



# HEALTH AND SAFETY POLICY

*Rodmarton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check.*

*Please refer to the school's Child Protection Policy for more information.*

*'We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.'*

Agreed date: July 2022

Next review: Summer Term 2023

## **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 staff are required to comply. They are encouraged to support the Governing

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

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

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

Signed:	Signed:
Head teacher's name:	Chair of Governors' name:
Date:	Proposed review date:

## **Part 2 Organisation**

### Organisation – Introduction

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

#### 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, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

#### **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.

#### **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 employees 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. They 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 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.

#### **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.

#### 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 Duties of Premises Manager

The Premises Manager 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.

#### Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

### Part 3 General Arrangements

#### Part 3.1 – Risk Assessment

##### Risk Assessment

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.

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

##### 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 SHE guidance. The Off Site Visit Coordinator (OVC) is the Headteacher. Offsite visits are planned, recorded and risk assessed in accordance with Local Authority guidelines as referred to at the following link: <http://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/> All visits **must** be approved by the OVC.

Commented [MCS1]: Has this process changed?

##### Working at Height

The risks associated with working at height are identified through risk assessment using SHE/GN/5 *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 discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place.

Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Ladder policy stipulates staff not to use on site – only to be used by contractors skilled in their use.

Step ladders should be risk assessed before use – by the contractors.

(A generic risk assessment form is available for the school to use when contractors/suppliers do not supply their own.)

Working at Height Guidance is accessed from the link below:

<http://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/>

### **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. Generally, noise risk is managed by keeping the dose (exposure time) to a minimum.

### **Violence to All People**

The school are aware of their responsibility for assessing the risks of violence to stakeholders 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 or others through the reporting process. All reported incidents of violence are recorded on the SHE Assure system which is available at

<http://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/>

Any violence towards staff is reported to Headteacher, Police and SHE unit.

Aggressive behavior will not be tolerated and will always be reported (in writing) to the Headteacher and/or Governing Body who will deal with the incident in line with Local Authority guidelines.

Pupils have behaviour management plans where required.

### **Communication**

Summarise how you communicate with:

- employees e.g. intranet, staff meetings, performance reviews
- visitors – signing in
- pupils – lesson plans, school council, assembly
- parents – admissions process, school prospectus, website, news letters
- volunteers – simple induction
- contractors – part of work planning

### **Consultation with employees**

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by

### **Part 3.2 - Specific Risks**

### **Security Arrangements Including Dealing with Intruders**

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.

In the event of an emergency the Headteacher should be contacted immediately or the Teacher on Duty, in her absence. The school has emergency procedures which include a business continuity plan. All visitors to school must sign in at reception and wear a visitor badge whilst on site. Non LA visitors to site are supervised at all times. Strangers are challenged if they are found around the school premises. Contractors are selected from the LA framework of recommended contractors. Log book numbers are issued for all call-out work. The School uses Smartwater to protect electronic equipment.

### **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. Staff are not encouraged to work alone. Where this is the case staff must get permission from the Headteacher. Whilst on site, staff are asked to lock outer doors, have access to a phone (mobile or school telephones) and ensure a nominated adult (next of kin/ family member) is aware where they are and when they are expected to leave the building.

### **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 local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.

CoSHH is applied to the use of batteries which are disposed of at a central point in the school office. Data sheets are kept within the school.

The cleaners' equipment is kept in a locked cupboard at all times. The key for this cupboard is kept on the back of the male toilet door. The Cleaning Manager/ Cleaner/ Headteacher uses this key to access the cupboard each day and therefore its location is checked on a daily basis. Safety sheets are used for hazardous materials.

### **Personal Protective Equipment (PPE)**

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.

There are identified areas requiring regular PPE. Control measures are put in place when hazardous substances are used such as spray paints. All grounds maintenance is carried out by GCC recommended contractors. The school uses DFE/ LA guidelines in relation to the use of PPE during the COVID 19 pandemic.

### **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.

Any staff member or volunteer who may transport children in their own vehicle for curricular activities must provide complete a driver's declaration form. These documents are reviewed annually and kept in the filing cabinet in the school office. Volunteers who drive on a regular basis will be required to complete a DBS which are recorded in the School Central Record which is also stored in the filing unit in the school office. The office administrator checks all drivers' MOTs Insurance documents and licence.

**Manual Handling (typical loads and handling pupils)**

The school refers to the SHE/GN/30 *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. Headteacher are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.

Staff who set up the dining tables and chairs are given training on appointment. This activity is risk assessed and the appropriate approach to handling is monitored by the Headteacher on a weekly basis.

**Moving and Handling Pupils**

Moving and handling of pupils is included in the pupil behavior/care plans.

If required, employees will be trained in the correct moving/handling techniques.

**Curriculum Safety (including extended school's activity/study support)**

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 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. School follows good practice guidance as outlined nationally.

**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 Information Sheet 10 *Employers Questionnaire and Risk Guidance*. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.

Visitors to school including work experience, placements are reminded about emergency procedures. A young person's risk assessment is completed in liaison with the school or college. The Headteacher meets with all work experience pupils to carry out an induction which includes a health and safety and safeguarding briefing.

**Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – *Working with Display Screen Equipment*. Headteacher/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes. Office staff using computers will have appropriate adjustable equipment. Admin and all teaching staff complete a DSE assessment at the start of the academic year. Any recommended improvements are actioned.

**Parent Teacher Association**

The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and ensure adequate insurance is in place. Measures during events include adequate supervision, food hygiene and controlling vehicle movements.

The Friends of Rodmorton carry out the risk assessments for activities posing greater risk and this is checked, amended as required and signed off by Headteacher.

**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.



Play equipment is reviewed as part of the LA support for schools. Levels of supervision are appropriate and children are reminded about safe use of equipment.

### **Part 3.3 – Premises Risks**

#### **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 the Premises File which is kept in the school office.

Reference is made to Asset Management & Property Services (AMPS) *Technical Briefing Note EM005 Portable Appliance Testing*) and fixed electrical checks are carried out in accordance with Asset Management & Property Services (AMPS) Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.

Site risk assessments are kept in the school office and PAT testing is carried out annually.

Fixed wiring is done 5 yearly and the next review is due in 2020. This is done with GCC approved contractors.

#### **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;
- 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*.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

The asbestos survey is held in the school office and updated annually or when work is carried out where asbestos is present, in liaison with the Local Authority.

### **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 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.

Contractors should report at the school office to either the Office Administrator, School Business Manager or Headteacher.

Maintenance and servicing of equipment is monitored by the Headteacher and inspections booked with recommended LA contractors as and when required.

The log book of all maintenance and servicing is kept with the premises file which is located in the school office.

### **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.

The school operates within LA guidelines

(<http://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/>) and will seek appropriate advice from Asset Management & Property Services (AMPS).

For any larger scale projects (e.g. window refurbishment) the Headteacher and School Business Manager will attend pre-works meetings, identify timescales, access etc.

Contractors are asked to attend out of school hours whenever possible to minimize disruption to teaching and learning (e.g. working during school holidays).

### **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 controlled by being shown the site, understanding what needs to be done and how the risks are managed, checking the site afterwards to ensure that it has been left in a safe condition. All contractors must report to reception and sign into the visitor book. They must wear appropriate identification whilst on site. Contractors must refer to the Headteacher, School Business Manager or Office Administrator before commencing work and be governed by school procedures.

If working during school day, must show current DBS and proof of identity which must include a photograph.

### **Lettings (shared working – playgroups etc.)**

n/a

### **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. Food spills are cleaned immediately. Cleaners are briefed not to leave hazards such as wet floors without warning signs.

The school follows the Good Stewardship Guide. All slips/trips/falls to be recorded in the accident book which is kept in the school office.

### **Cleaning**

A cleaning schedule is in place which is monitored by the Headteacher/. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

The school is part of the GCC contract for cleaning. ECS perform a monthly inspection and GCC monitor standards on a regular basis.

Deep cleaning usually occurs during holiday periods only. However, if there was a serious outbreak of sickness/ diarrhea, which closed the school, a deep clean would take place before the school reopened.

The school is part of the GCC contract with Caterlink for school meals via Kemble Primary School.

### **Bus Duties (supervision of pupils boarding school buses)**

Children are reminded about safe boarding of buses.

In the morning, bus driver brings pupils into the school office and hands them over to a member of school staff. In the afternoon, a member of school staff hands bus pupils over to the driver in the school office.

Bus driver is LA approved and carries current DBS. (Spot checks carried out by GCC).

### **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/GN/46 *Caretaking Duties Risk Assessment Toolkit*.

All staff are asked to report to the School Business Manager or Headteacher regarding any caretaking/grounds maintenance concerns. Claire Sharp is responsible for the regular testing of legionella and these records are kept in the premises file.

As part of the school's 'buy back' of traded services appropriate H&S audits, water risk assessments, etc. are carried out at the relevant times.

Any grounds defects are notified to the School Business Manager who will then seek advice from the Asset Management & Property Services (AMPS) team.

The fire alarm system is checked in accordance with regulations and recorded in the documentation held within the fire alarm cabinet. Details of contractor inspections are also held in the premises file.

Outdoor play equipment is inspected annually by LA approved contractor.

### **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.

PAT testing is carried out annually and the gas boiler is inspected annually. Records are kept in the Premises File which can be located in the school office.

### **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.

Glazing is assessed during regular H&S audits and any issues reported via Safety Committee.

All low level glazing has been risk assessed and as such complies with safety regulations or has been fitted with safety film.

#### **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 named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.

The Office Administrator is responsible for monitoring the water supply/legionella. Regular checks are undertaken and records kept in the premises file.

#### **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 has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

Adverse weather protocol in place.

Grit is stored on site. The Headteacher or senior teacher observes conditions and grits accordingly.

#### **Maintenance of Machinery and Equipment**

n/a

### **Part – 3.4 Health and Wellbeing**

#### **Infectious Diseases**

The school follows the guidance produced by Public Health England, 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'.

National guidance available in school office and is referred to.

#### **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.

Parents give medical updates of pupils on annual basis. Medical information for all pupils is stored in classroom filing cabinets. Where appropriate pupils will have an agreed care medical plan in place.

#### **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.

Drug administration policy in place. Guidance from DfE *Guidance Managing Medicines in Schools and Early Years Settings* is followed.

#### **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.

First aid policy is in place and reviewed on a 3-year cycle or sooner if necessary. Details of First aiders and their renewal dates can be found in the Single Central Record file.

#### **Reporting of Accidents, Hazards, Near Misses**

The school report and investigate all accidents, incidents and near misses and adhere to SHE/Pro/4 *Accident Reporting and Investigation*.

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.

As instructed in the Health and Safety Induction paperwork, any near misses must be reported to the Headteacher who will take the necessary steps to prevent further near misses or accidents. All accidents are recorded in the accident book which is kept in the school office. All first aid administered to children or adult is recorded in the first aid book which is kept in the resources room. Onsite accidents which result in medical treatment outside of school are reported on SHE Enterprise by either the Headteacher or Office Administrator. Parents are informed of any accidents and always if the child has a bump to their head. More significant accidents are investigated to identify the root causes and to review any trends.

#### **Fire Safety and Emergency Evacuation**

The school follows Asset Management & Property Services (AMPS) guidance. A risk assessment has been carried out and a safety management plan is in place.

An up to date fire risk assessment is in place.

Termly fire drills are carried out. Firefighting equipment is situated throughout the building. The alarm is serviced at 6 monthly intervals. Fire points are tested on a weekly basis and the emergency lighting each month. These are logged in the school premises file.

The school reviews the fire risk assessment at least annually. Staff are briefed on the findings of the FRA and co-operate in managing fire risk (e.g. closing doors etc.) Arrangements are in place such as control of combustion materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

### **Crisis and Emergency Management**

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

Crisis Management is coordinated by the Headteacher, Mrs Caroline Musty who is also the Health & Safety Coordinator and Premises Coordinator. The Emergency Plan is updated annually.

### **Health and Well Being Including Absence Management**

The school refers to SHE/GN/31 *Stress Risk Assessment Toolkit (Schools)* and has carried out a risk assessment based on the Health & Safety Executive's *Management Standards for Work-Related Stress*. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. Other practices used include: Limiting the time spent at school at the end of the day. Encouraging work life balance through social events.

### **Pregnant Members of Staff**

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. The checklist contained in SHE is used and reasonable adjustments made. A risk assessment is carried out and reviewed regularly. Staff are encouraged to take regular rest breaks.

### **Smoking on Site**

The school is a no smoking site and visitors and contractors are required to conform to this status.

## **Part 3.5 – Monitoring, Review and Audit**

### **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of our premises action plan. SHE audits are carried out on annual basis.

### **Inspections**

Regular safety inspections are carried out by the Head teacher (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. Local inspections are a valuable way to check on unsafe acts/ unsafe conditions. These inspections are made by the Headteacher on a termly basis and by a member of the governing body, each year.

### **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. 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.

### **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 Headteacher inspects and reviews the health and safety documentation including risk assessments, policies and procedures on a termly basis. Health and Safety is discussed at Governing Body level.

The Health & Safety Policy Document will be reviewed annually and approved by the Governing Body.

## **Section 3.6 – Training**

### **Health & Safety Training/Competence**

The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees. Records are located in the main office within the personnel files.

### **Supply and Student Teachers**

The school's expectations are made clear to any supply and student teacher through the provision of the Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered. All staff are given safety and safeguarding briefings on arrival to post. The Designated Safeguarding Lead is Caroline Musty, Headteacher.

### **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 visitor's 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. Volunteer helpers are invited to a briefing where a health and safety and safeguarding briefing is given. The school has a Volunteer Helper policy.

### **Section 3.7 - 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.

The school uses a waste management company which is bought as a traded service from the LA.

#### **Disposal of Waste**

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

The school uses a waste management company which is bought as a traded service from the LA. Arrangements are made to collect hazardous waste if ever necessary. Waste is stored carefully on site to avoid escape within the grounds. Fire safety is considered and bins are kept secure.

### **Section 3.8 - 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).

The caterer has a food hygiene management system (HACCP) in place and is trained in food hygiene. Food hygiene inspection reports are shared with the school.

Caterlink provide the school dinners for our school. This is a traded service bought from the Local Authority. The Local Authority carries out termly service reviews in consultation with school staff.

### **Section 3.9 – Health and Safety Advice**

#### **Information**

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