County Council Staff Counselling service.

### **Supervision** [including out of school learning activity/study support]

All staff, volunteers and extra curricular providers are required to undertake an

enhanced DBS check. Minimum Ofsted recommended ratios for adult:child supervision are followed, with further provision being made appropriate to the activity and needs of children participating.

### **Swimming Pool Operating Procedures**

The operating procedures recommended by the County Council will be followed. The caretaker is responsible for checking the chemical balance and temperature of the pool daily. A risk assessment is carried out each year before the season starts and staff are made aware of it. At least one staff member who is trained in resuscitation should be present at the pool side at all times. Children swim in groups are determined by the teacher. If an emergency occurs the teacher gives one sharp whistle for the children to stop then exit the pool. An emergency triangle is available to be taken to the office or nearest member of staff by a child. Inhalers or other required medication should be taken to the pool side and be easily accessible for use.

### **Use of VDU's / Display Screens**

Risk assessment for working with ICT is carried out. Recommended work practices are shared with staff.

### **Vehicles on Site**

Vehicles are not allowed on site from 8.30 until 9.15 and 3pm to 3.45pm. If access is required a member of the office staff accompanies the vehicle on site. Vehicles should not use the drive between those times but otherwise would proceed at walking pace.

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

All staff and visiting teachers sign in and out in the staff signing in book in the office. Other visitors sign in and out in the visitor's book and are provided with a visitor/volunteer badge which should be worn. Contractors sign the 5Cs book are provided with a visitors badge. Staff are aware to challenge people on site who are not identified. From 9am until 3pm the main gates are locked and access is via the controlled buzzer system with the office staff. External school doors are locked before 8.45am and after 3.45pm.

Staff having meetings with visitors should make the office or HT aware of their location. If necessary the HT may arrange for meetings to be attended by more than one member of staff.

Emergency triangles are available in all rooms which children or adults can be asked to take to the office (or other nearest adult) if assistance is required. If necessary, emergency services will be contacted by the HT/office staff.

All staff should report incidents of violence or abuse to the HT making a written record on the incident on the Incident Form kept in the resource room.

### **Working at Height**

The caretaker has undertaken ladder training. Risk assessments are conducted for work requiring steps or ladders.

### **Work Experience**

Any individual attending the school for work experience will attend an induction meeting with the Headteacher who will inform them about all required health and safety and safeguarding information.

## LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. Critical incident pack is held in the cupboard in the main office
- In the event of a fire alert/alarm all staff will evacuate pupils to the designated assembly point;
- The school secretary will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken termly and fire alarm tests weekly and a record kept in the Risk Management Handbook;
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in:  
  
gas - gas meter box in Reception/year 1 garden, water - meter at end of drive,  
electricity - meter boxes in downstairs cupboard by year 3  
  
Emergency procedures for incidents outside normal working hours are held by:  
Headteacher  
.....
- These procedures will be reviewed at least annually.

## Committee

### General

1. The purpose of this document is to set out how the Governing Body, within its overall responsibility for managing financial resources and premises, will allocate its responsibilities to the Finance and Premises Committee ('the Committee') and to the Headteacher.
2. This document cannot override the requirement of Governing Bodies to observe the Cambridgeshire Financial Regulations and Standing Orders Relating to Contracts as set out in the Cambridgeshire LMS Scheme and any other relevant statutory requirements.
3. This document will be reviewed annually by the Committee and any recommendations for changes will be made to the Governing Body.

### Purpose and Responsibilities of Finance and Premises Committee

4. To ensure that the buildings and grounds of the school are maintained to the best possible standard within the agreed budget, and to set priorities as necessary.
5. To ensure that the school buildings and contents are adequately insured.
6. To maintain a record of work done on the buildings (to be included in a regular premises report to the committee) and include advice and information on the management of the school's premises.
7. To receive regular reports on health and safety issues affecting the premises, and to ensure that all faults are remedied.
8. The Committee has full delegated authority for managing the buildings and grounds of the school, and for the financial management of the school, except that the budget and proposals for charges and remissions must be approved by a meeting of the Governing Body.
9. The Committee delegates to the Headteacher responsibility for the daytoday management of the buildings and grounds subject to any guidelines, priorities or instructions that the Committee may specify. Expenditure on buildings is undertaken by the Headteacher subject to regulation by the Committee.
10. The Headteacher may with the approval of the Committee authorise expenditure that is not within the agreed budget, or, if urgently necessary, with the approval of the Chair.
11. The Committee's responsibilities include overseeing longer term financial planning and resourcing in the context of the School Development Plan and of the policies and objectives of the school, and to advise the Governors as appropriate.
12. If there is sufficient knowledge of future funding, the Committee should prepare and present to the Governing Body each year a threeyear plan for the maintenance and improvement of the buildings and grounds.
13. The Chair and other members of the Committee will, whenever possible, assist and advise the Head on the financial aspects of running the School. The Committee may, by passing a formal motion, give explicit direction to the Headteacher on any financial matter within the responsibility of the Governing Body.



14. The Committee will oversee policies relating to income generation, including lettings and charging for school activities.

### **Expenditure Approval Levels and Procedures**

15. The Committee delegates the daytoday financial management of the school to the Headteacher. The Headteacher has authority to commit expenditure of up to £4,000.

16. The Headteacher is responsible to the Committee for ensuring that sound systems of internal

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control are in place, including the separation of duties and appropriate delegation, and for ensuring that Local Authority (LA) Financial Regulations and Control Standards are complied

with, including those concerning purchasing and contract regulations.

17. Expenditure or commitments above £4,000 and up to £12,000 that have not been previously

agreed in the school budget must be countersigned by the Chair of the Committee or in his or her absence and if the matter is urgent, the Chair of Governors. The prior consent of at least two

other members of the Committee is also required. Any such approvals must be recorded, together with the names of the consenting Governors, in the minutes of the previous Committee

meeting or the first meeting after the approval is given. The Committee will make recommendations to the full Governing Body on such expenditure or commitments of over £12,000.

18. The Chair will advise the LA on any proposed changes to approval limits.

### **Membership and Quorum**

19. The membership of the Committee is to be approved each year by the Governing Body.

20. The Committee will consist of not less than four governors to be appointed annually by the Governing Body.

21. The Committee will annually elect a Chair, who must be a nonstaff governor and an appointed member of the Committee.

22. The quorum for meetings of the Committee is three governors to include, if at all possible, the

Chair of the Committee or the Chair of Governors. In the absence of either the Chair of the Committee or the Chair of Governors, the Committee will elect a Chair for the meeting who must be a governor. The Headteacher should if possible be present at meetings of the Committee.

### **Meetings**

23. The Committee will meet at least once per term.

24. Agenda and minutes will be circulated to all governors. The minutes will be prepared as soon

as possible after each meeting and will be formally presented to the Governing Body.

25. The minutes should include a statement of any new unofficial or private funds set up in the

School's name and their purpose.

26. Governors who are not members of the Committee may attend as nonvoting observers by prior arrangement with the Chair.

27. The following decisions require a formal motion being passed with a proposer and seconder: the election of the Chair, the adoption of the minutes and policy decisions on expenditure, including the budget.

### **Budget and Forecasts**

28. The Headteacher is responsible for the preparation of the draft annual budget and should ensure that a copy of the budget as approved by the Governing Body is sent to the LA by the published deadline each year.

29. Each year the Committee will review the budget and a 3year rolling financial projection (subject to sufficient information on future funding) in the context of the annual Development Plan priorities and recommend their approval by the Governing Body.

30. The Governors, through the Committee will allocate funds to meet the needs of pupils with special educational needs. At the meeting of the Governing Body which approves the budget, 1 September 2012 Issue 1

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the Committee will draw the attention of Governors to the amount delegated to the school by the LA under special needs headings in the Section 42 statement and the amount allocated for special needs in the proposed school budget.

31. Each month, the School Finance Secretary will email the Committee a brief ‘bullet point’ list highlighting any significant deviations from budget (optionally with the detailed Budget Control Report summary as output by the finance system).

32. Each term the Committee will review the current state of expenditure and review and approve an updated yearend outturn forecast (prepared by the Head or Finance Secretary) and bring before the Governing Body any significant deviations from the budget.

### **The Shelford School Support Fund**

33. The Shelford School Support Fund exists for the following purposes:

- To better enable the Governors to fulfil their obligations for the external repairs and improvements to the school buildings.
- To improve the working environment of the school.
- Provision of additional funds for school trips or activities (in particular the annual Year 6 trip to Ely).
- To support less well off families by providing funding for music tuition and school trips (particularly residential trips). Such funding to be provided at the discretion of the Headteacher and on application only.

- Payment of Governors’ expenses incurred in carrying out their duties.
- Honoraria for those providing services to the Governing body.

34. Bank account transactions must be signed by either the Treasurer or the Chair of Governors or the Chair of the Finance and Premises Committee.

35. The Committee should monitor the fund each term and suggest and investigate means of generating additional income.

36. The fund accounts for each school year should be independently inspected and presented to the Governing Body.

### **Other Unofficial or NonPublic Funds**

37. The Committee will ensure that any other funds set up for the benefit of the school are audited and the accounts presented to the Governing Body. This will not normally apply to the accounts of the PTA which will make its own arrangements for auditing its accounts and presenting them to the Annual General Meeting of the PTA.

### **Registration of Pecuniary Interests**

38. In accordance with the LMS Scheme, the Governing Body will establish a register of pecuniary interests for the governors and staff, which should be open to inspection. Governors and staff must declare any links they have with firms from which the school may wish to buy goods or services. The register will be maintained by the Clerk to the Governing Body in each school year.

Approved by the Governing Body on .....

Signature of the Chair of Governors .....

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