



Holy Trinity C of E Primary School

A Church school community aspiring for all to live life to the full

Health & Safety Policy

Issued October 2022

Next Review October 2023

Committee Finance and Resources

GENERIC PRINCIPLES

Equalities

We are committed to delivering the content of this policy to meet the needs of all staff, pupils and other stakeholders where relevant, irrespective of race, gender and disability.

Safeguarding

Our school recognises and promotes the responsibilities of all adults in protecting pupils. Specific responsibilities involved in ensuring child protection and wider safeguarding procedures are in place and must be adhered to: please refer to Child Protection & Procedures Policy; 'Keeping Children Safe in Education' (2022) and 'Working Together to Safeguard Children' (2018.)

Cross-Referencing

This policy should be read in conjunction with these other related policies:

- Health and Safety Work Act (1974)
- GCC Procedures - SHE/Pro 1 Corporate Health and Safety Policy Document
- Coping with School Emergency Plan

Vision

A church school community aspiring for all to live life to the full

Community

Where community means all those directly (ie children, staff, parents and governors) and indirectly (eg local schools and organisations) involved with the school.

Aspiring

Where aspiring means wanting the best for our children and families and supporting them to develop the necessary knowledge, skills and understanding to be their best.

Life to the full

Where 'life to the full' means providing a broad range of experiences and opportunities to apply the knowledge, skills and understanding we have to be able to participate in life and not be passive observers of it.

Glossary of Terms Used in this Document

Term	Meaning
AfPE	Association for Physical Education
ACoP	Approved Code of Practice
AMPS	Asset Management & Property Services
Audit	An independent evaluation of a safety management system
CLEAPSS	Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
CoSHH	Control of Substances Hazardous to Health
D&T	Design and technology
DATA	The Design and Technology Association
DfE	Dept for Education
DSE	Display Screen Equipment
Inspection	A check of physical conditions and practices/behaviours usually undertaken in a school by Governors
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
MDS	Midday Supervisor
OVC	Off-Site Visits Coordinator
PAT	Portable appliance testing
PPE	Personal protective equipment - used to give protection when in contact with a hazard e.g. gloves, boots etc
Safety Representative	A member of staff usually appointed under the Safety Representatives and Safety Committees Regulations 1977
SHE Enterprise	The GCC database for recording workplace accidents SHE/Pro and SHE/ GN Standards issued by SHE
Pro	Procedures
GN	Guidance Notes

PART 1

STATEMENT OF INTENT

Holy Trinity C of E Primary School's Governing Body and the 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.

Holy Trinity C of E Primary 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 volunteers, 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 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 cooperation 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 (eg following significant changes to building or working practices).

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

PART 2 - ORGANISATION

Organisation - Introduction

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

- Premises responsibility - Caretaker
- Off Site visits - Headteacher
- Curriculum subjects - Subject Leaders

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Headteacher

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

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, cooperate 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 workplaces, 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.

Pupils

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

Control measures in place include:

Pupils are given regular reminders about appropriate actions to take to ensure their safety (eg on school visits, moving around school, use of equipment in curriculum areas such as science and PE)

School Safety Representatives

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).

Temporary Staff

Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.

Teaching Staff

Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in their 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. Teaching staff have a duty to report any issues which may affect the health and safety of others.

Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session. Teaching Assistants have a duty to report any issues which may affect the health and safety of others.

The Duties of Off Site Visit Coordinators (OVC)

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.

The OVC is the Headteacher.

The Duties of Site Manager (AKA Caretaker)

The Caretaker has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

Responsibilities delegated to the Caretaker include:

- Daily checks for broken equipment & repairs
- Annual PAT testing
- Monthly water checks (eg legionella)
- Weekly checking of fire and intruder alarm
- Monthly checks of fire extinguishers
- 'Sweeping' the grounds (especially Forest School area) for unsafe items or equipment

Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site. Volunteers and parent helpers are asked to report any issues which may affect the health and safety of others.

PART THREE - GENERAL ARRANGEMENTS

Arrangements

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level. Areas of responsibility, as identified by school are as follows:

Area of Responsibility	Name	Action/Arrangements
Electrical equipment	Caretaker (Anne Fleming)	Regular PAT testing disposal/procurement of equipment
Cleaning and Maintenance	Caretaker (Anne Fleming)	Line manage cleaner and organise rota Repair, as necessary, any faulty or broken equipment
Training	Headteacher (Kurt Doyle)	Identify training needs and organise appropriate training Monitor and evaluate the effectiveness of training
Educational Visits	Headteacher (Kurt Doyle)	Check visit risk assessments advise on best practice keep up to date with legal, local and national guidance

Communication

The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc:

At Holy Trinity we communicate directly with staff, for example through:

- Staff (Teachers, TAs or MDS) meetings
- Face-to-face discussions (eg informally or through the staff appraisal system)
- Staff induction

or via written communications, for example through:

- minutes of meetings
- weekly Briefing Notes
- Posters/notices around school
- Staff Handbook

The Headteacher, or line manager, is responsible for ensuring the effective communication of all Health and Safety advice to staff.

Consultation with Employees

The school recognises the importance of consulting with employees on health and safety matters.

Staff are consulted either directly or through discussion items at staff meetings. Health and Safety matters are also addressed at Finance and Resources Committee governor meetings. School consults regularly (typically annually) with local County representatives for advice and confirmation about compliance and adopting best practice.

Section 1 - RISK ASSESSMENT

Risk Assessment

The school uses GCC risk assessment process and templates (Appendix 1 - SHE guidance: Primary Risk Assessment Toolkit) as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc.

Risk assessment is the responsibility of the school's 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.

The following staff are responsible for completion of risk assessments within the following areas:

Subject Area	Person responsible
Offsite Visits	Visit Leader (usually class teacher)
PE	Kurt Doyle
D & T	Abby Willett
Science	Amy Hewson
Art	Abby Willett
Hall/Playground equipment	Anne Fleming
IT equipment	Fran Mitchell (with Charlie Horsey)
Forest School	Charlie Horsey

School Trips/Offsite Visits

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.

Control measures in place include school visits planned to meet the following criteria:

- Adequate adult:pupil supervision ratios
- Volunteer adults are DBS checked, or at very least, not left unsupervised while looking after pupils
- Reputable transport companies used for coach/mini-bus hire
- Visit leader checks organising venue has their own risk assessments in place
- Frequent head counts are carried out (especially at key transition points such as arrival and departure)
- Risk assessments are completed before all visits and checked and authorised by the visit leader
- Where practicable, pre-visit checks are made
- All planned dangerous activities are notified to Gloucestershire Local Authority

Working at Height

The risks associated with working at height are identified through risk assessment using SHE Guidance G073 (Appendix 2) Working at Height. 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 discusses and agrees 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.

Control measures in place include:

All ladders are securely stored, and no unauthorised use is permitted.

Training is provided for safe working at height for users of equipment as necessary.

The caretaker is responsible for carrying out annual ladder checks and providing simple briefing to those using ladders.

Noise

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.

Most noise is created through music lessons. These are arranged to be carried out in a classroom separated from other classrooms. Ear defenders are available for those children who are sensitive to loud noises. Where unplanned noise is experienced (eg as a result of building works) the caretaker or

Headteacher will assess the level of noise exposure and take necessary steps to minimise this if necessary.

Violence to Staff

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 ensures 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 (significant incident report). All reported incidents of violence are recorded on the SHE Assure system.

Control measures in place include the following actions taken to avoid violence to staff include:

- All visitors asked to sign in (to allow for monitoring by school admin staff)
- Unauthorised or unexpected visitors not permitted to enter school
- Visitors who have not been vetted to be supervised during their stay
- All entrance points into school building require an access pass card
- Not meeting with potentially aggressive visitors alone
- Informing other staff to monitor potentially aggressive visitors
- Have personal intruder alarm (located in school office) on your person
- As soon as potential risk is identified, aggressive person is asked to leave school premises
- Call 999 if necessary

Personal Security/Lone Working

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.

Control measures in place include the following suggested practice if lone working:

- Staff to ensure a 3rd party is informed of their intention to work alone on school premises, including details of approximate time of arrival and departure. Preferably, notify the caretaker or Headteacher by text message, so an alarm can be raised if no communication is received
- Staff to ensure they have a mobile phone while working alone
- Ensure all entrances to school are secure and unauthorised entry is not possible
- Staff to ensure they do not work at height, or operate machinery while no one else is present in the building

Holy Trinity advises all staff to take the following precautions to protect their personal safety:

- All staff to challenge any unidentified visitors (ie who do not wear a Holy Trinity Visitor's Badge) and ask them for their ID and the purpose of their visit.
- All visits off school site to be shared on the school calendar (with address details and times)
- Staff to 'check in' periodically to the school office
- Always be accompanied by another member of staff when visiting other people's homes

- Ensure a mobile phone is carried
- **Note** - All incidents of threatening or aggressive behaviour toward staff must be reported to a senior member of staff.

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a individual Subject Policy (e.g. in D&T) relating to the specific activities of the curriculum area.

Control measures in place include:

- All hazardous substances are kept out of reach from young children
- CoSHH notification sheets are kept centrally and used to inform risk assessments
- Storage areas have clear signage to warn of potential risks and prevent unauthorised access
- Training is provided to keep up to date with safe practice

Personal Protective Equipment (PPE)

The caretaker and subject leaders will 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, as well as for the pupils as necessary (eg gloves for first aid and protective goggles for science and D&T).

Control measures in place include:

- Protective gloves are provided for administering first aid
- Equipment (eg goggles, aprons and gloves) to participate curriculum and clubs such as science, D&T and gardening
- Protective boots are provided for the caretaker to carry out work safely

School Transport

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.

Control measures in place include carrying out the following checks for all staff (or parents) driving on school business or for school organised events or activities:

- DBS checks
- * Valid driving licence (with no penalties prohibiting transporting others)

- * Current insurance (including business cover)
- * Current MOT

Note - all * documents are checked annually

Drivers are made aware of any particular needs of the children they are transporting (eg SEN or Medical needs)

Manual Handling (typical loads and handling pupils)

The school refers to the SHE guidance G073 (Appendix 3) Manual Handling 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. The Headteacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.

Control measures available include:

- A sack truck is available to carry and transport heavy or bulky items that are delivered.
- Any item over 25kg, or that is bulky and difficult to grasp to be carried by at least two people
- Handling of pupils to be kept to a minimum (see positive handling reference in Behaviour Policy) and only used in exceptional circumstances to keep the pupil, others or property safe.

Curriculum Safety (including after school clubs and activities)

Subject Leaders 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 materials a risk assessment is carried out. An inventory of all equipment is kept by the subject leader and all tools/equipment/machinery are checked, maintained and stored correctly.

Curriculum subject risk assessments exist for the following:

Subject	Location	Person responsible
Art	Subject folder	Abby Willett
D&T	Subject folder	Abby Willett
Computing	Subject folder	Fran Mitchell
Music	Subject folder	Cate Matthews
PE	Subject folder	Kurt Doyle
Science	Subject folder	Amy Hewson
Gym/Fizzy club	SEN folder	Charlie Horsey/ Becky Hall
Sports (see PE)	Subject folder	Kurt Doyle
Forest School	Curriculum server	Charlie Horsey

Work Experience Placements

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 Placements Employers' Questionnaire and Risk Guidance (Appendix 4 - G072). The school also takes into account the safeguarding of its pupils whilst commencing a work placement.

Control measures available include:

Work experience or volunteers unattached to a recognised provider are asked to complete a DBS, give the names of two contacts who can provide references and become familiar with the school's Child Protection Policy and Procedures and other safeguarding documents such as Keeping Children Safe in Education.

Screen Equipment

The majority of staff within the school are not considered to be DSE users. The school refers to SHE guidance G007 (Appendix 5) - Working with Display Screen Equipment. Headteacher will 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.

Control measures available include:

- Leaflets/posters are displayed in offices (identified as areas of risk) to remind users of correct and safe use of display screens.
- Staff using display screen equipment to carry out self assessment of their workstation (Appendix 5.1)
- Annual workstation checks to be carried out

Parent Teacher and Friends Association

The school offers support to the Parent Teacher & Friends Association (PTFA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTFA run events and adequate insurance is in place.

Control measures available include:

- Risk assessments are completed before each event and passed to all relevant persons for their information
- Tickets are issued where crowd numbers need to be controlled
- Risk assessments are located in Risk Assessment file
- PTFA members subscribe to PTFAUK to access guidance and support for carrying out events in a safe way.
- The Treasurer is responsible for carrying out and distributing risk assessments

Playground Supervision/Play Equipment and Maintenance

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.

Control measures available include:

Area/Equipment	Identified risk	Control measure
Adventure Trail	Falling from height Slips Trapping small body parts	<ul style="list-style-type: none"> ● Use of rota to reduce pressure of numbers ● MDS staff to carry out visual check for slippery surface ● MDS to monitor pupils behaviour/activity while playing on equipments ● Equipment is serviced annually, and visually checked monthly
Playground	Slips, trips and falls	<ul style="list-style-type: none"> ● Supervision cover at least at LA guidelines (ie, 1:75 - Juniors; 1:30 - Infants) ● Supervisors receive regular guidance and training to supervise effectively ● Pupils asked not to run, ride wheeled vehicles or play with balls at the beginning and end of the day ● Pupils instructed not to play on steps leading to Elliot building
Playground	Emergency incident (eg significant injury or unauthorised entry)	<ul style="list-style-type: none"> ● Follow emergency 'lock down' procedure: <ul style="list-style-type: none"> ○ 1 long whistle to stop play and get attention ○ Give instructions to enter school through normal doors & wait in classrooms until further notice.

Section 2 - PREMISES

Mechanical and Electrical (fixed and portable)

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.

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 Premises Folder.

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.

Control measures available include:

- PAT testing carried out annually (for high use equipment - eg vacuum cleaners); biannually (for low portable use - eg dvd players)
- All new electrical equipment (bought or borrowed) to be PAT tested before use
- The caretaker is trained to carry out PAT testing as well as being competent to carry out visual checks of electrical appliances

Maintenance of Machinery and Equipment

The school stores and maintains any machinery as appropriate. Training and advice on how to use, store and maintain it will be sought as necessary. Other equipment, such as IT equipment is maintained by qualified technicians purchased by school as necessary. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

Control measures available include:

- Computers, laptops and interactive screens - maintained by Focus Networks
- Telephone systems maintained by TTN
- Heaters (room and water) - maintained by P & R
- Kitchen equipment (eg steamer and warming trolley) are maintained by the catering company (Caterlink) and/or Gloucestershire County Council

Asbestos

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and

healthy environment by:

- complying with all regulations and GCC practices concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- managing the risks related to asbestos containing materials where they remain in the building
- having a named officer (ie Headteacher) who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.
- Up-to-date copy of the most recent Asbestos survey located in the Premises file (as well as copy in red 'Contractors' folder in the school office)
- Asbestos Management Plan and Asbestos Survey (in red 'Contractors' folder) to be shared with all contractors prior to any works being carried out. Record log to be signed and completed.

Service Contractors

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 provides 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.

Control measures available include:

- All contractors used are reputable firms, and generally recommended by GCC
- All contractors to sign in at the School Office
- Contractors to wear a 'Visitor' badge at all times
- Contractors to read and acknowledge 'Information for Visitors' document
- Contractors should report to the caretaker, or the school office in his absence
- Where work is carried out during school hours, contractors to be supervised by the caretaker or other available member of staff

Building Contractors

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.

Control measures available include:

- Pre project meetings with all contractors and the Headteacher (plus caretaker and Governor if available)
- Timescales of works drawn up to minimise disruption to work (eg noisy work to be carried out outside of lessons or when school is unoccupied)
- If no access to the school building is required, contractors have independent sign in arrangements. Alternatively, contractors will sign in at the school office
- Contractors will be made aware of school's emergency evacuation procedures
- Arrangements can be made to give contractors access to school outside of hours

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.

Control measures available include:

- Timescales of works drawn up to minimise disruption to work (eg noisy work to be carried out outside of lessons or when school is unoccupied)
- If no access to the school building is required, contractors have independent sign in arrangements. Alternatively, contractors will sign in at the school office
- Contractors will be made aware of school's emergency evacuation procedures
- Arrangements can be made to give contractors access to school outside of hours

Lettings (shared working - playgroups etc)

The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

Slips/Trips/Falls

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

Cleaning

A cleaning schedule is in place which is monitored by the Headteacher/Caretaker. 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 pupils adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Control measures available include:

- Keeping corridors and doorways clear of waste

Transport Arrangements (on-site)

As far as possible, the school segregates access traffic, vehicular and vulnerable pedestrians and cyclists both at access points and on site. The school wherever possible avoids the same access for all.

Control measures available include:

- School gates to the car park are closed (& locked) at 8.40am to 3.30pm to minimise traffic at drop-off and collection times
- Parents are advised not to access, or use, staff car parking areas
- Deliveries and visitors are directed, where possible, to be between 9.00am and 3.00pm to avoid peak traffic times

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE guidance Caretaking Duties Risk Assessment Toolkit - G004 (Appendix 6).

Control measures available include:

- Repair and maintenance work recorded in 'Caretaker's Log Book' is evaluated for need of a risk assessment before work is completed
- Caretaker receives regular training (or as required for specific tasks) to support in competent carrying out of duties as well as compliance with regulations
- Regular maintenance and testing duties are detailed in the Premises check form (Appendix 7) located in the Caretaker's Room

Gas and Electrical Appliances

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. Gas appliances are checked and serviced regularly (at least annually).

Glass and Glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as

glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

Water Supply/Legionella

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The caretaker 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.

Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment are carried out 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.

Control measures available include:

- The caretaker informs the headteacher as soon as possible that adverse weather is affecting access to and from school
- Areas identified to evaluate risk and prepare as necessary include:
 - Pathways into school playground
 - Steps and entrances to school building
 - vehicular access to staff car park
 - pedestrian access through the car park
- Altered access arrangements communicated to all staff and parents through the texting service
- Changes to the school day (eg a later start/earlier finish) are considered to minimise potential risk and provide adequate time to prepare school site to ensure everyone's safety

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

Infectious Diseases

The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings.

Control measures available include:

- All reported diseases are referred against the guidance notes/poster (located in the school office cupboard)
- If necessary, guidance is sought from the Health Protection Team
- Prompt communication is made with staff and parents to avoid unnecessary spread of infections
- Education (eg 'Catch it, Bin it, Kill it) and guidance is offered to all school users about how to change practice to prevent spread of infections

Dealing with Medical Conditions

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

Control measures available include:

- Posters and lists (located in Class register folders and key locations - eg Dinner Hall) of children with life threatening allergies, asthma and medical conditions are displayed
- Where medical conditions compromise a person's (ie pupil or member of staff) ability to work or move around site safely, an individual risk assessment will be drawn up and where possible alternative arrangements made. This will be the Headteacher's responsibility, but written in consultation with the SENDCo, parent and health professionals as necessary.

Drug Administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. 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.

Control measures available include:

- Medicines are not currently administered by school staff, except where indicated and authorised on a child's Medical Care Plan, or on residential visits.
- Medicines are stored securely and out of the reach of children. If necessary, medicines are stored in a cooler as indicated on the label.
- It is the responsibility of the parent/owner of the medicine to ensure it is named and includes details of dosages and times.

- Where a member of staff administers (or oversees a pupil self-administering) medicine, a record of this (including time, date and dosage) will be kept.

First Aid

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 First Aid is followed.

Designated First Aiders (with Level 3 qualification) are:

- Miss Horsey
- Mrs Hewson (including Paediatric first aid)

Location of First Aid boxes

- School Office
- Cupboard in main corridor
- Reception Classroom

Reporting of Accidents, Hazards, Near Misses

The school reports and investigates all accidents, incidents and near misses and adheres to SHE guidance G025 - Accident Reporting and Investigation (Appendix 8). 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.

Fire Safety and Emergency Evacuation

The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.

Control measures available include:

- All rooms with identified emergency exits to have a fire extinguisher
- Regular (at least annually) service and repair of fire safety equipment and alarms
- Fire warden and Fire Safety awareness training for all staff every 3 years
- Clear Fire Exit signs on display
- All rooms display a Fire Evacuation procedure
- Fire evacuation drills are carried out regularly (at different times of day)
- Issues identified following evacuation drills are discussed with Fire Wardens and communicated to all staff
- Fire alarm is tested weekly (using different call points)

Crisis and Emergency Management

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

Refer to Coping With School Emergency Plan (located on Google Drive - note restricted access to SLT and school administrator staff)

Section 4 - MONITORING AND REVIEW

Monitoring

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.

Inspections

Regular safety inspections are carried out by the Headteacher and Caretaker (and annually with governors) 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.

Issues requiring repair, maintenance or replacement are logged in the Caretaker's Work Log book to be actioned as a schedule of regular work.

Review

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.

The school also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc.

Presentation of safety performance report to Governors will include a statistical breakdown of accidents and a review of risk assessments etc.

The Health & Safety Policy Document will be reviewed annually and approved by the Finance and Resources Committee.

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 from Gloucestershire SHE unit every 3 years . The action points identified through the audit form part of the school development plan.

Section 5 - TRAINING

Staff Health & Safety Training/Competence

The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher undertakes 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.

Training records are maintained on a Staff Training - dates and qualifications spreadsheet.

Supply and Student Teachers

The school's expectations are made clear to any supply and student teacher through the provision of Visitor Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply teacher on general school organisation and routines. The Head of KS1 or class teacher is responsible for liaising with the student teacher on general 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.

The Headteacher is the responsible person for ensuring safeguarding, code of conduct and security arrangements etc are provided to both student and supply teachers

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.

Section 6 - HEALTH AND WELLBEING

Pregnant Members of Staff

The Staff room has 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.

The Headteacher will be responsible for carrying out risk assessments in liaison with the expectant mother.

Health and Well Being Including Absence Management

The school refers to SHE guidance document G021 - Managing Work Related Stress in Schools Toolkit (Appendix 9) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress. The school endeavours 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.

Control measures available include:

- School subscribes to 'Health Assurance' to provide an individual counselling and advice resource for all staff.
- All policies are evaluated to consider their impact on work life balance
- Staff are encouraged to share concerns at the earliest possible opportunity

Smoking on Site

There is no smoking on the school site.

Section 7 - ENVIRONMENTAL MANAGEMENT

Environmental Compliance

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.

Specific arrangements include:

- All waste organised (ie collated and bagged) by the caretaker
- General Waste (including paper, cardboard and plastic bottles) - collected by Suez (Tel: 01179 168600)
- Recycling - collected by Print Waste (Tel: 01242 588600)
- All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

Section 8 - CATERING AND FOOD HYGIENE

Catering and Food Hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council). Caterlink are the contractors responsible for providing school dinners.

Section 9 - HEALTH AND SAFETY ADVICE

Information

- Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350
she@gloucestershire.gov.uk
- www.gloucestershire.gov.uk/she