

**Lydbrook Primary School**  
**(including Robins Nursery)**

*Where anything is Possible*

**HEALTH AND SAFETY POLICY**

<b>Policy Reviewed:</b>	<b>Annually</b>
<b>By:</b>	<b>Full Governing Body</b>
<b>Agreed:</b>	<b>27<sup>th</sup> March 2019</b>
<b>Next Review:</b>	<b>Spring 2022</b>

**PART 1**  
**STATEMENT OF INTENT**

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

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

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;

- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

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

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

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

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

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

Signed:	Signed:
Headteacher's name: Simon Lusted	Chair of Governors' name: Tammy Roberts
Date: 27 <sup>th</sup> March 2019	Date: 27 <sup>th</sup> March 2019

### PART 2 - ORGANISATION

<p><b>Organisation – Introduction.</b> In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&amp;S Policy Document.</p>	<p>Simon Lusted (Head Teacher) is appointed school Health and Safety Co-Ordinator. Diane Ruck (SBM) also leads in matters relating to Health and Safety in an advisory role.</p>
<p><b>The Duties of the Governing Body</b> The Governing body has overall responsibility for ensuring compliance with this H&amp;S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>Health and Safety is reviewed regularly and monitored by the Governors to include School and Nursery premises and procedures. Health and Safety sits within all Governor committees. Governors undertake premises walks (at least once per year) where they monitor the condition of the school grounds, furnishings, fittings and other aspects associated with health and safety. Nominated Governor – Mrs Tammy Roberts</p>
<p><b>The Duties of Employees</b> <b>All employees</b> 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 &amp; Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>All staff sign to say that they have read and understood the Health and Safety Policy and the Primary School Risk toolkit. By signing to say that they have read the documents indicates an agreement to comply with the contents. All accidents are recorded in an accident book and any hazardous situations or defects in equipment are promptly reported to the SBM. Any maintenance issues must be recorded in the maintenance book in the SBM's office. Works will be signed off in the book when completed. Staff are expected to take responsibility for their own safe working practices in regards to good standards of housekeeping, cleanliness, hygiene and safe use of equipment.</p>

<p><b>Pupils</b> Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>Children are taught how to use resources/equipment safely and correctly and we expect them to follow the procedures that they have been taught. Children are expected to be dressed appropriately for PE, Forest School and any other activities that might require clothing other than school uniform. Children are encouraged to wash their hands after using the toilet and before eating – hand sanitizer facilities are available throughout the school and children are encouraged to make use of them. Fire drills enable us to train the children on how to behave during an emergency. Children are encouraged to show respect for others, themselves, property and equipment. During off site visits children are made aware of the possible risks and informed accordingly as to the action they should take – depending on the age of the pupils and the activities involved.</p>
<p><b>School Safety Representatives</b> The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<p>The School does not have a Union safety representative or staff nominated representative.</p>
<p><b>Temporary Staff</b> 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</p>	<p>Temporary staff will receive copies of all relevant policies on induction. It is the School Business Manager's responsibility to arrange for copies to be made available.</p>

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<p>are directly accountable to the Headteacher whilst on the school site.</p>	<p><b>Induction Pack</b></p>
<p><b>Teaching Staff</b> Teaching Staff have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>Each class teacher takes responsibility for ensuring compliance with this policy within their own class. Class teachers will work with children to develop safe working habits and will work with additional support staff to ensure that the messages taught are reinforced regularly. Any defects with facilities or equipment within any of the classrooms will be reported directly to the Head Teacher and/or School Business Manager and via the maintenance book in the office Incidents or near misses are reported to the School Business Manager and where necessary recorded on the SHE system.. Any acts of violence are reported to the Headteacher and recorded by the member of staff involved or witnessing such an act.on the My Concern safeguarding system. Staff are involved in the development of policies where appropriate.</p>
<p><b>Teaching Assistants</b> 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>Teaching Assistants are expected to comply with the contents of this policy and will sign to say that they have read and understood the document and agree to adhere to it. Teaching Assistants will work under the supervision of class teachers to promote the messages about safe working practices and will report any defects in facilities or equipment to their line manager and through use of maintenance book. Incidents, near misses, acts of violence (including verbal) should also be reported to School Business manager..</p>
<p><b>The Duties of Off Site Visit Coordinators (OVC)</b> The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip</p>	<p>Off Site Visit Co-Ordinator: Mr Simon Lusted Trip Leaders to complete Risk Assessment prior to visit and have approved by OVC</p>

<p>leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.</p>	<p>Off Site Visit Manual available to view on SHE website.</p>
<p><b><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i></b></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 Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p>The school caretaker is responsible for ensuring that any maintenance requirements are reported in the maintenance book. The SBM will ensure that any works are carried out in a timely manner to an agreed standard. All members of staff have a responsibility to take action should they see any unsafe working practices.</p>
<p><b><i>Volunteer and Parent Helpers</i></b></p> <p>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.</p>	<p>Our procedures for the induction of volunteers include induction into Health and Safety Policies and procedures at this school along with safeguarding procedures. Volunteers are given clear instruction as to who their line manager is and who to report any concerns to. The Class teacher where the volunteer is working is directly responsible for the supervision of the volunteer.</p> <p><b>Induction Pack</b></p>

**PART THREE – GENERAL ARRANGEMENTS**

<b>Arrangements</b> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (customise to meet your own situation)</b>
<b>Communication</b> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Headteacher SBM All members of teaching staff	Text messaging service, emails, newsletters and other letters home (all letters displayed on the school website), School Facebook page, School Noticeboards in school playgrounds, Visitors signing in book
<b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.	Headteacher SBM	Staff meetings (teaching, TA and Nursery staff) and discussions on an as needed basis. INSET training., staff Noticeboard..
<b>Section 1 - RISK ASSESSMENT</b>		
<p><b>Risk Assessment</b> The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	Senior Management	<p><b>Curriculum Risk Assessments</b>  <b>PE</b> – Sophie Sprawson and Lewis Bowkett  <b>Science</b> – Claire Townsend  <b>DT/ART</b> - due to small staff numbers these subjects are monitored by all staff through staff meetings. Overall monitoring by Head teacher.  <b>Forest School</b> – Laura Symonds and Carla Selwyn-Phillips.  <b>Premises Risk Assessments</b> – Diane Ruck  <b>Offsite Visit Risk Assessments</b> – Organiser of visit  <b>Mini MasterChef Cookery</b> – Pip Agg</p> <p>Any classroom cookery activities are carried out in the classroom and anything requiring cooking is taken by a member of staff to the School Kitchen.</p>

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<p><b>School Trips/Offsite Visits</b> The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.</p>	<p>SBM Teacher in Charge of Trip and Headteacher</p>	<p>Advice for staff regarding offsite visits available from Business Manager's Office. Risk Assessments to be reviewed for each visit. Risk assessments to be filed in risk assessment folder in SBM's Office. Advice and guidance also available to all staff on GCC SHE website.</p>
<p><b>Working at Height</b> The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>.</p>	<p>Working at height will only occur through use of appropriate equipment such as a step ladder. Any works that require working at a greater height will be carried out by outside contractors with the correct equipment. Primary School Risk Assessment Toolkit used to provide risk assessment for working at height.</p>
<p><b>Noise</b> 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>SBM</p>	<p>Class teachers responsible for classroom noise Diane Ruck responsible for premises noise.</p> <p>For music lessons, staff are expected to be considerate and make arrangements to work in the school hall if the noise level will become too disruptive. Where there are children in school with specific issues around loud noises we will work with the parents and outside agencies to ensure that systems are put in place to protect the child (possible use of ear defenders etc).</p>



<p><b>Violence to Staff</b>                  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>Incidents of aggression directed at staff do occur within school from children and/or parents. Where children demonstrate aggressive behavior a risk assessment will be put in place to protect all concerned. Advice and support will be sought from outside agencies and the school's Behaviour Policy will be followed. All incidents or near misses must be reported to the Head Teacher and this in turn will be monitored by the Governing Body.</p>
<p><b>Security Arrangements Including Dealing with Intruders</b>                  Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>		<p>In the event of an emergency the named contacts are:                  Simon Lusted            Head Teacher                  Diane Ruck              School Business Manager</p> <p>Security during the school day is maintained through Access Control entry system on all external doors. These are kept locked at all times and can only be opened with a key fob or by an authorized member of staff. Clear signing in and out procedures are in place to monitor visitors. Children who arrive late for school or leave early for appointments are signed in/out at the office. Emergency procedures are clearly defined to all staff and pupils. Temporary Staff and volunteers are also briefed as to an emergency plans through the induction process. Lockdown Policy in place. Only one external gate is unlocked during the school day.</p> <p>All visitors to the school are issued with a visitors pass attached to a coloured lanyard. They are required to produce evidence of their ID and their DBS status.</p> <p>All staff employed by the school wear a green lanyard</p> <p>Any visitor who has a DBS clearance is issued with a yellow lanyard.</p> <p>Any visitor who is having no contact with the children or who does not have a DBS clearance is issued with a red</p>

		<p>lanyard. Pupils are aware of the coloured lanyard system in place and know who they can approach with any concerns. This policy is reinforced with pupils on a regular basis.</p>
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<p><b>Personal Security/Lone Working</b> 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>Lone working with the school is a low risk activity – most lone working is related to office type work. We expect members of staff to ensure that they alert someone in their family etc that they are lone working in case of an emergency. Lone Working Policy in place along with a Lone Working Risk Assessment.</p>
<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b> 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 hazardous materials eg. cleaning substances are kept locked in the cleaners cupboard.</p> <p>Art equipment is kept on high shelves or in cupboards</p> <p>Class teacher to complete risk assessment if dangerous substances are to be used during lessons.</p> <p>Teachers responsible for ensuring safe use of art, DT and science equipment. COHSHH register maintained by SBM</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>	SBM	<p>When dealing with first aid issues staff are expected to wear gloves which can be found in each first aid kit. This also applies when dealing with children who require personal intimate care eg. Nappy changing, toileting - see school Intimate Care Policy.</p>
<p><b>School Transport</b> 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>	SBM	<p>Any members of staff who drive on behalf of the school are required to provide relevant documentation to the SBM (evidence of current MOT and up to date business insurance). Parental permission is always sought when a member of staff will be driving children anywhere and relevant risk assessments carried out. If car seats are</p>

		required parents must provide and fit these. Where possible minibus or coach transport is arranged. Parents do not drive on behalf of the school - parents are encouraged to make their own transportation arrangements.
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<p><b>Manual Handling (typical loads and handling pupils)</b>          The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment.          Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers) are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	<p>Headteacher</p>	<p>1 Member of staff currently trained for Positive Handling (March 2018)          Renewable: 3 yearly          Where a child has a special education need or disability members of staff will receive appropriate training as to how to move and handle the child. This will be updated regularly according to any changes in circumstances or need. Training in the use of any hoists or other equipment will also be provided as and when needed          Where heavy loads require moving the following steps are taken:-</p> <ul style="list-style-type: none"> <li>• Loads broken down for easier movement</li> <li>• Site staff assist with handling operations</li> <li>• Use of manual handling aids</li> <li>• Agreed methods for regular tasks eg. Setting up tables, preparing for assembly.</li> </ul>
<p><b>Curriculum Safety (including extended schools activity/study support)</b>          Teachers ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out.</p>	<p>Headteacher          Subject Leaders</p>	<p>Science – Claire Townsend          PE – Sophie Sprawson, Lewis Bowkett          Forest Schools – Laura Symonds and Carla Selwyn-Phillips.          To ensure curriculum safety teachers are expected to demonstrate within their planning how they are managing the risks and carry out specific risk assessments as necessary.</p>
<p><b>Work Experience Placements</b>          The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>	<p>Headteacher</p>	<p>Any work experience placements must be agreed by the Head Teacher who has overall responsibility for the monitoring of these. Induction procedures for work experience placement covers codes of conduct, safeguarding, confidentiality, roles and health and safety. The class teacher has day to day responsibility for overseeing any work experience carried out in school and any concerns should be reported directly to the Head</p>

		Teacher who will deal with the appropriate secondary school or university..
<p><b>Display Screen Equipment</b>                  The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	Headteacher SBM	Diane Ruck and Pip Agg affected by DSE Risk assessment carried out and in Risk Assessment file in Head's Office. Guidelines displayed in School Office

<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>	<p>Chair of LSA – Lydbrook Schools Association –</p>	<p>The School Events Risk Assessment toolkit has been completed and will be reviewed annually. This is held in the school office and is completed in consultation with the LSA. LSA meetings are attended by the Headteacher. Insurance – The LSA have their own separate Public Liability Insurance/ The LSA are covered under the School Insurance for fundraising events. If there is any concern regarding insurance arrangements advice will be sought.</p>
<p><b>Playground Supervision/Play Equipment and Maintenance</b> Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>	<p>SBM</p>	<p>Ages of children – 2 – 11 We currently do not have any trim trail equipment or specific equipment requiring additional supervision. This Policy will be updated when the outdoor equipment is replaced and in use. At playtime the pupils are separated on two playgrounds, F/KS1 – one member of staff and KS2 – one member of staff. At lunchtime play the pupils are again separated on two playgrounds F/KS1 – 2 members of staff KS2 – 3 members of staff. The Headteacher is also available. All members of staff are fully briefed on the school behavior policy and the children have a good understanding of the high expectations we have for behavior. A member of staff will hand out play equipment at lunch time – monitoring the use (balls, hula hoops, skipping ropes). Any accidents are recorded in the school accident book and a report slip sent home with the child to explain what happened and how it was dealt with. Pre-school children eat their lunch in the Nursery and have separate play breaks and lunchtime play supervised by 2 members of staff.</p>

Section 2 - PREMISES		
<p><b><i>Mechanical and Electrical (fixed and portable)</i></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 to the health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in [state location].</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i> and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>	<p>Diane Ruck – School Business Manager                      Cleaning Supervisor and Caretaker</p>	<p>Information found in SBM's Office.                      Fixed electrical tested 5 yearly – last inspection carried out by Don Young – November 2015                      Next inspection due November 2020</p> <p>PA testing carried out annually – test due each February.                      Certificates and reports held in SBM's Office                      Only appropriate qualified people/companies (GCC framework) are used to carry out any electrical or mechanical work. Heating systems are serviced annually.</p> <p>Reports from GCC received on an annual basis.                      Guidance sought from GCC regarding issues and defects.</p>
<p><b><i>Maintenance of Machinery and Equipment</i></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 &amp; Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p>SBM                      Cleaning Supervisor and Caretaker</p>	<p>A Schedule of Maintenance of machinery and equipment is on display in the SBM's office with details of last inspections, next inspection dates and contractors responsible.                      Boilers and heaters are serviced annually.                      Stage lighting is serviced annually.  <i>PE equipment inspected annually</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:</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>SBM</p>	<p>The school asbestos survey is held in the school office. Report annotated to indicate removal of any asbestos identified in report.</p>
<p><b>Service Contractors</b> 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>SBM</p>	<p>Contractors report to School Office where contractors have access to asbestos information, fire information and Health and Safety Information. Security passes are issued. Glen Cleaning provide our cleaning and caretaking contract. Caterlink provide school meals which are cooked on site. PJ Adams cover our grounds maintenance.</p> <p>All contracts and servicing details can be found in the SBM's office.</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</p>		<p>N/A – Any works where site is handed over to the contractor are carried out during school holidays. If carried out during term time Contractors are responsible</p>

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<p>controlled by effective supervision of students and contractors whilst on the school site.</p>		<p>for security of building site. The school will only use GCC framework contractors. A project manager will be employed for large scale work by GCC.</p>
<p><b>Small Scale Building Works</b> 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>Diane Ruck – School Business Manager</p>	<p>Contractors to report to Diane Ruck prior to commencing work. Information pack and visitors pass issued. Work to be completed outside school hours where possible.</p>
<p><b>Lettings (shared working – playgroups etc)</b> 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 Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Diane Ruck – School Business Manager</p>	<p>SBM to check with Kidz Club Liability Insurance to ensure that school is indemnified and is not liable for any accidents or incidents that occur at Kidz Club.</p>

## Health and Safety Policy 2019 – 2020

<p><b>Slips/Trips/Falls</b></p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>		<p>All members of staff are responsible for ensuring classrooms and classroom fire exits are kept clear. Children are also encouraged to take responsibility for keeping their own classrooms free from obstructions. Any defects or maintenance issues to be reported to SBM and recorded in logbook in School Office.</p> <p>All staff responsible for communal areas with any problems reported to the Headteacher immediately.</p> <p>Governors to carry out site inspection each term and record findings on Governor Inspection Sheet available from the School Office.</p>
<p><b>Cleaning</b></p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		<p>Cleaning Contractors – Glen Cleanings. Regular inspections undertaken by Angela Carter, Local Authority Contracts Monitoring Officer and monthly inspections by Glen Cleaning.</p> <p>Deep cleaning takes place in the Easter and Summer holidays with convenient dates arranged between the School and Glen Cleaning.</p> <p>Risk Assessment for cleaning and caretaking operations <i>undertaken Glen Cleaning – Copy available in caretaker's cupboard.</i></p>
<p><b>Transport Arrangements (on-site)</b></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</p>		<p>There is no parking available on site. Access is available for emergency vehicles but gates are kept locked at all other times.</p> <p>Parents are encouraged to park away from the school in the village and in the local recreation ground car park.</p>

<p>avoid same access for all.</p>		
<p><b><i>Bus Duties (supervision of pupils boarding school</i></b></p>		<p>Buses are used for trips and children are supervised boarding and disembarking.                  A Bus is provided by GCC to transport pupils from Joys Green to the School. A supervisor is employed by Belfitts Bus Company to supervise the children on the bus and to escort them to School up the road from where the bus drops them up. They are accompanied by a the Bus escort and at least 1 parent volunteer from the bus stop to the school                  Hometime: The bus escort meets the children at school and at least 2 members of staff accompanies them to the bus stop.                  Escort to ensure that all pupils are seated and are wearing a seat belt. If any child does not have a seat belt they should be sent back to school with a teacher where arrangements will be made to transport child home.                  It is the responsibility of parents to meet their child from the bus at Joys Green. If a child is not collected from the bus stop the school should be contacted immediately – please refer to Joys Green Bus protocol.</p>

<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 SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</p>		<p>Glen Clearing Services provide a Caretaker for 7 ½ hours per week. Duties are set out in the Specification supplied by Glen Cleaning. SBM carries out and records monthly legionella testing. Records are kept in the School.</p> <p>Detailed plans of the school grounds and site are available in the School Office. All maintenance logs for inspections and equipment are in the School Office.</p>
<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.</p>		<p>Please refer to Maintenance Schedule in SBM's office.</p>
<p><b>Glass and Glazing</b></p>		<p>No non-compliant glazing on site.</p>
<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 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>SBM</p>	<p>Monthly checks carried out by SBM Records checked regularly by Headteacher Copy of Legionella Survey and Legionella Policy kept in School Business Managers Office.</p> <p>Legionella Training – November 2018</p> <p>Renewed 3 yearly Renewal due: November 2021</p> <p>Annual survey carried out by Shire Hall completed</p>

<p><b><i>Snow and Ice Gritting</i></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>SBM Glen Cleaning</p>	<p>Ice gritting – Caretaker – Glen Cleaning – main paths</p> <p>A spreading machine is provided to complete this task</p> <p>Salt kept in three secure locations throughout the school</p> <p>There is an emergency procedure in place should the school need to close due to adverse weather conditions.</p>
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<b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b>		
<p><b><i>Infectious Diseases</i></b>  The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>	<p>SBM</p>	<p>Outbreaks of infections will be published to parents and staff immediately to ensure pregnant women are informed. Poster detailing Guidance of Infection Control can be found on the yellow notice board in the School Office. If the school has any further concerns regarding infectious diseases advice will be taken from appropriate NHS professionals.</p>
<p><b><i>Dealing with Medical Conditions</i></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>Any child with a severe medical need would have an Education Health and Care Plan in place which would lay out all of their specific needs and how to address them. Staff will undertake appropriate training. Information about children who suffer from an allergy are published in the School Office, School Staff room and kitchen.</p> <p>Where applicable, Individual Care Plans are in the pupil's SEN file or pupil file. Individual Care Plans will be completed by the School, Parent and other professionals involved with the child.</p>
<p><b><i>Drug Administration</i></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</p>		<p>Staff will not administer medicines in school unless a Parental Agreement for School to administer medicine has been completed. These forms can be found in a blue folder located in the School Office. Please refer to Administering Medicines Policy</p> <p>If medicines need to be administered on residential trips a medical form will need to be completed and consent given</p>

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.

by parent/carer prior to departure.

All medication such as Asthma pumps and epi pens should be stored safely in the relevant classroom. Where necessary training will be given on the administration of the epipen and dealing with asthma. Epipen and asthma medication should be checked regularly by class teacher. All medication held in school will be sent home on a termly basis for parents to review medication and return if still necessary. Parents to be informed immediately if a new prescription is required.



<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 SHE/Pro/8 <i>First Aid</i> is followed.</p>		<p>A list of qualified First Aiders, Forest School First Aiders and Paediatric First Aiders is on display in the SBM's office and in the locality of the Accident Reporting Records.</p> <p><u>Location of First Aid Equipment</u> Main Office First Aid Box Class 1 First Aid Box</p> <p>Offsite Visit First Aid Kit</p> <p>SBM is responsible person to be appointed for checking contents of all First Aid boxes and re -ordering.</p>
<p><b>Reporting of Accidents, Hazards, Near Misses</b> The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>	<p>All staff.</p>	<p>Minor bumps and bruises accident slips in School Office and in each First Aid Kit Near misses or patterns in accidents should be reported to Diane Ruck as soon as possible or at weekly staff meetings.</p> <p>Forms to be completed if a member of staff has an accident.</p> <p>Head bumps require a "Bumped Head" sticker and a letter home if First Aider feels necessary.</p> <p>Major accident or incident to be reported to Diane Ruck</p> <p>Diane Ruck to report any major accidents/incidents to SHE unit and/or HSE following RIDDOR guidelines.</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>Please refer to Fire Risk Assessment, Policy and drills kept in the School Office.</p> <p>Servicing records of Alarms and extinguishers kept in school office.</p> <p>Diane Ruck and Caretaker responsible for weekly alarm testing.</p> <p>Fire Assembly Point for Robins and Owls – top playground                  Woodpeckers/Magpies/Jays and Hawks – bottom playground.</p> <p>Fire Alarm call points tested weekly on a Friday afternoon.</p>
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### ***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.

Policy and Procedures under review

Crisis Management Team to include:

Headteacher: Simon Lusted (Co-Ordinator)

Media/Liason Communications officer)

School Business Manager: Diane Ruck (Facilities Office)

Emergency Response Plan and Crisis Management Policy can be found in Headteachers Office.

All staff to read policy and note their role

Emergency Grab Pack – under review.

<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>SBM Governors Headteacher</p>	<p>Arrangements are monitored and reviewed by the Full Governing Board. Other stakeholders are involved in the reviewing process as and when deemed necessary.</p>
<p><b>Inspections</b> 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> [or state format used]) 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>SBM Governor</p>	<p>School Business Manager and nominated Governor to undertake inspection of property and controls once a term completing the Health and Safety compliance checklist. Checklists to be kept in Health and Safety file in School Office.</p> <p>All staff to be vigilant in their classrooms regarding fixtures and fittings and report any problems to the School Business Manager immediately. Arrangements will then be put in place for repair or replacement.</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 unplanned checks and inspections.</p>	<p>SBM Headteacher Governors</p>	<p>Headteacher, School Business Manager and nominated Health and Safety Governor to check health and safety documentation including risk assessments, policies and procedures bi-annually in the summer term.</p> <p>The Health and Safety Policy Document will be reviewed annually and presented to the Governors for their approval.</p> <p>An annual report will be presented to Governors to include a statistical breakdown of accidents and a review of Risk Assessments and accident trends – Autumn term.</p>

**Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

Local Authority SHE Unit

SHE Unit carries out audit every 3 years.  
Reports can be found for inspection in Health and Safety File  
Last Audit carried out November 2018

<p><b>Section 5 -TRAINING</b></p>		
<p><b>Staff Health &amp; Safety Training/Competence</b>          The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>	<p>SBM          Governors          Headteacher</p>	<p>Diane Ruck to check and arrange training as per competency requirements.</p> <p>Records of training and certificates to be kept in Training File in School Business Manager's Office.</p> <p>Training can be accessed in a number of different ways ie. Through GCC (SHE), West Gloucestershire Support Partnership and Governor training. The Head teacher will sign post staff towards relevant training and ensure that they are able to attend.</p>
<p><b>Supply and Student Teachers</b>          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 &amp; Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>Headteacher</p>	<p>Supply and Student teachers are issued with an Induction Pack which includes Safeguarding, Fire and Health and Safety Policy.</p>

### ***Volunteer and Parent Helpers***

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

SBM

Volunteers and Parent helpers to receive information pack from Diane Ruck – pack includes Fire Procedures, Safeguarding Procedures and confidentiality declaration.

<b>Section 6 - HEALTH AND WELLBEING</b>		
<p><b><i>Pregnant Members of Staff</i></b>  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>SBM</p>	<p>Upon notification of pregnancy Diane Ruck to carry out Risk Assessment to be kept in Personnel file for employee concerned. Staff room to be used as a rest room when necessary.</p>
<p><b><i>Health and Well Being Including Absence Management</i></b>  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 Head Teacher is available to discuss any matters regarding wellbeing with staff and volunteers. Where appropriate referrals are made to Occupational Health by the Headteacher and School Business Manager for further support if necessary</p>
<p><b><i>Smoking on Site</i></b></p>		<p>The School is a no smoking site.</p>



<b>Section 7 - ENVIRONMENTAL MANAGEMENT</b>		
<p><b><i>Environmental Compliance</i></b>                  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>	SBM	The school endeavours to recycle as much as possible. Paper recycling bins are placed in each classroom and paper is reused where possible. Recycling bins collected by Biffa,
<p><b><i>Disposal of Waste</i></b>                  All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	SBM	Sanitary bins and nappy bins are disposed of through use of an outside contractor. Needles (from care of diabetic child) are disposed of appropriately using a sharps bin provided by the parent.
<b>Section 8 - CATERING AND FOOD HYGIENE</b>		
<p><b><i>Catering and Food Hygiene</i></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).</p>	Caterlink SBM	Catering Services provided by Caterlink. Contract monitored by Angela Carter from Gloucestershire County Council. All Food Hygiene certificates, temperature charts and records are maintained and kept by Caterlink. 5 Star rating Environmental Health Certificate on display in School Reception.  <i>Mini Masterchef ASC/BSC staff undertaken Food Hygiene training</i>

<b>Section 9 – HEALTH AND SAFETY ADVICE</b>		
<p><b>Information</b>          Health and safety advice is obtained from Safety, Health &amp; 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></p>		<p>Advice available from Safety, Health and Environment (SHE) 01452 425350</p> <p>GCC's SHE acts as the school's source of "competent health and safety advice" under a traded services agreement.</p>