



Finlay Community School

HEALTH & SAFETY POLICY DOCUMENT 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 school's 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.

Signed:	Signed:
Headteacher's name: Mrs R Lane	Chair of Governors' name: Lynette Smith
Date:	Proposed review date:

**PART 2
ORGANISATION**

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Acronyms

CCTV	Close Circuit Television
CLEAPPS/AfPE	Consortium of Local Education Authorities for the Provision of Science Equipment / Association for Physical Education
COSHH	Control of Substances Hazardous to Health
H&S	Health & Safety
D&T	Design & Technology
DfE	Department for Education
DSE	Display Screen Equipment
GCC	Gloucestershire County Council
LA	Local Authority
MDS	Mid-day Supervisor
MIDAS	Minibus Driver Awareness Scheme
OVC	Offsite Visit Co-ordinator
PAT	Portable Appliance Testing
PPE	personal protective equipment
PTA	Parent Teacher Association
R&D survey	refurbishment and demolition survey
SEN	Special Educational Needs
SENCo	Special Educational Needs Co-ordinator
SHE	Safety, Health & Environment
SMT	Senior Management Team
TA	Teaching Assistant

PART 2 - ORGANISATION

<p><i>Organisation – Introduction.</i> 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.</p>	
<p><i>The Duties of the Governing Body</i> 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.</p>	<p>Health and Safety is reviewed regularly and monitored by the Governors to include School and Nursery premises and procedures. Health and Safety sits within Finance & Premises Committee. Governors undertake premises walks (at least once per year) where they monitor the condition of the school grounds, furnishings, fittings and other aspects associated with health and safety. Nominated Governor –</p>
<p><i>The Duties of the Headteacher</i> 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.</p>	<p>On a day-to-day basis, this responsibility has been delegated to the Business Manager, who works closely with the Site Manager, but the Headteacher has overall responsibility.</p>

<p><i>The Duties of Employees</i></p> <p>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.</p>	<p>All employees should observe all instructions on health & safety recommended by the LA H&S annual audit, and any other delegated to be responsible for health & safety.</p> <p>All accidents are recorded in an accident book and any hazardous situations or defects in equipment are promptly reported to the SBM. Any maintenance issues must be recorded in the maintenance book in the main office. Works will be signed off in the book when completed.</p> <p>Staff are expected to take responsibility for their own safe working practices in regards to good standards of housekeeping, cleanliness, hygiene and safe use of equipment.</p>
<p><i>Pupils</i></p> <p>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.</p>	<p>Children are taught how to use resources/equipment safely and correctly and we expect them to follow the procedures that they have been taught. Children are expected to be dressed appropriately for PE, and any other activities that might require clothing other than school uniform. Children are encouraged to wash their hands after using the toilet and before eating. Fire drills enable us to train the children on how to behave during an emergency. During off site visits children are made aware of the possible risks and informed accordingly as to the action they should take – depending on the age of the pupils and the activities involved.</p>

<p><i>School Safety Representatives</i> 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).</p>	<p>The School does not have a Union safety representative or staff nominated representative</p>
<p><i>Temporary Staff</i> 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.</p>	<p>Temporary staff will receive copies of all relevant policies on induction. It is the SBM's responsibility to arrange for copies to be made available.</p>
<p><i>Teaching Staff</i> 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.</p>	<p>Each class teacher takes responsibility for ensuring compliance with this policy within their own class. Class teachers will work with children to develop safe working habits and will work with additional support staff to ensure that the messages taught are reinforced regularly. Any defects with facilities or equipment within any of the classrooms will be reported directly to the SBM and via the maintenance book in the office. Incidents or near misses are reported to the SBM and where necessary recorded on the SHE system. Any acts of violence are reported to the HT and recorded by the member of staff involved or witnessing such as CPOMS.</p>

<p><i>Teaching Assistants</i> 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.</p>	<p>Teaching Assistants are expected to comply with the contents of this policy. Teaching Assistants will work under the supervision of class teachers to promote the messages about safe working practices and will report any defects in facilities or equipment to the SBM and through use of maintenance book. Incidents, near misses, acts of violence (including verbal) should also be reported to SBM.</p> <p>SEN TA's work with the SENCO in identifying any special requirements for those pupils needful of any additional H&S consideration.</p>
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i> 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.</p>	<p>Off Site Visit Co-Ordinator – Mrs Tracy Satherley Trip Leaders to complete Risk Assessment prior to visit and have approved by OVC. Off Site Visit Manual available to view on SHE website</p>
<p><i>The Duties of Premises Manager (Business Manager)</i> 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.</p>	<p>Regular programmes of inspection of the premises, undertaking PAT, fire alarm, call points, emergency lighting, legionella and playground equipment inspections have been delegated to the Site Manager. The SBM will ensure that any works are carried out in a timely manner to an agreed standard. All members of staff have a responsibility to take action should they see any unsafe working practices.</p>

Visitors, 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.

Our procedures for the induction of volunteers include induction into Health and Safety Policies and procedures at this school along with safeguarding procedures. Volunteers are given clear instruction as to who to report any concerns to. The Class teacher where the volunteer is working is directly responsible for the supervision of the volunteer.

PART THREE – GENERAL ARRANGEMENTS

<p><i>Arrangements</i> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (customise to meet your own situation)</p>
<p><i>Communication</i> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher Miss S Palmer Assistant Head Mrs T Satherley Business Manager</p>	<p>Text messaging service, emails, newsletters and other letters home, School Facebook page, School Noticeboards in school playgrounds. Policies available on school website and in staff room.</p>
<p><i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>As above</p>	<p>Staff meetings and discussions on an as needed basis. INSET training, staff noticeboard.</p>

<p>Section 1 - RISK ASSESSMENT</p>		
<p><i>Risk Assessment</i> 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.</p>	<p>Mrs T Satherley Business Manager</p>	<p>The use of various Risk Assessments is the responsibility of the SBM.</p>

<p><i>School Trips/Offsite Visits</i> 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.</p>	<p>Mrs T Satherley Business Manager</p>	<p>The named Offsite Visit Co-ordinator is Mrs T Satherley. Risk Assessments to be reviewed for each visit. Risk assessments to be filed in risk assessment folder in SBM's office. Advice and guidance also available to all staff on GCC SHE website.</p>
<p><i>Working at Height</i> The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. 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.</p>	<p>Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>Working at height will only occur through use of appropriate equipment such as a step ladder. New Site Manager will be trained to work at heights and is responsible for monthly ladder checks and safe storage of ladders.</p>
<p><i>Noise</i> 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.</p>	<p>Mrs T Satherley Business Manager Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>Class teachers responsible for classroom noise Site Manager and Assistant Caretaker to use equipment such as petrol mowers or strimmer's when classes are not in session.</p>

<p><i>Violence to Staff</i> 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.</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher</p>	<p>Incidents of aggression directed at staff do occur within school from children and/or parents. Where children demonstrate aggressive behaviour a risk assessment will be put in place to protect all concerned. All incidents or near misses must be reported to the Head Teacher and this in turn will be monitored by the Governing Body.</p>
<p><i>Security Arrangements Including Dealing with Intruders</i> Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p>Mrs T Satherley Business Manager Mr D Harris Site Manager</p>	<p>Security during the school day is maintained through the Access Control entry system. Clear signing in and out procedures are in place to monitor staff, pupils, visitors and contractors. Children who arrive late for school or leave early for appointments are signed in/out at the office.</p> <p>Staff are requested to vacate the building by 6.00 p.m, where there are no after school activities or functions, in order to secure the premises.</p> <p>CCTV is operational 24hrs and monitored in main Admin Office during school hours.</p> <p>Security lighting operates on light sensors to illuminate the outside of building in hours of darkness.</p>

<p><i>Personal Security/Lone Working</i> 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.</p>	<p>Mrs T Satherley Business Manager</p>	<p>Family Service Manager is provided with a mobile phone for off site visits and uses an in and out board that identifies her movements.</p>
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i> 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.</p>	<p>Mr D Harris Site Manager</p>	<p>All hazardous materials e.g. cleaning substances are kept locked in the cleaner's/caretaker cupboard.</p> <p>Class teacher to complete risk assessment if dangerous substances are to be used during lessons.</p> <p>Teachers responsible for ensuring safe use of art, DT and science equipment.</p> <p>COHSHH register maintained by Site Manager.</p>

<p><i>Personal Protective Equipment (PPE)</i> 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.</p>	<p>Mr D Harris Site Manager Mrs T Satherley Business Manager</p>	<p>All PPE is provided by the school for Site Manager for various jobs on site. These include gloves, work boots, dust masks, safety glasses.</p> <p>High vis waistcoats are available for pupils and staff for off site visits.</p> <p>When dealing with first aid issues staff are expected to wear gloves which can be found in each first aid kit. This also applies when dealing with children who require personal intimate care e.g. Nappy changing, toileting - see school Intimate Care Policy.</p>
<p><i>School Transport</i> 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.</p>	<p>Mrs T Satherley Business Manager Mr D Harris Site Manager</p>	<p>All staff who wish to drive the school minibus have to present their driving license to be recorded and undertake MIDAS training.</p> <p>Staff are required to report any changes to their driving license immediately.</p> <p>Any members of staff who drive on behalf of the school are required to provide relevant documentation to the SBM (evidence of current MOT and up to date business insurance).</p>

<p><i>Manual Handling (typical loads and handling pupils)</i> The school refers to the SHE/GN/30 <i>Manual Handling</i> 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. Headteacher and Business Manager are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	<p>Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>Where a child has a special education need or disability members of staff will receive appropriate training as to how to move and handle the child. This will be updated regularly according to any changes in circumstances or need.</p> <p>Where heavy loads require moving the following steps are taken: -</p> <ul style="list-style-type: none"> • Loads broken down for easier movement • Site staff assist with handling operations • Use of manual handling aids <p>Agreed methods for regular tasks e.g. Setting up tables, preparing for assembly.</p>
<p><i>Curriculum Safety (including extended school's activity/study support)</i> 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.</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher</p>	<p>A balance must be achieved between independent learning and the necessary supervision to ensure safety.;</p> <p>Teachers will ensure that they are familiar with all risks which might arise from tools, equipment, materials and processes they plan for children to use.</p> <p>All teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.</p>

<p><i>Work Experience Placements</i> 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 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>		<p>The school currently does not have any work experience placements</p>
<p><i>Display Screen Equipment</i> The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Mrs T Satherley Business Manager</p>	<p>Risk assessments have been carried out with appropriate users and are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>
<p><i>Parent Teacher Association</i> 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.</p>		<p>PTA carry out all risk assessments for their events and copies are held in central risk assessment file. The PTA are covered under the School Insurance for fundraising events. Measures used during events include adequate supervision, food hygiene, controlling vehicle movement.</p>

<p><i>Playground Supervision/Play Equipment and Maintenance</i></p> <p>Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. 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.</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher Mrs T Satherley Business Manager</p>	<p>There are no significant hazards in the playground areas. Staff supervises pupils at break and before and after school. MDS patrol at lunch times liaising with a member of the SMT. CCTV monitors the playgrounds and internal corridors. All visitors are instructed to report to Reception and have to wear identity badges. The play apparatus is inspected annually. Any accidents are recorded in the school accident book and a report slip sent home with the child to explain what happened and how it was dealt with.</p>
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<p>Section 2 - PREMISES</p>		
<p><i>Mechanical and Electrical (fixed and portable)</i> 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.</p> <p>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 Business Manager's office.</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>	<p>Mr D Harris Site Manager Mrs T Satherley Business Manager</p>	<p>Records of annual and bi-annual testing kept on file in the Site Manager's and Business Manager's offices.</p> <p>The school requires all contractors to be competent in their designated field and provide supporting evidence, method statements and risk assessments where possible.</p> <p>Portable Appliance Testing is undertaken in-house on a rolling process – records are kept in Business Manager's office.</p> <p>Fixed wire test is conducted every 5 years by competent contractor. Renewal date: August 2025</p>

<p><i>Maintenance of Machinery and Equipment</i> 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.</p>	<p>Mr D Harris Site Manager</p>	<p>Gym equipment checked monthly by Site Manager and annually by GCC Mini Bus – weekly safety checks by Site Manager and 12 weekly checks by Warner’s. Fire Alarm Panel – twice a year by Decibel Fire Extinguishers- annual check by Decibel Alarm System – quarterly check by Decibel CCTV – annual check by Decibel Boilers, radiators – annual check by P&R Heating Outdoor play equipment – annual check by GCC</p>
<p><i>Asbestos</i> To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • 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 <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p>Mr D Harris Site Manager</p>	<p>All copies of asbestos surveys are stored in the Business Manager’s office.</p> <p>The School requires a R&D type asbestos survey to be carried out where there is an element of suspicion of asbestos present before any refurbishment is undertaken within the School. Specialist contractors are hired to undertake removal of such material.</p>

<p><i>Service Contractors</i> 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.</p>	<p>Mr D Harris Site Manager Mrs T Satherley Business Manager</p>	<p>Contractors report to School Office where contractors have access to asbestos information, fire information and Health and Safety Information. Security passes are issued. Class Catering provide school meals which are cooked on site. Greenfields cover our grounds maintenance.</p> <p>All contracts and servicing details can be found in the SBM's office.</p>
<p><i>Building Contractors</i> 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.</p>	<p>Mr D Harris Site Manager Mrs T Satherley Business Manager</p>	<p>Pre-works meeting is held with main contractor, Headteacher, Head of School, Business Manager and Site Manager. This is followed by regular meetings to discuss progress and any problems identified.</p> <p>The Site Manager will ensure the smooth safe running of the school and its stakeholders.</p> <p>Contractors and sub-contractors will register/record all presents on school site at main school office.</p>
<p><i>Small Scale Building Works</i> This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p>Mr D Harris Site Manager Mrs T Satherley Business Manager</p>	<p>Contractors are required to sign in at main reception where they are provided with visitor badges and then report to either the Site Manager or Business Manager. Contractors are expected to provide their own equipment.</p>

<p><i>Lettings (shared working – playgroups etc)</i> 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.</p>	<p>Mrs T Satherley Business Manager</p>	<p>At present no short term lettings agreements are in place.</p>
<p><i>Slips/Trips/Falls</i> 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.</p>	<p>Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>All members of staff are responsible for ensuring classrooms and classroom fire exits are kept clear. Children are also encouraged to take responsibility for keeping their own classrooms free from obstructions. Any defects or maintenance issues to be reported to SBM and recorded in logbook in School Office.</p> <p>Governors to carry out site inspection each term and record findings on Governor Inspection Sheet.</p>

<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Business Manager. 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.</p>	<p>Mrs T Satherley Business Manager Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>Cleaning staff are encouraged to report any concerns they have of any area in relation to health & safety. Business Manager undertakes regular inspections and arranges appropriate work schedules. GCC also conduct regular inspections.</p> <p>Cleaning undertaken before start of school. All staff have attended appropriate training.</p>
<p><i>Transport Arrangements (on-site)</i></p> <p>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.</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher Mrs T Satherley Business Manager</p>	<p>Pedestrians enter school through pedestrian gates and proceed into school via the relevant footpaths.</p> <p>The school has two designated car parks for staff and parents/visitors.</p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>		<p><i>There is no school bus.</i></p>

<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i> The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</p>	<p>Mrs T Satherley Business Manager in liaison with Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>Grounds Maintenance undertaken by Greenfields. The School requires all ground works on site to wear PPE. Defects & issues identified are reported to the Site Manager.</p> <p>Test undertaken by Site Manager Legionella – monthly Fire Alarm - weekly</p> <p>External play equipment is inspected annually by GCC.</p>
<p><i>Gas and Electrical Appliances</i> 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.</p>	<p>Mr D Harris Site Manager</p>	<p>PAT testing is undertaken by Site Manager. Boiler testing by P&R Heating Gas Sensors by Gas Alarm Systems Ltd.</p>
<p><i>Glass and Glazing</i> 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.</p>	<p>Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>All glass repairs are reported to Site Manager. Cracked or damage glass is taped immediately to make safe and replaced by glass contractor.</p>

<p><i>Water Supply/Legionella</i> 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.</p>	<p>Mr D Harris Site Manager</p>	<p>Site Manager undertakes weekly flushing and monthly temperature checks throughout the school. Records are held in Site Manager's office.</p>
<p><i>Snow and Ice Gritting</i> 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.</p>	<p>Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>The Headteacher will determine whether the school needs to be closed in adverse weather conditions – a procedure is in place to close the school in emergencies.</p> <p>There are suitable bins around the school for the storage of rock salt.</p>

<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p><i>Infectious Diseases</i> The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher</p>	<p>Outbreaks of infections will be published to parents and staff immediately to ensure pregnant women are informed. Poster detailing Guidance of Infection Control can be found on the yellow notice board in the School Office. If the school has any further concerns regarding infectious diseases advice will be taken from appropriate NHS professionals</p>
<p><i>Dealing with Medical Conditions</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</i> 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.</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher Mrs K Kirby SENCO Mrs T Satherley Business Manager (Staff)</p>	<p>Any child with a severe medical need would have an Education Health and Care Plan in place which would lay out all of their specific needs and how to address them. Staff will undertake appropriate training. Information about children who suffer from an allergy are available in the School Office and kitchen.</p> <p>Individual Care Plans will be completed by the School, Parent and other professionals involved with the child</p>

<p><i>Drug Administration</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. 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.</p>	<p>School Office</p>	<p>Administration of prescribe drugs will be carried out only by staff (if they agree) once parental consent and a relevant medical form has been completed. If medicines need to be administered on residential trips a medical form will need to be completed and consent given.</p>
<p><i>First Aid</i> 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 <i>First Aid</i> is followed.</p>	<p>All Staff</p>	<p>First Aid boxes are located in all classrooms and in staff room. All staff have undertaken basic first aid training. Mrs B Speck – Paediatric First Aider Miss A Badat – Paediatric First Aider Miss F Preedy – Paediatric First Aider Mrs E Newman – Paediatric First Aider Miss R Rees – Paediatric First Aider Mrs K Peters – Paediatric First Aider Mrs K Kirby – Paediatric First Aider Miss M Bryce – First Aider At Work</p>
<p><i>Reporting of Accidents, Hazards, Near Misses</i> The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>. 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.</p>	<p>All Staff</p>	<p>There are accident forms located in all classes. School Secretary inputs to the SHE Unit. Forms to be completed if a member of staff has an accident and these are reported to the SHE Unit.</p>

<p><i>Fire Safety and Emergency Evacuation</i> The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p>Mrs T Satherley Business Manager Mr D Harris Site Manager</p>	<p>Weekly alarm testing is recorded by Site Manager Recording and training of relevant people and fire evacuation drills and undertaken by Business Manager. Testing and maintenance of: - Fire Alarm Panel – Decibel Fire Extinguishers – Decibel Emergency Lighting – Decibel</p> <p>Fire Procedures are displayed in all rooms, fire assembly point in KS1 playground.</p> <p>The school has a fire risk assessment undertaken by a competent body every 3 years.</p>
<p><i>Crisis and Emergency Management</i> 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.</p>	<p>Mrs R Lane Headteacher</p>	<p>The Crisis Management Team are: - Headteacher, Head of School, Assistant Head, Business Manager, Site Manager, Chair of Governors Emergency plan is located in school office.</p>

Section 4 - MONITORING AND REVIEW		
<p><i>Monitoring</i> 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.</p>	<p>Mr D Harris Site Manager Chair of Finance & Premises</p>	<p>Carried out by Health & Safety Governors and Site Manager. The School has a programme for review, updating and reissuing policies.</p>
<p><i>Inspections</i> Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide – Workplace Inspections</i> 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.</p>	<p>Health & Safety Governor Mr D Harris Site Manager</p>	<p>Health & Safety Governor twice yearly walk around. Site Manager undertakes daily checks around the site. All staff to be vigilant in their classrooms regarding fixtures and fittings and report any problems to the SMB immediately. Arrangements will then be put in place for repair or replacement.</p>
<p><i>Review</i> 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.</p>	<p>Mrs T Satherley Business Manager Mr D Harris Site Manager</p>	<p>The Health & Safety Policy will be reviewed annually and approved by the Governors; accident trends are reviewed at committee level and reported back to full governors; LA annual audit.</p>

<p><i>Auditing</i> 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.</p>	Mrs R Lane Headteacher Mrs T Satherley Business Manager	LA audit completed. Report made available to Chair of Governors and reported at committee level.
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Section 5 -TRAINING		
<p><i>Staff Health & Safety Training/Competence</i> The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher 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.</p>	<p>Mrs R Lane Headteacher Mrs T Satherley Business Manager</p>	<p>Training records are held centrally in the Business Manager's office. H&S training is available through the LA or other providers.</p>
<p><i>Supply and Student Teachers</i> The school's expectations are made clear to any supply and student teacher through the provision of 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.</p>	<p>Mrs R Lane Headteacher Mrs H Willis Acting Headteacher</p>	<p>Supply and student teachers are given induction by Operational Head.</p>

<p><i>Volunteer and Parent Helpers</i> 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 visitor's 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.</p>	<p>Relevant Teacher</p>	<p><i>Designated Safeguarding Lead is Miss M Bryce</i> <i>Deputy Safeguarding Leads are: -</i> <i>Mrs R Lane ; Mrs. H Williams, Mrs. H Willis</i></p>
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Section 6 - HEALTH AND WELLBEING		
<p><i>Pregnant Members of Staff</i> 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.</p>	<p>Mrs T Satherley Business Manager</p>	<p>The Business Manager will carry out a risk assessment of any pregnant member of staff once the school has been informed.</p>
<p><i>Health and Well Being Including Absence Management</i> The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health & Safety Executive's <i>Management Standards for Work-Related Stress</i>. 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.</p>		<p>The school uses the services of Occupational Health and Care First. This allows staff to have private access to counsellors and other professionals.</p>
<p><i>Smoking on Site</i></p>		<p>The school is a no smoking site and visitors and contractors are required to conform to this status.</p>

Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><i>Environmental Compliance</i> 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.</p>	<p>Mr D Harris Site Manager Mr J Dee Assistant Caretaker Mrs T Satherley Business Manager</p>	<p>The school endeavors to recycle as much as possible. Paper recycling bins are placed in each classroom and paper is reused where possible.</p> <p>General waste is contracted through Suez Paper, card, plastics, tins are recycled through Suez Food waste is contracted through Andigestion Confidential Waste contracted through TTB</p>
<p><i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	<p>Mr D Harris Site Manager Mr J Dee Assistant Caretaker</p>	<p>Sanitary bins and nappy bins are disposed of through use of an outside contractor</p>
Section 8 - CATERING AND FOOD HYGIENE		
<p><i>Catering and Food Hygiene</i> 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</p>	<p>Mrs T Satherley Business Manager Class Catering</p>	<p>Catering Services provided by Class Catering. All Food Hygiene certificates, temperature charts and records are maintained and kept by Class Catering.</p> <p>Breakfast Club staff have undertaken Food Hygiene Training</p>

Section 9 – HEALTH AND SAFETY ADVICE		
<i>Information</i> Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.go.uk		Advice available from Safety, Health and Environment (SHE) 01452 425350 GCC’s SHE acts as the school’s source of “competent health and safety advice” under a traded services agreement.