



# **CHURCHDOWN PARTON MANOR SCHOOLS' FEDERATION**

## **HEALTH AND SAFETY POLICY**

<b>Staff responsible</b>	<b>SBM/ DHT</b>
<b>Reviewed</b>	<b>Spring 2019</b>
<b>Next review</b>	<b>Spring 2020</b>

## **Equalities statement**

Churchdown Parton Manor Schools' Federation provides an education for all, acknowledges the society in which we live, and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the school are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with the opportunity to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life, including:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

## **Safeguarding statement**

- The named person with responsibility for child protection in our school is the Head Teacher, who liaises with a named Governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- If any person suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform the Head Teacher about their concerns
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Gloucestershire Safeguarding Children Board. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults who work in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (DBS, Barred and Prohibition Checks).
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **Accessibility Statement**

We will strive to ensure that the ethos of the school is such that everyone is equally valued and treated with respect. Pupils will be provided with opportunities to experience, understand and value diversity.

All pupils should have access to an appropriate education that gives them the opportunity to achieve their personal potential, whatever their abilities and needs might be.

## **PART ONE**

### **STATEMENT OF INTENT**

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

The school's Governing Body and HT 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 federation 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 Governing Body and HT.

In particular the Governing Body and HT 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 HT 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 HT will ensure adequate resources, including finance to implement the Policy.

The Governing Body and HT are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and HTs commitment to continuous improvement in the schools' health and safety performance. For the Policy Document to be effectively implemented, the schools require the full co-operation of employees and others who use the premises.

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

This policy, together with the organisational structure and the following arrangements and procedures, has been approved by the schools' Governing Body.

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## **PART TWO – ORGANISATION**

### **Organisation – Introduction.**

In order to achieve compliance with the Governing Body and Head Teacher's (HT) Statement of Intent the federation's management structure will have additional responsibilities assigned to them as detailed in this part of this policy.

### **The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this Health and Safety Policy. In consultation with the HT 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 policy ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

### **The Duties of the HT**

The HT has day-to-day responsibility for ensuring compliance with this Health and Safety Policy. In consultation with the Governors, the HT will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the schools, periodically assessing the effectiveness of this policy ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The HT will maintain the profile of health and safety within the schools by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

### **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. They must:

- comply with this Health and Safety Policy 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 instructions, 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 schools' health and safety arrangements and exercise good standards of housekeeping and cleanliness.

### **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 schools 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.



## **School Health and Safety Representatives**

The Governing Body and HT recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and 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. Trade Union 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 HT or Governing Body.

## **Temporary Staff**

Temporary staff are provided with information and guidance which includes this Health and Safety Policy, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the HT whilst on the school site.

## **Teaching Staff**

Teaching Staff have a day to day responsibility for ensuring compliance with this Health and Safety Policy and ensuring all persons under their control are aware of the general health and safety requirements of the schools and the detailed requirements for activities relevant to them. All teachers are responsible for the immediate safety of the pupils in their classroom. Class 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.

## **Teaching Assistants**

Teaching assistants have a day to day responsibility for ensuring compliance with this policy and are immediately accountable to the teacher in charge whilst the class is in session.

## **The Duties of Off-Site Visit Coordinators (OVC)**

The Off-site Visit Coordinators (OVC) ensures that all off-site activities and Educational Visits, Regulations and Gloucestershire County Council (GCC) Safety, Health and Environment (SHE) standards for off-site visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The OVC school refers to guidance provided on the GCC SHE webpages.

## **The Duties of Premises Manager (Business Manager/ Site Manager/ Caretaker)**

The Premises Manager has a day to day responsibility for ensuring compliance with the Schools' Health and Safety Policy and taking effective action and/or immediately referring to the HT 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.

## PART THREE - ARRANGEMENTS

<p><b>Arrangements/ Procedures</b> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p><b>Responsibility of: Name/Title</b> HT – Head teacher DHT – Deputy head teacher SBM – School business manager OM – Office manager CT – Caretaker</p>	<p><b>Further Information</b></p>
<p><b>Communication</b> The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>HT DHT SBM/ OM Governing Body</p>	<p><i>Staff meetings Staff Handbook Newsletters Induction of new staff Briefing for visitors/ volunteers/ contractors etc</i></p>
<p><b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>HT SBM/ OM CT Governing Body</p>	<p><i>Resources Committee, Staff Meetings 'as and when required'</i></p>
<p><b>SECTION 1 - RISK ASSESSMENT</b></p>		
<p><b>Risk Assessment</b> The school uses the GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) /Association for Physical Education (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>HT SBM CT Governing Body Teaching Staff Non-teaching Staff</p>	<p><i>HT/SBM/CT/Governing Body: School Site Teaching Staff: Responsible for their Curricular areas</i></p>
<p><b>School Trips/Off-site Visits</b> The school complies with Department for Education (DFE) Guidance and the GCC standards on off-site visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.</p>	<p>HT SBM/DHT</p>	<p><i>D Blackburn is the Off-site Visits Co-ordinator (Jnr) J Smith is the Off-site Visits Co-ordinator (Inf) M Neale is the Off-site Visits Co-ordinator (Pre-School) The school complies with the GCC off-site visits policy and procedures.</i></p>

<p><b>Working at Height (WAH)</b></p> <p>The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. 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 pre-existing 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>Members of staff trained in WAH: M Sumpter</p>	<p><i>Specific Duties:</i>  <i>Changing light bulbs and fluorescent tubes: Caretaker</i>  <i>Displays and decorations: Staff briefed on safe working via staff meetings arranged when necessary.</i>  <i>Document ladder checks: Caretaker</i></p> <p><i>Ladders are stored in Cleaners Cupboards, and outside containers</i></p> <p><i>See Ladder Safety Policy 2019</i></p>
<p><b>Noise</b></p> <p>The school is aware of the 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>HT SBM OM</p>	
<p><b>Violence to Staff/ Volunteers</b></p> <p>The school is aware of the responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the schools 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 Enterprise System.</p>	<p>HT Governing Body All staff</p>	<p><i>Reporting of incidences of violence/ aggression reported through Child Protection Online Monitoring System (CPOMS) initially</i>  <i>Risk assessment carried out if necessary</i></p>
<p><b>Security Arrangements Including Dealing with Intruders</b></p> <p>Risks to security of the premises and property are assessed through a risk assessment process.</p>	<p>HT SBM CT Governing Body All staff</p>	<p><i>Risk assessments carried out:</i>  <i>Main entrance has keypad access. Site is secured during school hours. Only staff and governors advised of codes. All visitors to school required to sign in and out and wear a visitors badge. All staff and volunteers working with children are required to have Disclosure and Barring Service (DBS) clearance. Emergency situations handled by the HT in the first instance – refer to Emergency Procedures Policy.</i></p>
<p><b>Personal Security/Lone Working</b></p> <p>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>HT SBM/ OM All staff</p>	<p><i>All staff sign in and out of school. Lone working policy provided to all staff via Staff Handbook</i></p>

<p><b>Hazardous Substances (Control of Substances Hazardous to Health - CoSHH)</b> Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Health and Safety Policy is supplemented by local Departmental Policies relating to the specific activities of the Department or area.</p>	<p>Caretaker All staff</p>	<p><i>Caretaker holds all COSHH reports relating to cleaning products. COSHH reports for substances in school are kept in the same area as the substances.</i></p>
<p><b>Personal Protective Equipment (PPE)</b> 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>HT SBM/ CT All staff</p>	<p><i>Staff will be provided with PPE where necessary and trained in its use.</i></p>
<p><b>School Transport</b> The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance 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 risk assessments for the individual activities.</p>	<p>HT SBM/ DHT</p>	<p><i>Any Jnr staff member occasionally transporting children is covered by insurance taken out by the school. Parents volunteering to transport children are required to complete a form confirming their insurance cover and licence details.</i></p>
<p><b>Manual Handling (typical loads and handling pupils)</b> The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment. Any activities that involve <i>significant</i> manual handling tasks are risk assessed and where appropriate training provided for staff. HTs are responsible for assessing the appropriate approach to handling tasks and may seek specific professional advice from the SHE Unit and Occupational Health as necessary.</p>	<p>HT SBM/ CT</p>	<p><i>Staff will be provided with training as and when necessary.</i></p>
<p><b>Curriculum Safety (including extended schools activity/study support)</b> School leaders ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the person responsible and all tools/equipment are checked, maintained and stored correctly.</p>	<p>HT Teaching Staff</p>	<p><i>School leaders carry out risk assessments.</i></p>

<p><b>Work Experience Placements</b>  Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>	HT DHT SBM	<i>HT/ DHT/ Pre-school manager co-ordinates work experience placements. DHT/ SBM/ Pre-school manager carry out risk assessments and advises individuals on safety procedures. Secondary Schools carry out placement checks on their students.</i>
<p><b>Display Screen Equipment (DSE)</b>  The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. HT ensures that DSE workplace assessments are conducted for users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	HT SBM/ OM	<i>Risk assessments carried out in accordance with GCC guidelines.</i>
<p><b>Parent Teacher Association</b>  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>	HT SBM/ OM/ CT	<i>Friends Association. HT/ CT/ SBM carry out risk assessments on activities and advise relevant staff/parents of arrangements.</i>
<p><b>Playground Supervision/Play Equipment and Maintenance</b>  Risks are assessed using the GCC General Risk Assessment Toolkits. 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>	HT SBM/ CT All staff	<i>Security – all gates are locked during the school day; access to school by visitors only via Reception • traffic and parking facilities contained at front of school • staff duty rota in place for supervision at playtimes and lunchtimes • use of playground equipment on a rota basis to reduce pressure of numbers • availability of a senior management team member at all times during break and lunch when the pupils are using the playground • rules on behaviour known by all pupils and staff • pupils advised on safe use of equipment (checked annually via Cathy King)• staff trained in emergency first aid</i>

<p><b>SECTION 2 - PREMISES</b></p>		
<p><b>Mechanical and Electrical (fixed and portable)</b>  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 safety, and to the health and safety 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 the school office.  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>Resources Committee  HT  CT  SBM</p>	<p><i>Risk assessments held in Main Office/ CT cupboard</i></p> <p><i>Advise sought from GCC Property Care</i></p> <p><i>PAT testing results in Main Office/ CC cupboard</i></p> <p><i>PAT testing: Mark Sumpter (Caretaker) – Annually</i>  <i>Fixed wiring periodic test and inspection completed in Jan 2019 (Jnr), Feb (2019); due 2024</i></p>
<p><b>Maintenance of Machinery and Equipment</b>  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 and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p>CT  SBM</p>	<p><i>Heating System inspected and serviced annually by Clancy's</i></p>
<p><b>Asbestos</b>  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 Policy 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 compliance with The Management of Asbestos in County Council Occupied Premises Guidance;  where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</p>	<p>Resources Committee  HT  SBM  CT</p>	<p><i>Asbestos Survey Report held in Main Office/ CT cupboard</i></p> <p><i>D Blackburn and M Sumpter – trained in 'Asbestos Awareness'. Responsibility for Asbestos remains with the GCC.</i></p>
<p><b>Service Contractors</b>  Service contractors have regular access to site as specified in their respective contracts. 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>SBM  CT</p>	<p><i>Contractors report to SBM/ OM/ CT who provides the contractor with relevant information on procedures in place.</i>  <i>Contractors are on approved list from GCC who complete necessary checks and ensure that contractors are compliant with all regulations</i></p>

<p><b>Building Contractors</b> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are managed by effective supervision of students and contractors whilst on the school site.</p>	<p>HT CT SBM</p>	<p><i>Regulated by the requirements of the construction Design and Management Regulations/school exercise the duties of the client as contained therein • for all larger scale building works identify who will be involved in works pre meetings e.g. HT or SBM and Contractor • clearly identify timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible) • access requirements • emergency access requirements etc.</i></p>
<p><b>Small Scale Building Works</b> This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>HT CT SBM</p>	<p><i>Contractors are expected to report to HT/ CT/ SBM prior to start of work • approvals will be made prior to start of work • HT and SBM will be responsible person for any project • visitors badge will be worn and advise provided to contractors whilst on site • contact details of SBM provided should a problem arise • timescales agreed before commencement • equipment and services available e.g. access to services advised by SBM • fire precautions/procedures and any particular problems on school site such as overhead cables/access etc will be advised by SBM</i></p>
<p><b>Lettings (shared working – playgroups etc)</b> The school follows the Asset Management and Property Services (AMPS) Guidance and uses a 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 hirer's/tenant's claims arising from negligence. If any part of the school is let, the HT 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 is undertaken.</p>	<p>HT SBM Caretaker</p>	<p><i>Lettings arranged by SBM • security, fire and emergency procedures advised to any potential lettee by SBM/ CT • lettee required to have liability insurance, however insurance can be arranged via school policy – SBM to confirm arrangement for each letting • risk assessments carried out by SBM and lettee where applicable • Caretaker responsible for securing site after all lettings unless otherwise arranged • letting agreements are kept in Main office.</i></p>
<p><b>Slips/Trips/Falls</b> 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 HT or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>HT SBM All staff</p>	<p><i>Risk assessments carried out by SBM/ CT • check sheet in the Good Stewardship Guide/ GCC template is used</i></p>
<p><b>Cleaning</b> A cleaning schedule is in place which is monitored by the SBM/CT. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure 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>GCC Contract services Glen Cleaning CT SBM All staff</p>	<p><i>Glen Cleaning Contractor • GCC contract services arrange and undertake inspections; however HT, CT and SBM carry out inspections on behalf of the school Refer also to COSHH Hazardous Substances</i></p>



<p><b>Transport Arrangements (on-site)</b> The schools segregate access traffic, vehicular and vulnerable pedestrians and cyclists and designs out vehicular and vulnerable traffic route conflicts, both at access points and on site. The schools, wherever possible, avoid same access for all.</p>	HT/ CT SBM	<i>Only staff and visitors permitted to park on site. • Main entrance gates closed from 7.30am – 4.30pm • staff requested not to drive onto site between 8.40am and 9.00am • wherever possible deliveries are arranged between 9.30 and 2.30 •</i>
<p><b>Bus Duties (supervision of pupils boarding school buses)</b></p>		<i>Not applicable at this time</i>
<p><b>Caretaking and Grounds Maintenance (and grounds safety)</b> The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the GCC SHE General Risk Assessment Toolkit.</p>	HT DHT CT/SBM Gov committee GCC Contract Services	<i>GCC Contractors used – currently Countrywide (Jnr), Greenfields (Inf) • log book is in place • safety, buildings and security inspections carried out by Resources committee/HT/ DHT/ CT and SBM where relevant • detailed site plan held in main office • Fire alarm system services twice annually • regular fire alarm system checks carried out by Caretaker – records kept in main office • contracts relating to school maintenance include: Fire alarms – Stroud Alarms (Jnr), ADT (Inf) Intruder Alarms – Stroud Alarms Heating Systems – Clancy Plumbing &amp; Heating Access control systems – Severnside security</i>
<p><b>Gas and Electrical Appliances</b> 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 and testing.</p>	SBM GCC Contract Services	<i>Regular visual checks by CT John Clancy Plumbing and Heating are contracted to carry out all work and formal testing of gas and electrical appliances. This includes appliances in the junior school kitchen.</i>
<p><b>Glass and Glazing</b> 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 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. All broken glazing is reported 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>	HT/ CT SBM	<i>Glazing inspected on termly visual H&amp;S inspection. Safety glazing or safety film installed in all high risk areas.</i>
<p><b>Water Supply/Legionella</b> 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</p>	SBM	<i>SBM/ GCC carries out the annual survey •Caretaker responsible for carrying out checks • risk assessment and documented checks can be</i>

<p>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><i>found in the main office/ CT cupboard</i></p>
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<p><b>Snow and Ice Gritting</b> 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>HT SBM Caretaker</p>	<p><i>HT, after consultation with relevant persons (ie Caretaker and SBM) is responsible for determining action to be taken in adverse weather conditions • Caretaker responsible for clearing and gritting pathways to create safe access into school • grit/salt stored by caretaker along with wheeled grit spreader • supply of salt/grit controlled by SBM/ CT</i></p>
<p><b>SECTION 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b></p>		
<p><b>Infectious Diseases</b> The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>HT SBM</p>	<p><i>Poster in Main Office/ First aid room</i></p>
<p><b>Dealing with Medical Conditions</b> 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>HT IM SBM/ OM School Staff</p>	<p><i>All relevant persons advised of procedures when necessary.  Refer to 'Supporting pupils with Medical Conditions Policy'/ Medicine Administration Policy • Medical boxes in each classroom with information sheets and medication •</i></p>
<p><b>Drug Administration</b> 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. A school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>HT SBM/ OM School Staff</p>	<p><i>Parents required to complete forms requesting school staff administer medicines • Policy and forms kept in Main office Refer to Supporting pupils with Medical Conditions Policy'/ Medicine Administration Policy • Medical boxes in each classroom with information sheets and medication •</i></p>
<p><b>First Aid</b> 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 and GCC SHE procedure is followed</p>	<p>HT SBM</p>	<p><i>Persons trained in First Aid at Work: D Blackburn, D Preece and S Peglar • Persons trained in Emergency Aid in School: All Teaching Assistants and Mid-Day Supervisors • Basic First Aid boxes are kept in classrooms and communal areas • SHE First Aid Kit held in Main Office</i></p>
<p><b>Reporting of Accidents, Hazards, Near Misses</b> The school reports and investigates all accidents, incidents and near misses and adheres to the GCC She Procedure <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</p>	<p>HT/ DHT SBM Staff trained</p>	<p><i>HT/ DHT or SBM inputs to SHE Enterprise • minor incident forms are kept • parents informed where any bump to the head occurs - report by fastest means</i></p>

<p>implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>	<p>in First Aid</p>	
<p><b>Fire Safety and Emergency Evacuation</b> The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p>HT SBM/ CT All staff</p>	<p><i>Fire risk assessment completed using GCC template • fire drills carried out termly, records kept in main office • fire fighting equipment is provided throughout the school and maintained by Stroud Alarms/ ADT • the fire alarm is tested weekly by the Caretaker and serviced and inspected six monthly by Stroud Alarms/ ADT • all visitors to school are advised of the procedure • Refer to the Fire Policy and Fire Action Notice 2019</i></p>
<p><b>Crisis and Emergency Management</b> 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 the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>		<p><i>Refer to Crisis Management Policy 2019</i></p>

<b>SECTION 4 - MONITORING AND REVIEW</b>		
<p><b>Monitoring</b> 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>HT/ CT SBM</p>	<p><i>Monitored regularly by HT/ DHT and SBM/ CT • Monitored annually by Resources Committee</i></p>
<p><b>Inspections</b> Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the <i>Good Stewardship Guide</i> and the GCC SHE <i>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>HT/ CT SBM Resources Committee</p>	<p><i>HT/ DHT and SBM/ CT carry out regular inspections • Resources Committee join them to carry out inspections 3 times per year • inspection sheets are kept in main office • identified areas for maintenance/repair are reported to SBM/ CT for action • actions are followed up during routine inspections</i></p>
<p><b>Review</b> 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 un-planned checks and inspections.</p>	<p>HT/ CT SBM Resources Committee</p>	<p><i>The school also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc. This is carried out annually as identified in the policy review schedule • An regular Health and Safety Report is presented to Governors • The Health and Safety Policy will be reviewed annually and approved by the Governors. • Accident trends will be identified by SBM/ CT and reported</i></p>
<p><b>Auditing</b> 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>	<p>Resources committee</p>	<p><i>SHE Unit carries out an audit every 3 years; most recently Feb 2019 (Jnr), Feb 2018 (Inf)</i></p>

<p><b>SECTION 5 -TRAINING</b></p>		
<p><b>Staff Health and Safety Training/Competence</b>  The school is committed to ensure staff are competent to undertake the roles expected of them. The HT undertakes training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensures 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>HT SBM</p>	<p><i>Details of Training undertaken are kept in the main office • Staff are advised of training available by the HT/ SBM/ CT</i></p>
<p><b>Supply and Student Teachers</b>  The school's expectations are made clear to the Supply and Student teachers through the provision of Supply/Student Teacher Handbook. Supply teachers and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The HT 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 HT/responsible person gives guidance on the work to be covered.</p>	<p>HT SBM/ OM</p>	<p><i>The HT, as Designated Safeguarding Lead, is the responsible person for ensuring safeguarding (All members of SLT are Deputy DSLs) • the SBM/ OM maintains the single central safeguarding record • security arrangements etc are provided to both student and supply teachers during induction</i></p>
<p><b>Volunteer and Parent Helpers</b>  Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction leaflet from the Designated Safeguarding Lead (DSL) and are expected to wear a visitor 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>HT SBM/ OM</p>	<p><i>Volunteers and parent helpers may be required to hold a DBS disclosure details of which are kept on the Single Central Record maintained by the SBM/ OM – this is dependent on the nature of the activity• The Designated Safeguarding Lead is the HT (All members of SLT are Deputy DSLs) • safeguarding procedures are explained to all volunteers and parent helpers on induction and induction leaflets given</i></p>

<b>SECTION 6 - HEALTH AND WELLBEING</b>		
<p><b>Pregnant Members of Staff</b></p> <p>The First Aid Room/Rest Room/ Staff 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 GCC SHE guidance.</p>	<p>HT SBM Staff</p>	<p><i>Risk assessment will be carried out by SBM/HT • Rest room facilities will be provided where relevant • staff are asked to advise HT/SBM as soon as practicable when pregnant</i></p>
<p><b>Health and Well Being including Absence Management</b></p> <p>The school refers to GCC SHE <i>Stress Risk Assessment Toolkit</i> and has carried out a risk assessment based on the Health and 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.</p>		<p><i>The school buys into the GCC Occupational Health Service including the Employee Assistance Programme.</i></p> <p><i>Refer to Absence Policy 2019</i></p>
<p><b>Smoking on Site</b></p>		<p><i>No smoking on the school site.</i></p>
<p><b>Sun Safety</b></p>		<p><i>Refer to Sun Protection Policy 2019</i></p>
<b>SECTION 7 - ENVIRONMENTAL MANAGEMENT</b>		
<p><b>Environmental Compliance</b></p> <p>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>HT/ CT All school staff</p>	<p><i>Printwaste Recycling collection regularly – all paper and card waste • all staff are responsible for helping the school fulfil its waste management objectives - ensuring recycling is carried out wherever possible</i></p>
<p><b>Disposal of Waste</b></p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner</p>	<p>SBM Caretaker</p>	<p><i>SBM/Caretaker dispose of waste items • Fluorescent tubes collected by CEF •</i></p>

<b>SECTION 8 - CATERING AND FOOD HYGIENE</b>		
<b>Catering and Food Hygiene</b> 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).	Caterlink  GCC Contract Services	<i>Infant/ Junior schools: Caterlink along with GCC Contract Services are responsible for ensuring Catering and Food Hygiene compliance (until July 2019 then AMB catering from September 2019)</i>  <i>Pre-school: Environmental health star system displayed; 'Food safety for childminders'; GCC checks every 3 years</i>
<b>SECTION 9 – HEALTH AND SAFETY ADVICE</b>		
<b>Information</b> Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425349/50		

### POLICY REVIEW AND LINKS

This policy will be reviewed annually.

It should be read in conjunction with the Staff discipline, Conduct and Grievance policy.

<b>Policy Review Details</b>			
Is the policy working and effective? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Has the policy been changed? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>If changed what reason?</b>	<b>Change in Legislation</b> <input type="checkbox"/>	<b>In light of recent event</b> <input type="checkbox"/>	<b>Other <input type="checkbox"/> Please give brief reason</b>
Merged infant and junior policies			
Policy signed off by _____			
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