



## **HEALTH AND SAFETY POLICY**

**MANAGEMENT RESPONSIBILITY:** Head Teacher

**RATIFIED:** 26<sup>th</sup> June 2023

**AUTHORISED SIGNATORY:**  
Eric Dawson, Chair of Governors

**REVIEW DUE:** June 2024  
Policy Allocation: Link H&S Governor / BM

### **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 Head Teacher 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 Head Teacher.

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

The Governing Body and Head Teacher 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 Head Teachers commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

**PART 2  
ORGANISATION**

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### PART 2 - ORGANISATION

## Section 4 - Appendices

<p><i>Organisation – Introduction.</i></p> <p>In order to achieve compliance with the Governing Body and Head Teacher '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&amp;S Policy Document.</p>	
<p><i>The Duties of the Governing Body</i></p> <p>The Governing body has overall responsibility for ensuring compliance with this H&amp;S Policy Document. In consultation with the Head Teacher 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>GCC SHE unit undertake an annual health and safety audit. The resulting findings will be reported back to the Business Management committee and any items of high priority status will be dealt with as a matter of urgency. In addition, any weaknesses found with this policy will be reported and the necessary amendments will be made following the due process. All actions are undertaken with the full support and knowledge of the Head Teacher.</p>

## Section 4 - Appendices

### *The Duties of the Head Teacher*

The Head Teacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Head Teacher 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.

The Business Manager will assist the nominated Governor with the role for Health and Safety in gaining access to all necessary information and school premises so that they are able to effectively gauge the school's implementation of this policy. In addition, they will ensure that this policy is known, understood and implemented by all school employees so that a culture of positive attitudes towards Health and Safety, and an understanding of how implementing this policy will assist them in improving the school environment and the students' learning is created.



## Section 4 - Appendices

### *The Duties of Employees*

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

All employees must follow recognised safe procedures and best practice at all times. Specific activities that have been risk assessed should be administered in the manner described ensuring that all the control measures on that activity have been implemented. Any problems encountered should be reported to and discussed with the appropriate line Manager.

### *Pupils*

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

The school should ensure that all students are aware of and understand how to be safe in the most likely situations they are likely to experience during their time at Maidenhill School. They must understand that failure to take on the personal responsibility of ensuring they are behaving safely can have serious consequences for both themselves and other students and school staff. They should understand that there will be consequences to unsafe behaviour in line with the School Behaviour Policy.

## Section 4 - Appendices

<p><i>School Safety Representatives</i></p> <p>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 Head Teacher or Governing Body.</p>	<p>The School will always liaise with a nominated Union Health and Safety representative and provide information as requested.</p>
<p><i>Temporary Staff</i></p> <p>Temporary staff are provided with information and guidance which includes the Health &amp; Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head Teacher whilst on the school Site.</p>	<p>Time will be allocated at the beginning of the person's employment to go through all necessary Health and Safety procedures with a relevant person and they will be asked to indicate that they have understood the information provided. In addition, they will be directed to the policies of most relevance to the role that they will be undertaking. Refer to the Safer Recruitment Policy and Staff Handbook.</p>

## Section 4 - Appendices

### *Teaching Staff*

Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated Teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

All teaching staff must follow recognised safe procedures and best practice at all times. Specific activities that have been risk assessed should be administered in the manner described ensuring that all the control measures on that activity have been implemented. Any problems encountered should be reported to, and discussed with, the appropriate line Manager; any oversights in the risk assessment should be reported to the Head Teacher. Teachers must ensure that the health and safety of themselves, the students and other adults under their supervision is not placed at risk.

## Section 4 - Appendices

<p><i>Teaching Assistants</i></p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and are immediately accountable to the Teacher in charge whilst the class is in session.</p>	<p>Learning Support Assistants must report any encountered problems to the class Teacher in charge immediately, ensuring that the students are not placed at further risk when doing so. In addition, they should respond to the Teacher's directions on matters of health and safety with immediate effect.</p>
<p><i>The Duties of Off-Site Visit Coordinators (OVC)</i></p> <p>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>Refer to the Educational Off Site Visits Policy</p>
<p><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i></p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the school Health &amp; Safety Policy Document and taking effective action and/or immediately referring to the Head Teacher 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>The Site Manager and Business Manager will collate all relevant information pertaining to the safety of the premises and ensure that all certificates, warranties, guarantees and other information are in date. They will arrange for the regular inspection of items and installations requiring certificate renewal and ensure that subsequent reports are brought to the attention of the Head Teacher.</p>

## Section 4 - Appendices

### *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.

Volunteers must report any encountered problems to the class Teacher in charge immediately, ensuring that the students are not placed at further risk when doing so. In addition, they should respond to the Teacher's directions on matters of health and safety with immediate effect.

## Section 4 - Appendices

### 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><b>Responsibility of: Name/Title</b></p>	<p><b>Action/Arrangements (customise to meet your own situation)</b></p>
<p><i>Communication</i> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>		<p>A variety of measures will be used to convey the H&amp;S message to the various people using the school premises. These measures will include H&amp;S posters, school announcements during assemblies, newsletters to parents, staff meetings, staff training sessions, school inspections by the Governor for H&amp;S, direct conversations and the regular dissemination of additional or existing information to those people in need of its receipt.</p>
<p><i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.</p>		<p>Health and Safety will be a regular item on Staff meetings. Furthermore, the Head Teacher will ensure that H&amp;S issues are discussed at their meetings as and when appropriate. The Governor responsible for Health and Safety issues an annual H&amp;S Awareness questionnaire to staff. Findings are collated and reported to Governors at the BM meeting.</p>

## Section 4 - Appendices

<b>Section 1 - RISK ASSESSMENT</b>		
<p><i>Risk Assessment</i></p> <p>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<sup>1</sup> 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>The following staff are responsible for completion of risk assessments within the following areas:</p>		<p>Arrangements are in place for the completion and review of specific school activity based risk assessments where they are not covered by the comprehensive overarching risk assessments of the school activities:</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p> <p><i>Leader of PE</i> <i>Leader of Art and Design</i> <i>Leader of Science</i> <i>Leader of Performing Arts</i> <i>Business Manager/Site Manager for Corporate and Site Management</i></p>

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<sup>1</sup> AfPE=Association for Physical Education? CLEAPPS, see [www.cleapss.org.uk](http://www.cleapss.org.uk)

## Section 4 - Appendices

<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>		Refer to the Educational Off Site Visits Policy
<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>		All staff are made aware that they must feel competent and safe to use a ladder, if this is not the case then a trained ladder user must be asked to complete the task. The Site Manager & Assistant, Art Technician, IT Technician and Performing Arts Teachers have had appropriate ladder training. The Site Manager ensures that the equipment in their use is stored safely and appropriately and remains in good condition. Any defects are reported directly to the Business Manager.



## Section 4 - Appendices

<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>Exposure to excessive noise is controlled by limiting the period of exposure to the source e.g. D&amp;T Technician would only operate noisy equipment such as circular saw for short periods and not working day. PPE hearing protection is available for use.</p> <p>Other noisy tasks such as use of grounds maintenance equipment are contracted out and peripatetic music Teachers (self-employed) are responsible for their own noise exposure controls measures</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 Enterprise system.</p>		<p>The risk of violence to staff has been mitigated by a variety of measures to ensure that staff are safe within the school premises and that potentially difficult situations are managed effectively to ensure that they do not escalate to a level that becomes threatening. (see school security risk assessment)</p> <p><b>Premises</b></p> <ol style="list-style-type: none"> <li>1. Exit via Reception is locked throughout the day and can only be opened by an internal safety release lock.</li> <li>2. Reception staff have emergency panic alarm buttons</li> </ol>

*Security Arrangements Including Dealing with Intruders*  
Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.

### **Premises**

1. All outside gates are locked throughout the day and can only be opened either by coded padlock or key.
2. All keys for external exits are handed out to individual staff.
3. The main reception door entrance to the school is only opened by the reception staff when they have identified the person visiting the school and granted them entry.
4. The school has a fully operational intruder alarm
5. All external doors are locked at 4.30pm each day and are fob access only

### **Staff**

1. All staff and relevant persons have been checked through the DBS process and wear ID badges.
2. Any person gaining access to the premises will be requested to complete the visitor book and wear a visitor badge so that they are clearly identifiable and so that all those approaching them will understand the basis on which they are within the school.
3. All visitors are escorted by a member of staff at all times unless there is good reason for this not to be the case and the matter has been agreed with the Head Teacher.
4. The school has a cascade system for the investigation of alarms out of school hours.

## Section 4 - Appendices

<p><i>Personal Security/Lone Working</i></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><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i></p> <p>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&amp;S Policy Document is supplemented by a local Departmental Policy (e.g. in D&amp;T) relating to the specific activities of the Department or area.</p>		<p>All cleaning chemicals are kept in the cleaning cupboard which is locked at all times. The COSHH data sheets should be obtained and stored in a prominent and known location for use by the cleaning staff. The Site Manager has a locked storage space where items such as paint and white spirit etc are stored. COSHH data sheets are stored with the Site Manager, cleaning and kitchen staff, Art Dept and Science Dept.</p>

## Section 4 - Appendices

<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>Science and DT activities have on occasion required the use of Protective Eye Wear which is kept in the school store. When Teachers plan their lessons they will take into account any hazard that may need to be mitigated and will ensure that the necessary precautions are taken, which will include the use of PPE.</p> <p>Guidance on what activities require eye protection to inform risk assessments is obtained from CLEAPSS</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>The school has 1 minibus for offSite visits and sports fixtures. Every driver is MiDAS trained. Copies of licences are held with the Business Manager.</p>

## Section 4 - Appendices

<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.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Business Manager is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>		<p>For caretaking related situations please refer to the Caretaking Duties Risk Assessment.</p>
<p><i>Curriculum Safety (including extended schools 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<sup>2</sup> guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>		<p>All lessons are planned in advance and activities involving the development of skills and/or an element of risk are assessed for the level of supervision required and whether additional safety measures need to be employed, for example, eye safety wear.</p>

<sup>2</sup> SHE – Safety, Health and Environment

## Section 4 - Appendices

### *Display Screen Equipment*

The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5- *Working with Display Screen Equipment*. Head Teachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Staff have been made aware of *Working with Display Screen Equipment* advice.

DSE self-assessments are carried out for office-based staff who work with display equipment for >1hr continuously. These are reviewed regularly or when layouts or equipment is changed.

A member of the office staff is trained in DSE assessments. Staff required to work from home have carried out a home working DSE risk assessment and any additional equipment required to set up workstations supplied

## Section 4 - Appendices

<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>		PTA currently do not run events that require risk assessments
<p><i>Playground Supervision/Play Equipment and Maintenance</i> 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>		Equipment in the Sports Hall is checked annually by Sportsafe

## Section 4 - Appendices

<b>Section 2 - PREMISES</b>		
<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.</p> <p>Reference is made to <i>AMPS Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with <i>AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection</i>.</p>		<p>All electrical equipment is PAT tested annually by NTS All electrical systems, distribution boards etc. are subject to a schedule of 5 yearly fixed wiring checks. These are arranged with a competent NICEIC accredited electrical contractor by the Site Manager</p>



## Section 4 - Appendices

<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 &amp; Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>		<p>The school Site Manager makes regular visual inspections of the school machinery and equipment. All servicing and maintenance is organised by the Site Manager.</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"> <li>• complying with all regulations and GCC practices concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>• 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>.</li> <li>• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school Site.</li> </ul>		<p>The asbestos register report is held in the school reception. An Asbestos Management Plan is in place and day to day responsibility for managing ACM on Site resides with the Site Manager</p>

## Section 4 - Appendices

<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>The school has a number of maintenance contracts covering:</p> <ol style="list-style-type: none"> <li>1. Upkeep of the school playing field (Sports Ground Maintenance)</li> <li>2. Service and maintenance of the fire alarm system (Decibel Fire and Security)</li> <li>3. Service and maintenance of the emergency lighting system (Decibel Fire and Security)</li> <li>4. Service and maintenance of the oil burning boiler and associated systems (Clancys)</li> <li>5. Service and maintenance of the Intruder System (Decibel Fire and Security)</li> </ol>
<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>For all large scale works the School will use contractors registered with GCC. In addition, contractors are required to work when the students are not on site, when possible. The Business Manager and Site Manager hold pre-Site meetings with the contractors and oversee the works with regular update meetings with the Contractor Site Manager.</p>

## Section 4 - Appendices

<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>Small scale works are undertaken under the direction of the Site Manager. Contractors report to Reception at the agreed start time and sign in to the Visitor book and are issued with a Visitor badge. Where possible and appropriate the school Site Manager will undertake an overseeing role of the works being completed. All contractors will have provided all contact details and, where possible will be contactable by mobile phone whilst working on the school Site.</p>
<p><i>Lettings (shared working – playgroups etc)</i> The school follows Asset Management &amp; 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 Head Teacher 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>Refer to Lettings Policy</p>

## Section 4 - Appendices

### *Slips/Trips/Falls*

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the Teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Head Teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

The floors are cleaned and cleared daily to keep them free of obstruction.

## Section 4 - Appendices

<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Head Teacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		<p>Glen Cleaning have a cleaning schedule that clearly itemises those parts of the school to be cleaned on daily / weekly / monthly basis. The Cleaning Supervisor ensures that the work is completed to an acceptable standard and the Business Manager undertakes regular inspections of the school to ensure that the cleanliness is being maintained.</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>Students enter and exit school via a pedestrian gate to the rear of the school.</p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>		<p>Staff supervise students boarding and alighting the buses each day</p>

## Section 4 - Appendices

<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>The Site Manager is responsible for:</p> <ol style="list-style-type: none"> <li>1. Ensuring that all defects in the buildings and grounds are notified to the Business Manager.</li> <li>2. Undertaking regular checks of the fire alarm system and recording the result in the Fire Logbook (weekly checks on individual alarms, termly full evacuation)</li> <li>3. Any other duties identified by the Head and Governors.</li> </ol> <p>Please refer to the Caretaker Duties Risk Assessment</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>The Site Manager is responsible for overseeing any necessary work and testing of gas and electrical appliances. The gas tests are carried out annually by Clancy's and electrical annually by NTS</p>

## Section 4 - Appendices

### *Glass and Glazing*

A risk assessment has been carried out for all glazing on Site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACOP (Approved Codes of Practice) /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.

School staff will report any window breakages immediately to the Site Manager in the first instance, or the Business Manager in their absence who will ensure that the broken glass is replaced as soon as possible. In addition, the Head Teacher will determine if the area in which the window is broken is still safe to be utilised as part of the normal school activities.

## Section 4 - Appendices

<p><i>Water Supply/Legionella</i></p> <p>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 logbook is used. A process is also in place to deal with any actions should they arise.</p>		<p>Legionella survey is completed on the school Site under the direction of the School Site Manager. All water temperatures are recorded termly by the Site Team.</p>
<p><i>Snow and Ice Gritting</i></p> <p>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>During snow and ice, the school Site team will ensure that the main pathways on the school Site and car park are kept clear using the grit spreader.</p>



## Section 4 - Appendices

<b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b>		
<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> .		The HPA poster is displayed in Reception. A new PHE publication "Spotty Book" replaces the poster information and is held at reception  <a href="https://www.england.nhs.uk/south/wp-content/uploads/Sites/6/2019/09/spotty-book-2019-.pdf">https://www.england.nhs.uk/south/wp-content/uploads/Sites/6/2019/09/spotty-book-2019-.pdf</a>

## Section 4 - Appendices

### *Dealing with Medical Conditions*

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

First Aid treatment is available from Reception. A list of all first aiders is kept in the Reception. In the case of more serious accidents, the first aider will be responsible for contacting parents or the Ambulance Service.

First Aid kits are held in Reception, in each staff area in every building, and in the School Minibus. A First Aider ensures that all First Aid kits are checked at the start of every term and are fully stocked. Any employee using items from First Aid boxes and kits must ensure that they are replaced as soon as possible. Replacement stocks are available at any time from Reception. A First Aid kit must be collected from the Reception before students are taken out of school.

The SENDCo for care plan development for pupils with special needs

## Section 4 - Appendices

<p><i>Drug Administration</i></p> <p>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>Drug administration is not carried out by the school as such but arrangements are in place for pupils to store medication and ensure this is self-administered properly.</p> <p>Parents of students who have Emergency EPIPENs are invited to leave a spare one in Reception</p>
<p><i>First Aid</i></p> <p>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>8 members of staff are first aid trained.</p> <p>The school's First Aid risk assessment is in line with SHE and HSE guidance of 1 FA per 150 pupils, 1 FA per 50 staff with adequate provision for fixtures and OffSite Visits</p>

## Section 4 - Appendices

<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>The Accident and Near Miss book is kept in Reception and is maintained by the First Aiders. The Admin Manager is responsible for the inputting of any relevant accidents into the SHE Assure database.</p> <p>The school will notify SHE of any incident that may be RIDDOR reportable and SHE will make the HSE submission on behalf of the school. SHE also monitors the school's incident report reports to check for any RIDDOR related incidents.</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>Refer to Fire Procedures  Staff Shared – health and safety – Fire Procedures and the most recent Fire Risk Assessment – Nov 2020 of which actions arising are tracked by governors</p>

## Section 4 - Appendices

### *Crisis and Emergency Management*

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Refer to Crisis Management Plan

The Business Manager is responsible for co-ordinating the plan

## Section 4 - Appendices

<p><b>Section 4 - MONITORING AND REVIEW</b></p>		
<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>New information is disseminated to staff via staff meetings and shared with Governors via the Quality and Standards and Business Management Committee meetings. The resulting discussions will determine whether changes will need to be made to any procedures and 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>Inspections are carried out by the Site Manager and Site Assistant. The Governor responsible for health &amp; safety also carries out independent inspections. Heads of Curriculum departments carry out their own safety inspections.</p>

## Section 4 - Appendices

<p><i>Review</i></p> <p>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>The SHE Unit Health and safety report is reviewed annually by the Governors. Accident reports are reviewed by Governors at each Business Management meeting.</p>
<p><i>Auditing</i></p> <p>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>The SHE Unit is requested to complete will be biannual audit in the company of the Health and Safety Governor and Business Manager. The last audit was February 2021.</p>

<p><b>Section 5 -TRAINING</b></p>		
<p><i>Staff Health &amp; Safety Training/Competence</i>  The school is committed to ensure staff are competent to undertake the roles expected of them. The Head Teacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line Managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>		<p>Health &amp; Safety is a fixed item on the Business Management agenda and covers accident and incident reporting and Fire Evacuations.</p> <p>TheBusiness Manager, Site Manager and a Governor have all attended “Managing Health and Safety in Schools” Course</p> <p>Refer to Fire Procedures:  Staff Shared – Health &amp; Safety – Fire Procedures</p>



## Section 4 - Appendices

### *Supply and Student Teachers*

The school's expectations are made clear to any supply and student Teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student Teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The HeadTeacher is responsible for liaising with the supply/student Teacher on general school organisation and routines. When supply and student Teachers attend the school to cover for staff absence at short notice the HeadTeacher/responsible person gives guidance on the work to be covered.

Responsible person for safeguarding    Andy Hara, Assistant Head Teacher  
Andrew Rome - Assistant Head Teacher is responsible for staff induction.

## Section 4 - Appendices

<p><i>Volunteer and Parent Helpers</i></p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated Teacher for child protection and general health and safety and are expected to wear a visitors' badge at all times and follow the school procedures. The Teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>		<p>Refer to Safeguarding Policy Staff Shared Staff Roles &amp; Responsibilities Policies Current Policies</p>
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## Section 4 - Appendices

<p><b>Section 6 - HEALTH AND WELLBEING</b></p>		
<p><i>Pregnant Members of Staff</i> The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</p>		<p>On notification that a member of staff is pregnant the Governor responsible for Health and Safety and the Business Manager must complete a Risk Assessment of their work routines and make any alterations as determined by the resulting control measures.</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 &amp; 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 has purchased an Employee Assistance Programme from Care first Stress management control measures in place: Access to OH and counselling Workload and wellbeing covered in supervision/appraisal Flexible working offered Absence management etc.</p>
<p><i>Smoking on Site</i></p>		<p>The school is a non- smoking Site.</p>

## Section 4 - Appendices

<b>Section 7 - ENVIRONMENTAL MANAGEMENT</b>		
<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.		The Site Manager is responsible for the disposal of waste. The waste contractor is Suz Waste Services and recycling - Printwaste; Food Waste - Andigestion
<i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.		Computers are disposed of by the Network Manager using compliant disposal companies

## Section 4 - Appendices

<b>Section 8 - CATERING AND FOOD HYGIENE</b>		
<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 (District/Borough Council).		The school's catering provider is Harrison Catering
<b>Section 9 – HEALTH AND SAFETY ADVICE</b>		
<i>Information</i> Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 <a href="mailto:she@gloucestershire.gov.uk">she@gloucestershire.gov.uk</a>  <a href="http://www.gloucestershire.gov.uk/she">www.gloucestershire.gov.uk/she</a>		