Health and Safety Policy

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Preamble

This document is based on guidance from Gloucestershire County Council Health & Safety Policy, it has been adapted to reflect local arrangements for managing risks.

References

Statutory Instruments

Health & Safety at Work Act 1974

Approved Codes of Practice etc

Nil.

GCC Procedures/Guidance Notes

SHE/Pro 1 *Corporate Health & Safety Policy Document*

Glossary of Terms Used in this Document

Term	**Meaning**
AfPE	Association for Physical Education
ACoP	Approved Code of Practice
AMPS	Asset Management & Property Services
Audit	An independent evaluation of a safety management system
CLEAPSS	Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
CoSHH	Control of Substances Hazardous to Health
D&T	Design and technology
DATA	The Design and Technology Association
DfE	Dept for Education
Inspection	A check of physical conditions and practices/behaviours usually undertaken in a school by Governors
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
MiDAS	A minibus driver awareness training scheme

OVC	Off-Site Visits Co-ordinator
PAT	Portable appliance testing
PPE	Personal protective equipment – used to give protection when in contact with a hazard e.g. gloves, boots etc
Safety Representative	A member of staff usually appointed under the *Safety Representatives and Safety Committees Regulations 1977*
SHE Enterprise	The GCC database for recording workplace accidents
SHE/Pro and SHE/ GN	Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc.
VA	Voluntary Aided
	STAFF/GOVERNOR INITIALS
SS	Sarah Scott – Head teacher
WA	Wendy Argent
LR	Lucy Ryan
LH	Laura Hodges
AW	Angela Wilson (Governor)
VB	Vikki Barnard

INTRODUCTION

Schools (as 'employers') under the *Health & Safety at Work Act 1974* are required to produce a local Health & Safety Policy Document.

This policy will address three main areas

- the statement of the employer's general policy on health and safety (Part 1 - Statement of Intent);
- the organisation for implementing arrangements including allocation of functions to individuals (Part 2 - Organisation); and
- the arrangements for carrying out the functions to control risks (Part 3 – General Arrangements).

Once the H&S Policy Document has been completed the following should occur:

- communication to all staff in school;
- review – typically annually or if significant changes take place (e.g. new buildings);
- inclusion in any induction arrangements for new staff, student teachers and supply teachers.

PART 1 - STATEMENT OF INTENT

This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular, the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work-related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools' activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

PART 2: ORGANISATION

Organisation – Introduction. In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent, the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.	*Audits carried out as legal requirements, by GCC Officers* Headteacher appointed Health and Safety Officer in School supported by Governor and Finance administrator). Specific duties: LR (First Aid); LH (Fire Marshall) WA Legionnaire testing
The Duties of the Governing Body The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.	Periodic reviews – planned into the governor monitoring cycle and then approved at Full Governing Body meeting. Health and safety as standard agenda item on FGB agenda.

The Duties of the Headteacher The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors, the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.	Health and Safety discussed as a standing agenda item on Staff meeting agendas. Staff induction includes reference to Health and Safety working practices and conditions. All staff are required to read access to Safer Working Practices Document. MDSAs are included in all Health and Safety updates. This team have their own meeting termly, which covers these areas. Head teacher responsible for Health and Safety compliance with regard to hygiene, cleaning, safe storage of materials, training requirements or above.

The Duties of Employees All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.	Staff induction given to all staff with including health and safety. Health and Safety revised annually at beginning of new Academic Year with re-visits as required. Staff induction handbook WA

Pupils Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.	*Adherence to Rules and Core Values.* Class rules clearly displayed and discussed regularly. Behaviour policy and Anti-Bullying Policy Regular school council meetings. Collective Worship themes have focus on taking responsibility for themselves and others, including e.g. behaviour, friendships… Uniform code. Termly (6 per year) Fire Drills and timings etc recorded in manual. Lockdown/ Evacuation practised at least twice a year

School Safety Representatives The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).	Currently, no Trade Union appointed representatives for Health and Safety. If any Health and Safety issue was raised with a Trade Union there would be communication and access to records etc
Temporary Staff Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.	All temporary staff, volunteers and visitors are provided with a Supply Staff, Volunteers and Visitors Guide that covers these areas. Appropriate induction given. Staff induction handbook WA

Teaching Staff Teaching Staff have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.	Induction and Staff Handbook WA Discussed in staff meetings when appropriate
Teaching Assistants Teaching assistants have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.	All temporary staff volunteers and visitors are provided with a Supply Staff, Volunteers and Visitors Guide that covers these areas. Staff induction handbook WA
The Duties of Off-Site Visit Coordinators (OVC) The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.	*OVC* –WA SHE guidance followed and standards followed for all off-site visits and activities. Records kept electronically and an overview of trips in main office.
The Duties of Premises Manager (Bursar, Business Manager, Site Manager)	SS is premises manager

The Premises Manager has a day-to-day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.	
Volunteer and Parent Helpers Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.	All temporary staff, volunteers and visitors are provided with a Supply Staff, Volunteers and Visitors Guide that covers these areas. Staff Handbook Appropriate induction given. School will conduct their own risk assessment when relying on parent helpers/volunteers.

PART THREE – GENERAL ARRANGEMENTS

Arrangements	Responsibility of: Name/Title	**Action/Arrangements (customise to meet your own situation)**
The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.		

Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	SS with delegation to • Administrator and • Senior Teachers	• All temporary staff, volunteers and visitors are provided with a Supply Staff, Volunteers and Visitors Guide that covers these areas. • Staff Handbook • Appropriate induction given. • Texts, phone calls, newsletters, Facebook, WhatsApp and Edulink for trips and emergency scenarios and website will be updated accordingly
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	• As Above • Plus Governor Rep	• Standing item on Full Governor meeting Agenda • Discussed in staff meeting and dinner staff meetings when appropriate • Regular updates with support staff

Section 1 - RISK ASSESSMENT

Risk Assessment The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following areas:	SHE	• School site – • Head teacher and class teachers • Offsite visits and activities–responsible teacher overseen by head teacher • Advice from Audits undertaken by GCC and other external agencies • Curriculum activities in school –responsible teacher as part of planning. • Sporting fixture Risk Assessments include emergency contacts/school is emergency contact if within manned school times. Responsible teacher has list of numbers with them for outside hours

School Trips/Offsite Visits The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.		• School site – • Head teacher and class teachers • Offsite visits and activities–responsible teacher overseen by head teacher • Advice from Audits undertaken by GCC and other external agencies • Curriculum activities in school –responsible teacher as part of planning. • Sporting fixture Risk Assessments include emergency contacts/school is emergency contact if within manned school times. Responsible teacher has list of numbers with them for outside hours
Working at Height The risks associated with working at height are identified through risk assessment using SHE/GN/5 *Working at Height*. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.	• SHE/GN/5 • Issue 6	• Regular inspection of ladders by Governor • Risk Assessments undertaken and staff informed of their responsibility to ensure their own health and safety through induction and staff meetings • *GCC* Localised Working at Height: Practical Guidance for Schools.

Noise The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.		• Adult responsible for activity ensures noise is kept at an acceptable level e.g. music activity, dining hall, classroom activities. • Head teacher (or delegated adult) responsible for ensuring noise made by contractors on site is controlled appropriately
Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.		• Very low risk area. • Head teacher responsible for recording any incidents on the SHE Enterprise system. • Staff inform HT if they have any concerns about the possible risk of any aggression or violence and appropriate control measures are put in place. • See also Lone Working risk assessments

Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.		• Controlled access to site through one entrance. • Secure site. • Visitors sign in and are issued with a lanyard/visitors badge. • CCTV camera • School alarm when no one on site • Some staff have keys and all staff have key fobs to enter building • Side gate locked during the school day • Gate in wooden fence is locked when children are in classroom. • Main gate is locked at playtimes and during the school day • Lock down and emergency intruder evacuation plans in place • A Low-risk school

Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.		• Communicated to staff in Lone working policy via staff handbook • Annual Risk Assessments staff meetings. • Support staff briefed and have access to documentation. • All staff have access to Guidance for Safer Working Practice document and are required to read it annually. • In exceptional circumstances e.g. a pandemic, separate arrangements should be put in place to monitor the wellbeing of staff who may be required to work remotely.
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.	• SHE/Pro/3 • Issue 6 • COSHH Assessment • template • SHE info sheet 16/V2/	• Glen Cleaning responsible for COSHH. • Training kept up-to-date • Cleaning substances and records (including Safety • Data Sheets & COSHH Assessments of all substances used) stored in locked cupboards (TN). • Action: Non-hazardous materials that may require risk assessments e.g. arts and DT resources are completed separately by appropriate staff member (Teacher) these are reviewed when required. • e.g. Tipped (Correction fluid); Hand soap, play sand, sanitizer, outside salt, glue sticks and First Aid products.

Personal Protective Equipment (PPE) Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.	• SHE Info sheet 23/V1/	• Gloves and tabards/overalls used for cleaning and other activities e.g. spillage and bodily fluids as required. • Staff carry out risk assessments (on planning) for individual activities.
School Transport The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.	• Offsite Visits Transport • Section Generic RA10 • Travel by Car; Model letter • to drivers transporting • young children • Generic RA11 Travel by • Coach	• Currently, driver volunteers sign declaration that appropriate insurance, licenses, MOTs etc. are in place. • Staff to provide documents including business insurance – register in safeguarding file • coach companies used where all Coach drivers have a DBS • Staff awareness for breakdowns or unexpected stops

Manual Handling (typical loads and handling pupils) The school refers to the SHE/GN/30 *Manual Handling* and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.	• SHE/GN/30 • Issue 3 • Completed Generic Risk • Assessment completed	• Manual Handling training for staff working with children with physical disabilities if required – currently not applicable • Staff awareness of SHE Guidance on Manual Handling. • Risk assessments carried out on individual activities when appropriate
Curriculum Safety (including extended schools activity/study support) Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.	• Art SHE/GN/36 Issue 3 • D & T SHE/GN/35 Issue 3 • PE SHE/GN/32 Issue 2 • Science SHE/ • GN/34 • Issue 2	• Curriculum planning incorporates any risk assessments • Safety requirements for a specific activity in class/school time. • Clubs / Activities run by external organisations provide risk assessments to school for approval and monitoring. • Subject leaders are responsible for keeping check on any tools and equipment used. • Completion of Risk Assessments for Art, DT, PE and Science to be completed by Subject leaders and link governor.

Work Experience Placements The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 *Employers Questionnaire and Risk Guidance*. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.		• *LH co*-ordinates placements. • LR/WA co-ordinates checks on related paperwork and records. LR/WA has responsibility for maintaining the Single Central Record. • All Work Placement Students are given appropriate induction.
Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – *Working with Display Screen Equipment.* Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.		• Appropriate staff made aware of documentation and responsibility • office staff complete display screen risk assessment SS WA LR

Parent Teacher Association The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.	• SHE/GN/42 Issue 3 • SHE Info Sheet 13/V2/ • Public Liability Ins for • inflatables	• Chair of Friends responsible for Risk Assessments. • Relevant SHE documentation (PTA Run events Guidance and Toolkit for School Events) • Given to Chair annually after AGM. • Events covered by County Insurance. • Major events school ensures RA carried out and appropriate actions in place
Playground Supervision/Play Equipment and Maintenance Risks are assessed using the SHE Information Sheet 14 *Playground Supervision.* A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.	• SHE Info Sheet 14/V3/ • Play equipment • inspected • on annual basis	• Document on Supervision during Breaks, before and after School and Managing Absconding referred to see GCC site • 1 member of staff on duty before school when gates are open, staff on duty from 8:30 • 1 member of staff on duty at playtimes main gate locked and access to main playground only or back garden only • children dismissed at end of day from classrooms allowing supervision of the side gate.

Section 2 – PREMISES

Mechanical and Electrical (fixed and portable) The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in [state location]. Reference is made to AMPS *Technical Briefing Note EM005 Portable Appliance Testing)* and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.	• Health and Safety • Inspection Checklist • GCC Safety Inspections • Guide to Premises • Maintenance Management • Annual Premises Health & • Safety Compliance Check • Periodic 5 year electrical • test August 2013 – August 2018	• All work carried out by known contractors • PAT testing completed annually in November. • Fixed electrical tests for School completed 5 yearly: C1 and C2 actions completed within 3 months. C3 considered through governance. • Records kept in Main Office

Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.		• Annual PAT testing. • Periodic maintenance of equipment carried out by known Contractors / County Employees
Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: • complying with all regulations and GCC practices concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with *The Management of Asbestos in County Council Occupied Premises Guidance*.	• Asbestos Survey Report • Asbestos found in garage • and monitored regularly. • GCC aware of condition of • garage (April 2022)	• Asbestos Survey completed • Database of property (Technology Forge –TF) gives access to all the information about property including building maintenance, facilities and estates. Surveys kept in Health and Safety folder in Main office.

• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.		

Service Contractors Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.	• Overview sheet GCC Extra website • Contractor/Consultant Frameworks • and the Premises Log • Book	• Contractors report to the school office. • Known contractors used for all areas of maintenance and servicing.
Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.	• Property Care Inspection	• *Pre*-meetings held with Headteacher and Diocese Project Manager. Care taken to plan noisy work or work at heights in to school holidays.
Small Scale Building Works This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.		• All contractors to report to reception to sign in and be given visitors badge. Procedures clarified for evacuation in a fire. • Contractors advised by Administrator or HT of any precautions that need to be taken, specific to works.

Lettings (shared working – playgroups etc*)* The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.	• GCC casual Hiring Agreement	• Very occasional lets. • County letting procedures followed. • Risk Assessments are undertaken and a keyholder is responsible for locking up premises at end of let.

Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.		• SS - responsible person. • Regular inspection of communal areas carried out HT/Staff and Governors. • Health and Safety is addressed in Staff meetings and Lunch staff meetings. • Generic Risk Assessment completed.
Cleaning A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.		• School is using a GCC cleaning contractor. • Deep cleaning of carpets is undertaken annually. • Cleaners undertake a deep clean during the summer holidays and additional tasks at Easter • School hosts volunteer days

Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.	• SHE/GN/27 Issue 4 • Risk Assessment • completed	• SHE Guidance on Managing Traffic Safety on School • Sites is adhered to; Risk Assessment on Movement of • Vehicles completed. • There is a designated Car park for staff • Vehicles do not enter School site. • Further parking along the Common to alleviate congestion outside School.
Bus Duties (supervision of pupils boarding school buses)		• NA

Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 *Caretaking Duties Risk Assessment Toolkit*.	• SHE/GN/46 Issue 4 • Risk Assessment • completed • Grounds Maintenance • Contract • Annual playground equipment inspection • Site & premises plans • Ground Monitor GCC 2	• Risk Assessment completed using the SHE • Records kept in cupboard for COSHH and • Water checks completed once a month by WA and recorded in file in office. • Fire Alarms completed weekly and records kept online (LH) • Emergency lightly tested termly (LH) • GCC carry out regular checks and paperwork kept in Main Office. • Contracts for all premises and grounds maintenance are carried out by approved GCC contractors. • School will conduct their own risk assessment when relying on volunteers/parent helpers.
Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.		• No gas in school.

Glass and Glazing A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high-risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.		• Glazing conforms to current safety standards. • Visual checks carried out daily and all persons responsible for localised areas. • All broken glazing is reported to HT / Administrator who then contacts appropriate contractor for repairs to be carried out.

Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.	• AMPs Control of Water • Hygiene • GCC Water Hygiene • Manual V8 • Legionellosis Risk • Assessment • 3 storage • temperatures to be • checked • Severn Trent Water Sewer • Record	• Trained member of staff carries out regular documented checks. • Training required every 3 years. • Date of Water supply / Legionella Survey GCC document: Control of Water Hygiene • (Including Legionellosis risk) within County Council Occupied Premises • Policy, Strategy & Management Procedures
Snow and Ice Gritting Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.	• SHE/GN/2 Issue 8 • September • Top 10 Tips • Winter Weather Policy • Risk Assessment • Closing and Opening Procedures.	• HT, & Governors responsible for dealing with adverse weather conditions. • Aids for clearing snow and ice gritting: 2 large plastic shovels. • Winter weather procedure ratified by Governors. • Risk Assessment. • GCC top 10 tips for winter protection

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

Infectious Diseases The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, *Guidance on infection Control in Schools and other Child Care Settings*.		• Poster in office and referred to as required.
Dealing with Medical Conditions The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.	• Managing Medical Needs • Info Sheet 15/V2/ • Supporting pupils with • medical needs Dfe	• Dfe circular referred to and copy kept in Health and Safety Folder. • SS overall responsible person with all staff having responsibility for pupils' safety and well-being. • Contact details of Health professionals involved with a pupil are kept in pupil's Personal folder. • Training undertaken when necessary, including diabetes, manual handling, Allergy & Anaphylaxis) and Asthma. • School is currently Nut Free (see policy) • Policies are kept in Policy folder • Staff training record available and reviewed termly to keep training up-to-date. • School nursing service involved when required: Central office based at Stroud

Drug Administration The school accommodates pupils with medical needs wherever practicable and makes reference to DfE *Guidance Managing Medicines in Schools and Early Years Settings*. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.	• Risk • Assessment and • Inventory completed	*DfE Guidance referred to* • Annual request for information from parents/carers on each child's medical condition. • Procedure for administering medicines – parents/ carers sign an authorization form and record kept of medicines administered and by whom. • Medicines kept securely in Office area (if refrigerated kept in staffroom kitchen refrigerator – (not accessible by children) • See Medicines policy
First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/Pro/8 *First Aid* is followed.	• SHE/Pro/8 Issue • School First Aid Procedure • First Aid training record	• Training record of staff in Safeguarding Training File • Termly review to ensure all training is kept up to date. • Six fully trained first aiders (3-day course) on site – the majority of staff have basic First Aid training for the workplace • First Aids listed in school office, school kitchen and staff room • SHE Procedure First Aid at Work referred to. • School first aid procedure made accessible to all staff, volunteers, work placements and visitors

Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses and adhere to *SHE/Pro/4 Accident Reporting and Investigation*. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.	• SHE/Pro/4 Issue 6 • Flowchart for reporting • procedures for incident offsite	• HT/ADMIN responsible person for inputting completed • accident/incident/near miss forms electronically to SHE • Enterprise accident database. • Minor bump book is kept in office filing cabinet with staff injury book. Monitored by governors • Procedures for recording injuries are outlined in School First Aid Procedure document. • RIDDOR (HSE Guidance Incident Reporting in Schools) referred to. • Parents are notified of a head bump via email
Fire Safety and Emergency Evacuation The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.	• GCC Guidance on Fire • Safety • GCC Fire Action Notice • Fire Safety Audit Checklist • Fire Risk • Assessment completed Sept 2022	• Checks carried out in line with guidance; reports in Main office. • Fire Risk Assessment carried out every three years • Most staff have fire safety training • Fire alarms tested weekly. Emergency lightly termly • Fire drills carried out termly. • Emergency plan in place.

Crisis and Emergency Management A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.	• Crisis and Business • Continuity Planning in • Schools • – • GCC Guidance	• Crisis management team HT/ admin / designated governor. • Emergency plans held by all team members • Emergency evacuation or lockdown tested 3 times a year. Log maintained and plan reviewed

Section 4 – MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.		• SS and Governors to review annually. • Referencing GCC monitoring and reviews carried out
Inspections Regular safety inspections are carried out by the nominated person(s) (using the format found in the *Good Stewardship Guide* and the SHE *Governors Guide - Workplace Inspections* of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled**.**	• See Premises Checklist	• Health and Safety Inspection completed with action points • SS/Staff/Governors
Review The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.		Health and Safety Policy to be reviewed every two years in the Autumn Term. Action: Report to Governors at Full Governors meetings of any accidents and a review of Risk Assessments

Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.	• Safety, Health and Welfare • Audit 1 • Property Care Enhanced • Service Audit • Annual Property Return • (June 2014) • AMPS Competency • Framework • Annual Premises Review • AMPS Premises • Liaison • Property Care • (Engineering) Safety • Inspection	• External audits are carried out by GCC personnel
Section 5 -TRAINING		

Staff Health & Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.		• *Trai*ning records are kept in the Safeguarding training file filing cabinet in Head's office) (copy to be put on OneDrive/SharePoint for all staff to access). • Review of training termly to ensure that all needs are met. • Health and Safety addressed in Staff meetings where training issues are identified as needed. • Staff needs assessed during Performance Management reviews.

Supply and Student Teachers The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.		• Supply and student teachers are given appropriate induction • Staff induction book WA
Volunteer and Parent Helpers Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors' badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.		• Designated Safeguarding Lead SS; Deputy LR • Governor JP and VB • All Volunteers and parent helpers are given access to Volunteers leaflet (by hatch in reception) which includes safeguarding and receive induction from HT • All Volunteers and parent helpers sign in and are given a visitors badge to wear. • Confidentiality –refer to Helper Leaflet. • A risk assessment for volunteers will be presented and needs to be read and signed

Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.	• Not applicable	• None at present. • Risk assessment to be completed upon notification of a pregnant member of staff
Health and Well Being Including Absence Management The school refers to SHE/GN/31 *Stress Risk Assessment Toolkit (Schools)* and has carried out a risk assessment based on the Health & Safety Executive's *Management Standards for Work-Related Stress*. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	• SHE/GN/31 Issue 3 • Example of a completed Stress Inventory	• Risk Assessment and Stress Inventory to be completed this term
Smoking on Site		No smoking on the school site.

Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.		• All collected by contracted company as part of county scheme • Composing of vegetable/food waste • School council has an environmental representative • Cost of paper recycling is prohibitive for a school this size
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.		• Contracted company • Additional collection of sanitary bins
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).		• Catering is provided by The Great Plate • The school is registered with the District council and has a 5-star rating. • Some staff are food hygiene trained • Hygiene system is in place. Information recorded in file in kitchen

Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.go.uk www.gloucestershire.gov.uk/she		School buys in to the full SHE service