

# Health and Safety Policy Lydbook Primary School

## HEALTH & SAFETY POLICY DOCUMENT PART 1 STATEMENT OF INTENT

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

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

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

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

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

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

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

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteacher's 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: S Lusted	Signed: T Roberts
Headteacher's name: Simon Lusted	Chair of Governors' name: Tammy Roberts
Date: 23 <sup>rd</sup> March 2023	Date: 23 <sup>rd</sup> March 2023

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## 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><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>Responsibility for Health and Safety sits with the Resources Committee</p>
<p><b>The Duties of the Headteacher</b> The Headteacher has day-to-day responsibility for ensuring compliance with this H&amp;S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	
<p><b>The Duties of Employees</b> 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 &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</p>	<p>Incidents and accidents in and around the main school are logged in the Accident Reporting books included in all First Aid Kits. These are reviewed on a monthly basis and reported to Governors. Where appropriate accidents reported to the Local Authority and HSE.</p> <p>Teachers are responsible for classroom safety – hazards, obstructions, damaged furniture and general housekeeping.</p>

<p>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>Findings are reported to School Business Manager as soon as possible.</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>Pupils observe health and safety instructions from adults in emergency situations and in daily lessons. Pupils wear suitable uniform including footwear</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.  The School Governor who leads on Health and Safety is the Chair of the Resources Committee.</p>
<p><b>Temporary Staff</b> Temporary employees 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. They are directly accountable to the Headteacher whilst on the school site.</p>	<p>Temporary staff have a meeting with the Headteacher or School Business Manager (as per Staff Induction Policy) and all relevant information is given to or sign posted to them. An induction checklist is completed.</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>Teachers to carry out curriculum risk assessments where necessary. These must be authorised by the Business Manager or Head teacher who are trained persons to authorise these and included in the School Risk Assessment file in the school office. Teachers responsible for classroom Health and Safety, hazardous situations, obstructions, damaged furniture and general safety.</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>	Teaching Assistants are responsible to the Class Teacher and must comply with this policy
<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 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>	Trip Leaders to complete Risk Assessment prior to visit using the Gloucestershire County Council e-visits online system. This must be approved by the OVC (SBM or Head teacher) prior to the trip taking place.
<p><b>The Duties of Premises Manager (School Business Manager and Head Teacher)</b> 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><b>Volunteer and Parent Helpers</b> 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>	Staff Induction Policy School Business Manager or Head Teacher to ensure volunteer safeguarding and emergency procedure forms are issued. Class teacher to supervise and guide volunteer/helper in classroom.

## PART 3: GENERAL ARRANGEMENTS

	Responsibility of: (Name/Title)	Action/Arrangements
<p><b>Communication</b> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.:</p>	Headteacher	<ul style="list-style-type: none"> <li>• The school communicates with employees via verbal communication, staff meetings, performance reviews and email where applicable.</li> <li>• Visitors sign in on arrival and provided with a badge and brief.</li> <li>• The school communicate with pupils through lesson plans, school council, verbal communication etc.</li> <li>• The school communicates with parents via admissions process, school prospectus, website, direct communication, newsletters and teachers to parents text messaging service</li> <li>• Volunteers will have a simple induction and will sign in and out. Provided with a visitor's badge.</li> <li>• The school communicate with contractors via work planning process and verbal communication. AMPS also manage contractors on site.</li> </ul>
<p><b>Consultation with employees</b> The school recognises the importance of consulting with employees on health and safety matters</p>		<ul style="list-style-type: none"> <li>• This is achieved by email, staff meetings or direct communication.</li> <li>• Staff responsible for their own Union information</li> </ul>



## SECTION 1 – RISK ASSESSMENT

### Risk Assessment

	Responsibility of: (Name/Title)	Action/Arrangements
<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 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>Senior Management</p>	<ul style="list-style-type: none"> <li>• Curriculum Risk Assessments – Class Teachers</li> <li>• Premises Risk Assessments – School Business Manager, Headteacher and Governor</li> <li>• Offsite visit Risk Assessment – Organiser of visit</li> <li>• All Risk assessments must be authorised by Senior Management</li> <li>• All Risk Assessments to be filed in folder in School Office.</li> <li>• activity providers will also ensure their risk assessments are suitable and sufficient. Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of the Head Teacher</li> <li>• risk assessments are circulated electronically to all employees (where applicable) and discussed during inset days.</li> <li>• review process periodically (annually) or if there are any changes or after any incidents</li> <li>• the Head Teacher has the delegated role of Off-Site Visits Coordinator (OVC) and has responsibility to oversee risk assessments for trips. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.</li> <li>• class Teachers ensure that risks related to curriculum areas are identified and controlled and where necessary refer to material such as CLEAPSS, AfPE, DATA and SHE guidance etc.</li> </ul>
<p><b>Display Screen Equipment</b> The majority of staff within the school are not considered to be DSE users. Headteacher's/Heads of Department ensure that DSE workplace assessments are conducted for all users.</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>• The school refers to SHE guidance</li> <li>• Headteacher and Class Teachers (where applicable) ensure that DSE workplace assessments are conducted for any users under their responsibility</li> </ul>

<p>DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>		<ul style="list-style-type: none"> <li>The School Business Manager, Administration Assistant and the Headteacher are the only staff members affected by DSE.</li> </ul>
<p><b>Hazardous Substances</b> (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>School Business Manager</p> <p>Cleaning Company – Solo Cleaning</p>	<ul style="list-style-type: none"> <li>All cleaning substances are kept locked in the cleaner's cupboard.</li> <li>Art equipment requiring a COSHH form is stored in locked classroom cupboards</li> <li>Risk assessments to be completed if dangerous or hazardous substances are to be used during lessons</li> <li>Teachers take responsibility for ensuring safe use of art, DT and science equipment.</li> </ul>
<p><b>Lone Working</b></p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>a second person knows that a member of staff is in the school alone (this can be a family member)</li> <li>locking doors – all internal doors are kept locked outside school hours</li> <li>access to a 'phone including mobiles</li> <li>staff manage their own time during holidays – staff will rely on a family member. Staff member responsible for locking and unlocking premises and are expected to be off site by an agreed time</li> </ul>
<p><b>Manual Handling</b></p> <p>The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteacher and responsible persons detailed are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>loads broken down for easier movement</li> <li>Staff will help other staff with handling operations where applicable</li> <li>use manual handling aids e.g. sack truck</li> <li>agreed methods for regular tasks e.g. setting up tables at lunchtime</li> </ul>
<p><b>Moving and Handling Pupils</b></p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>Information included in pupil behaviour/ care plans/ My Plans</li> </ul>

		<ul style="list-style-type: none"> <li>• Designated employees trained in correct moving/ handling techniques</li> <li>• 3 members of staff with Team Teach training.</li> </ul>
<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>	School Business Manager	<ul style="list-style-type: none"> <li>• Class teachers responsible for classroom noise</li> <li>• School Business Manager responsible for premises noise</li> <li>• Risk Assessment to be carried out if significant noise expected.</li> <li>• Grounds maintenance contractors are responsible for their own risk assessments</li> </ul>
<p><b>Lydbrook School Association</b> The school offer support to the Lydbrook School Parent Teacher Association (LSA) 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>	LSA Committee Treasurer Secretary Chairperson	<ul style="list-style-type: none"> <li>• the LSA as a separate body</li> <li>• risk assessments are carried out for LSA run events and adequate insurance is in place.</li> <li>• Event security is considered</li> <li>• measures used during events include adequate supervision, food hygiene, controlling vehicle movements.</li> <li>• One member of school staff is in attendance during events</li> <li>• The GCC SHE Events Risk Assessment Toolkit is used</li> </ul>
<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>	School Business Manager	<ul style="list-style-type: none"> <li>• Goggles and gloves etc worn when identified on risk assessment.</li> </ul>
<p><b>Playground Supervision/Play Equipment and Maintenance</b> Risks are assessed using the SHE information Sheet 14 Playground Supervision. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	Head Teacher School Business Manager	<ul style="list-style-type: none"> <li>• Ages of children – 3 – 11</li> <li>• Appropriate staffing levels</li> <li>• Hazards – slopes</li> <li>• Steps</li> <li>• Football – restricted rota basis</li> <li>• Wooden play equipment not used in wet weather</li> </ul>

<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 County Council Guidance.</p>	<p><b>Teacher in charge of trip and Head Teacher</b></p>	<ul style="list-style-type: none"> <li>• the school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. The school trips procedure has been produced based on GCC guidance.</li> <li>• the OVC is the Head Teacher.</li> <li>• OV bag is taken offsite with emergency and medical details. Emergency first aid kit plus spare clothes for children. Staff use their own mobiles in the event of an emergency.</li> <li>• Reputable Coach Company used at all times.</li> <li>• E-visits online system</li> </ul>
<p><b>School Transport</b> The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>		<ul style="list-style-type: none"> <li>• checks made that employees who drive 'at work' have the correct documents and business cover insurance</li> <li>• staff will occasionally transport pupils and documents checked.</li> <li>• Business insurance.</li> </ul>
<p><b>Security Arrangements</b> Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p><b>Head teacher</b></p>	<ul style="list-style-type: none"> <li>• Site Security Risk Assessment – November 2022</li> </ul>
<p><b>Work Experience Placements</b> The school undertakes workplace re-assurance checks in the absence of a provider and follow the working practices outlined in GCC SHE work experience guidance. The school also takes into account the safeguarding of its pupils whilst commencing a work placement</p>	<p><b>Head teacher</b></p>	<ul style="list-style-type: none"> <li>• Head teacher to arrange placements</li> <li>• Work experience placements have a meeting with the Head teacher, School Business Manager as per Staff Induction Policy.</li> <li>• Induction checklist completed.</li> </ul>
<p><b>Working at Height</b> The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed</p>	<p><b>School Business Manager</b></p>	<ul style="list-style-type: none"> <li>• Staff are instructed to visually check ladders before they are used.</li> <li>• Only small step ladders are used in School for the purpose of putting up and taking down displays.</li> <li>• Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to</li> </ul>

as soon as practicable. The school discuss and agree arrangements with staff.		provide for their safety (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable) <ul style="list-style-type: none"> <li>Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place.</li> </ul>
<b>Curriculum Safety (including extended school's activity/study support)</b> Heds of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.	Head Teacher	<ul style="list-style-type: none"> <li>Art and D &amp; T – Teaching Staff</li> <li>PE - Teaching Staff</li> <li>Science – Teaching Staff</li> <li>Teachers to do their own risk assessment and have them authorised by the Head Teacher</li> </ul>
<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	Head Teacher	

## SECTION 2: PREMISES

	Responsibility of: (Name/Title)	Action/Arrangements
<b>Asbestos</b> To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: <ul style="list-style-type: none"> <li>complying with all regulations and County Policy concerning the control of asbestos;</li> </ul>	School Business Manager	<ul style="list-style-type: none"> <li>Asbestos Survey, Management Plan and Policy Information held in School Office</li> <li>The asbestos survey and guidance is also held on Technology Forge <a href="http://property.gloucestershire.gov.uk/tfweb/signin.asp">http://property.gloucestershire.gov.uk/tfweb/signin.asp</a></li> </ul>

<ul style="list-style-type: none"> <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 The Management of Asbestos in County Council Occupied Premises Guidance.</li> <li>where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>		
<p><b>Water Hygiene/ 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 logbook is used. A process is also in place to deal with any actions should they arise</p>	School Business Manager	<ul style="list-style-type: none"> <li>a water hygiene risk assessment has been documented by CWS</li> <li>a process is also in place to deal with any actions should they arise.</li> <li>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 – Training undertaken November 2018</li> </ul>
<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 controlled by effective supervision of students and contractors whilst on the school site.</p>	School Business Manager	<ul style="list-style-type: none"> <li>hazards associated with site maintenance activities are controlled by planning the work (mainly when children are not on site) and taking risks into account, use of Method Statements and correct working practices, effective supervision of pupils and contractors whilst on the school site; AMPS manage the site if work is major and approved contractors are used.</li> <li>small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are control by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.</li> </ul>

<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>School Business Manager</p>	<ul style="list-style-type: none"> <li>• Contractors report to school office and provided with Health and Safety, Fire Safety and asbestos information.</li> <li>• All contracts and servicing details can be found in SBM filing cabinet.</li> </ul>
<p><b>Caretaking and Grounds Maintenance</b> (and grounds safety)  The school identifies risks associated with caretaking, grounds maintenance, and identifies the risks through the risk assessment process using the GCC SHE Primary School Toolkit</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>• Caretaking is via Solo (who has adequate training for tasks carried out</li> <li>• Grounds maintenance is carried out by contractor S Adams, Schools own contract.</li> </ul>
<p><b>Cleaning (contracted)</b>  Contract cleaners are responsible for their own risk assessments, policies and procedures. A contract is in place to ensure health and safety is considered and met.</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>• Solo Cleaning Contractors</li> </ul>
<p><b>Mechanical and Electrical</b> (fixed and portable)  Any necessary work and testing of electrical appliances and fixed wiring is carried out by qualified, accredited contractors. Electrical appliances are subject to appropriate formal inspection.</p> <p>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>School Business Manager</p>	<ul style="list-style-type: none"> <li>• Fixed Wiring Test completed October 2020 – Next test due October 2025. Copy report in filing cabinet in SBM's office</li> <li>• PAT testing completed August 2022 – copy report in filing cabinet in SBM's office.</li> <li>• Following PAT testing risk assessment for use of laptops with missing keys completed.</li> <li>• Annual mechanical and electrical audit undertaken by property services</li> </ul>

<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 Technical Briefing Note EM005 Portable Appliance Testing) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>																														
<p><b>Maintenance of Machinery and Equipment</b> The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p> <p><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>		<ul style="list-style-type: none"> <li>• risk assessments have been carried out for the maintenance and use of equipment</li> <li>• staff are fully trained in the maintenance and use of equipment</li> <li>• equipment is stored correctly in a locked compound</li> </ul> <p><b>Maintenance schedule:</b></p> <table border="0"> <thead> <tr> <th><b>Equipment</b></th> <th><b>Frequency</b></th> </tr> </thead> <tbody> <tr> <td>PE Equipment</td> <td>Annually</td> </tr> <tr> <td>Fire Alarms</td> <td>Bi-annually</td> </tr> <tr> <td>Intruder Alarms</td> <td>Annually</td> </tr> <tr> <td>Gas Heating/Boilers</td> <td>Annually</td> </tr> <tr> <td>Convactor Heaters</td> <td>Annually</td> </tr> <tr> <td>Gas Alarm</td> <td>Annually</td> </tr> <tr> <td>Fixed Electrical</td> <td>5 yearly</td> </tr> <tr> <td>PAT testing</td> <td>2 yearly</td> </tr> <tr> <td>Water Coolers</td> <td>6 monthly</td> </tr> <tr> <td>Water temperatures</td> <td>Monthly</td> </tr> <tr> <td>Sanitary bins</td> <td>Monthly</td> </tr> <tr> <td>Nappy Waste</td> <td>Fortnightly</td> </tr> <tr> <td>Medical Waste</td> <td>Fortnightly</td> </tr> </tbody> </table>	<b>Equipment</b>	<b>Frequency</b>	PE Equipment	Annually	Fire Alarms	Bi-annually	Intruder Alarms	Annually	Gas Heating/Boilers	Annually	Convactor Heaters	Annually	Gas Alarm	Annually	Fixed Electrical	5 yearly	PAT testing	2 yearly	Water Coolers	6 monthly	Water temperatures	Monthly	Sanitary bins	Monthly	Nappy Waste	Fortnightly	Medical Waste	Fortnightly
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<p><b>Lettings and Shared Working</b></p> <p>The school follows the Asset Management and 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 hirer's/tenant's 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>School Business Manager</p>	<ul style="list-style-type: none"> <li>• Lettings are subject to a hiring agreement;</li> <li>• safety information is shared with hirers e.g. re. evacuation arrangements, first aid and alarms;</li> <li>• the potential for lettings to undermine school security has been considered and addressed;</li> <li>• access (e.g. supervised or key holding) arrangements are robust and ensure the building is secured.</li> </ul>
<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 Staff</p>	<ul style="list-style-type: none"> <li>• Teachers responsible for ensuring classrooms and classroom fire exits are kept clear.</li> <li>• All staff responsible for communal areas and any problems reported to the Head teacher immediately</li> <li>• Governors to carry out premises site inspection each term and record findings on Governor Visit report which is shared with Head Teacher and FGB. Copy of Good Stewardship Guide in School Office which informs on all good practice.</li> <li>• Food spills are cleared immediately.</li> <li>• cleaners are briefed not to leave hazards such as wet floors without warning signs. Cleaners on site out of school hours.</li> </ul>
<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 avoid same access for all.</p>	<p>School Business Manager Head Teacher</p>	<ul style="list-style-type: none"> <li>• Letters and texts home to reinforce parking and transport arrangements</li> <li>• Joys Green Bus Protocol</li> <li>• Exceptions are Blue Badge holders and parents who have been given permission to collect poorly child or SEND needs.</li> </ul>
<p><b>Glass and Glazing</b></p> <p>A risk assessment has been carried out for all glazing on site (via AMPS) to ensure it complies with current safety standards. All low level glazing (below 800mm), such as</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>• No non-compliant glazing in School buildings</li> <li>• Safety Glazing stickers and all safety glazed glass.</li> </ul>

<p>glazing in doors is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure (HT) and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>		
<p><b>Shared working</b> Robins on site nursery is managed by the School and follow all the School's Policies and procedures.</p>	<p>Head Teacher</p>	
<p><b>Snow and Ice</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 action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. 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>Caretakers Head Teacher</p>	<ul style="list-style-type: none"> <li>• Ice Gritting – undertaken by Caretaker – main paths and steps to enable access to and from all classrooms</li> <li>• Spreading machine provided to complete this task.</li> <li>• Salt storage on both playgrounds.</li> <li>• Risk assessment in School Office.</li> <li>• Bus duties supervised and managed by staff.</li> <li>• Segregation of vehicles and pedestrians</li> </ul>

### SECTION 3: MEDICAL, FIRE AND EMERGENCY ARRANGEMENTS

<p><b>Infectious diseases</b> The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings and the Public Health England booklet 'The Spotty Book'</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>• Outbreaks of infections are relayed immediately to staff especially those known to be pregnant</li> <li>• Poster detailing Guidance of Infection Control can be found on the back of the cupboard door in the school office</li> </ul>
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<p><b>Dealing with Medical Conditions</b></p> <p>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>Head Teacher</p>	<ul style="list-style-type: none"> <li>• Information about children who suffer from any medical condition or allergy is kept in the child's classrooms</li> <li>• Intimate care policy in place where required.</li> <li>• Supporting Pupils with Medical Conditions Policy</li> <li>• SENCo responsible for the development of Personal Care plans in collaboration with parents, child and medical professionals.</li> </ul>
<p><b>Drug Administration</b></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>Head Teacher</p>	<ul style="list-style-type: none"> <li>• Policy for Administration of Medications</li> <li>• Staff do not administer medicines in school unless a medicine administration form has been fully completed by a parent or a Health Care Plan is in place.</li> <li>• If medicines need to be administered on residential trips a medical form will need to be completed and consent given by parent/carer.</li> <li>• All medication such as Asthma pumps, epi pens, insulin are stored safely in the child's classroom.</li> <li>• Where necessary eg. Diabetes – staff will receive training on the specific medical condition and how to administer any medication required.</li> <li>• Class Teacher to have responsibility of medication on any offsite visits.</li> </ul>
<p><b>First Aid</b></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 GCC SHE procedure is followed</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>• The School is adequately covered with First Aid to include adequate cover in Early Years.</li> <li>• List of qualified First Aiders on display in various locations throughout the school.</li> </ul> <p>First Aid Equipment locations</p> <ul style="list-style-type: none"> <li>• Main reception First Aid Cabinet</li> <li>• Playground bum bags</li> <li>• 4 x Offsite/Classroom bum bags available</li> </ul>

		<ul style="list-style-type: none"> <li>• Early Years First Aid Kit</li> <li>• Kitchen</li> </ul>
<p><b>Reporting of Accidents, Hazards, Near Misses and their investigation</b></p> <p>The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure ‘<i>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 Assure accident database.</p>		<ul style="list-style-type: none"> <li>• the school records accidents and incidents on ‘SHE Assure’ for RIDDOR reportable accidents</li> <li>• parents are advised via notification slip/ telephone call etc.</li> <li>• Report to Governors 6 times per year.</li> <li>• more significant accidents are investigated to identify the root causes</li> <li>• Governors and school review trends</li> <li>• use of data e.g. to strengthen arrangements such as playground supervision, disposal of waste, local inspections and repairs.</li> </ul>
<p><b>Fire Safety</b></p> <p>The school follows GCC SHE Guidance. A risk assessment has been carried out and a safety management plan is in place.</p> <p><b>See School Fire Risk Assessment – May 2022</b></p>		<ul style="list-style-type: none"> <li>• the school has a fire risk assessment undertaken by a competent body every 3 years. Last assessment dated May 2022.</li> <li>• The school reviews the fire risk assessment and any actions within it at least annually</li> <li>• staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)</li> <li>• arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, testing and staff refresher training.</li> <li>• maintenance and testing is kept up to date - copies of maintenance tests are kept in a folder in the SBM’s office</li> <li>• termly evacuations are undertaken.</li> <li>• the two fire assembly points are the top and bottom playgrounds.</li> <li>• PEEPS where applicable</li> <li>• Fire Warden training undertaken</li> </ul>

<p><b>Emergency Management/ Business Continuity Inc.</b></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Head Teacher</p>	<p><b>Crisis Management Team</b>  Head Teacher – Coordinator  Chair of Governors – Media Liaison/Communications  School Business Manager – Facilities</p> <p>Emergency/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press.</p> <ul style="list-style-type: none"> <li>• a verbal test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</li> <li>• Lockdown Policy is in place and displayed in all classrooms and shared areas.</li> </ul>
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## SECTION 4: MONITORING AND REVIEW

<p><b>Monitoring</b></p> <p>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>Head Teacher</p>	<ul style="list-style-type: none"> <li>• Health and Safety Policy reviewed annually by Head Teacher and Governors</li> <li>• SBM to update Policy if necessary.</li> </ul>
<p><b>Inspections</b></p> <p>Regular safety inspections are carried out by the nominated person(s) (using the format found in the Good Stewardship Guide and the SHE Governors Guide. Workplace inspections of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>• SBM and governor to undertake inspection of property and controls once a term completing the Health and Safety compliance checklist. Checklist to be kept in file in SBM's office.</li> <li>• All staff to be vigilant in their classrooms regarding fixtures and fittings and report any problems to the SBM. Arrangements for repair or replacement will then be made.</li> </ul>

<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>Head Teacher</p>	<ul style="list-style-type: none"> <li>• SBM, Head teacher and Governor to check Health and Safety documentation including risk assessments, policies and procedures annually.</li> <li>• The Health and Safety Policy document will be reviewed annually and approved by the Governors.</li> <li>• Regular reports presented to Governors to include a statistical breakdown of accidents and a review of Risk Assessments and accident trends.</li> </ul>
<p><b>Auditing</b> As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>• SHE unit carries out Audit every 3 years – last audit May 2022</li> <li>• Annual premises and mechanical inspections carried out by Local Authority.</li> </ul>

## SECTION 5: TRAINING

<p><b>Staff Health and Safety Training/Competence</b> The school is committed to ensure staff are competent to undertake the roles expected of them. Where necessary the appropriate training is delivered and training records are held centrally. These skills are reviewed regularly and on the introduction of any new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>• Training certificates and course details held in personnel files.</li> <li>• List of attendees and courses completed in safeguarding file in school office.</li> </ul>
<p><b>Supply and Student Teachers</b> The school's expectations are made clear to any supply and student teacher through the provision of Induction. The Head teacher is responsible for liaising with the supply/student teacher on general school organization and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Head Teacher/responsible person gives guidance on the work to be covered.</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>• Supply and student teachers have a meeting with the Headteacher, School Business Manager or Teacher and all relevant information will be given or signposted to them. An induction checklist completed for both Safeguarding and Health and Safety.</li> </ul>

<p><b>Volunteer and Parent Helpers</b>  Volunteer and parent helpers are subject to the school's safeguarding arrangements. Volunteers receive an induction from the SBM and are expected to wear a visitors badge at all times. The teacher is the principal point of contact and volunteers are under his/her directions. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>• Volunteer Policy</li> <li>• Induction meeting.</li> <li>• Induction checklist completed for both safeguarding and Health and Safety.</li> </ul>
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## SECTION 6: HEALTH AND WELLBEING

<p><b>Health and Well Being Including Absence Management</b></p> <p>The school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health &amp; Safety Executive's Management Standards for Work-Related Stress.</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>• Individual Stress Risk Assessment carried out for staff where applicable</li> <li>• Team Stress Risk assessment is carried out where applicable</li> <li>• the school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.</li> <li>• other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc.</li> <li>• Occupational Health and Employees Assistant Programme available.</li> <li>• Staff Support Advisor, is available for all staff.</li> <li>• An ELSA is in post and support is undergoing training summer 2023</li> <li>• Two members of staff attended Wellbeing training</li> <li>• Two members of staff are Mental Health First Aid (MHFA) trained by GHLL.</li> </ul>
<p><b>Smoking on site</b></p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>• No smoking on the school site.</li> <li>• The school is a no smoking site and visitors and contractors are required to conform to this status.</li> </ul>

<p><b>Pregnant Members of Staff</b></p> <p>The checklist contained in SHE is used and reasonable adjustments made.</p>	<p>Head Teacher</p>	<ul style="list-style-type: none"> <li>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</li> <li>the first aid room/ rest room (staff room) have rest facilities for expectant and nursing mothers.</li> </ul>
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## SECTION 7: ENVIRONMENTAL MANAGEMENT

<p><b>Environmental Compliance</b></p> <p>The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>The school endeavours to recycle as much as possible</li> <li>Paper recycling bins are placed around the school</li> <li>waste is stored carefully onsite to avoid escape within the grounds or elsewhere</li> <li>fire safety is considered e.g. security of bins</li> <li>an appropriate (licensed) waste contractor is used</li> <li>food waste collected by Smiths</li> <li>general waste is collected by Smiths</li> <li>Weekly basis.</li> </ul>
<p><b>Disposal of waste</b></p> <p>All waste classified as “hazardous” is collected by specialist firms and disposed of in the approved Manager</p>	<p>School Business Manager</p>	<p>No hazardous waste on site during normal periods of operation. Contractors dispose of any hazardous waste created from repairs or building works.</p>

## SECTION 8: CATERING AND FOOD HYGIENE

<p><b>Catering and Food Hygiene</b></p> <p>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>	<p>School Business Manager</p>	<ul style="list-style-type: none"> <li>catering is cooked on site via Caterlink (County Contract)</li> <li>food is probed prior to serving.</li> <li>servery and food preparation/ eating areas cleaned down before and after use</li> <li>food hygiene management system (HACCP) or Safer Food Better Business in place</li> <li>catering staff are appropriately trained in food hygiene.</li> <li>the provider of the food business is registered with the Local Authority</li> <li>food hygiene inspection reports are shared with the school</li> </ul>
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		<ul style="list-style-type: none"> <li>A risk assessment has been undertaken for activities, equipment and maintenance by the Contractor</li> </ul>
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## SECTION 9: HEALTH AND SAFETY ADVICE

<b>Information</b> 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>	School Business Manager	<ul style="list-style-type: none"> <li>GCC's SHE acts as the school's source of "competent health and safety advice" under a traded services agreement.</li> </ul>
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## SECTION 10: ROLES

Job Description/Title	Role held by	Job Description/Title	Role held by
<b>Site Manager</b>	Simon Lusted/Diane Ruck	<b>Senior Management Team</b>	Simon Lusted Laura Symonds Jodie Hughes Diane Ruck
<b>Head Teacher</b>	Simon Lusted	<b>Chair of Governors</b>	Tammy Roberts
<b>Offsite Visit Co-ordinator</b>	Simon Lusted/Diane Ruck	<b>H &amp; S Lead Governor</b>	Tammy Roberts
<b>Chair of LSA</b>	Vacancy	<b>Legionella Tester</b>	Diane Ruck
<b>Asbestos Officer</b>	Simon Lusted/Diane Ruck	<b>Fire Alarm Testing</b>	Diane Ruck and Jo Dickens
<b>SENDCo</b>	Simon Lusted/Laura Symonds		
<b>PSHE Lead</b>	Sophie Sprawson		