Littledean Church of England Primary School and Pre-School

Health and Safety Policy

Date of policy review: September 2026
Approved by Full Governing Board: 14th October 2026
Date of next review: September 2027

Aspiration - Resilience - Community

STATEMENT OF INTENT

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

It is the policy of Littledean C of E Primary School to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the school and others who may be affected by our undertaking.

The Governing Board and Head Teacher recognise and accept their responsibilities under law and also under Gloucestershire County Council delegation for local management of schools.

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 Board and Head Teacher.

In particular, the Governing Board and Head Teacher shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and work-related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and provide safe equipment
- provide effective information, instruction, and training
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained including adequate welfare facilities
- ensuring safe use, handling, and storage of substances at work.

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

The Governing Board and Head Teacher will ensure adequate resources, including finance to implement the Policy.

The Governing Board and Head Teacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Board of and Head Teachers commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full 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.

Signed:	Signed:
Head Teacher's name: Hayley McGoldrick	Chair of Governors' name: Mike Barnsley
Approval by Full Governing Board	14th October 2026
Date: September 2026	Proposed review date: September 2027

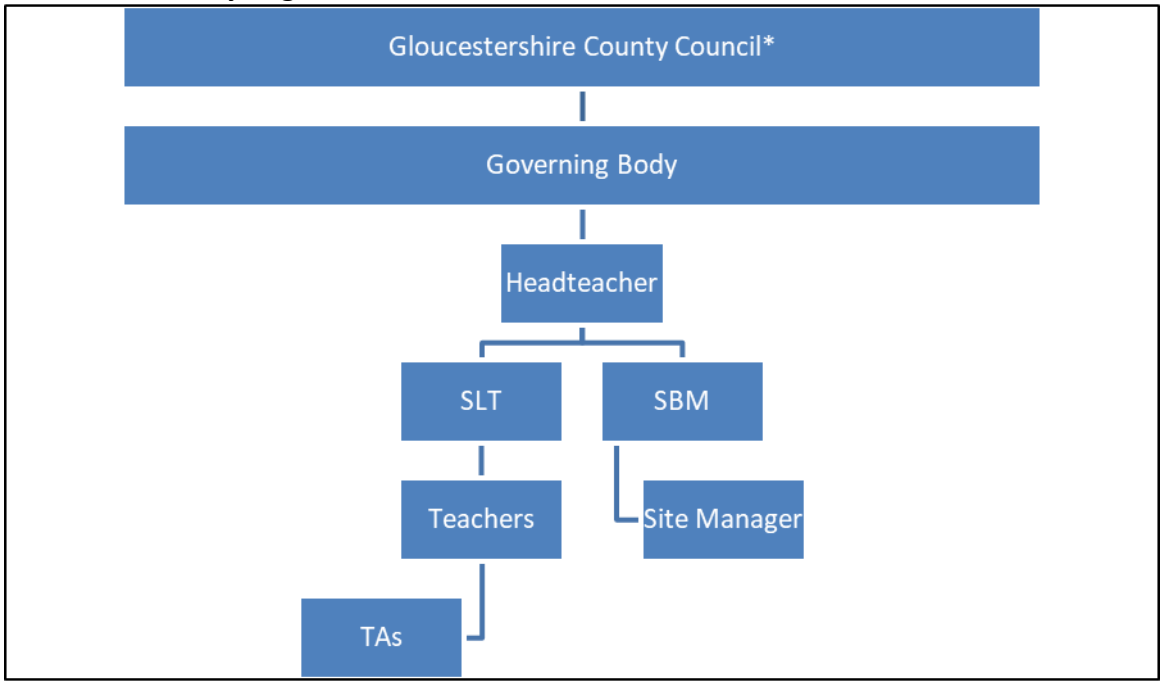
Links to other policies:
• Safeguarding • SEND • Behaviour • Emergency and Business Continuity Plans • Fire Policy/Evacuation Plans • First Aid in School • Administering Medicines • Lone Working • Staff Handbook • Supply Teacher Handbook • Code of Conduct • Accessibility Plans • Asbestos Management Plan

Part 2 Organisation

Introduction

In order to achieve compliance with the Governing Board 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.

Health and Safety Organisation Chart



GCC Relationship with Schools

The legal responsibility and thus accountability for health and safety in schools lies with the Council as the employer in community schools, voluntary controlled schools and the alternative provision service. For academies and voluntary aided or foundation schools, responsibility rests with the Governing Board or Trust.

The Council provides a delegated budget under the Scheme for Financing Maintained Schools within the authority, so that each school can take control of day-to-day issues, including adequate resources for health and safety.

Head Teachers and Governing Boards are delegated health and safety related functions by the Council and are responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching and ancillary staff, pupils, visitors and any other person using the school premises or engaged in activities by the school.

The Governing Board

The Governing Board has overall responsibility for ensuring compliance with health and safety law and this policy through good governance practices. The purpose of governance in health & safety is to provide:

- strategic leadership
- robust accountability for health and safety issues

- oversight and assurance of health and safety performance

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.
- ensure compliance in relation to H&S by way of receiving regular reports and updates from the Head Teacher.
- As part of this monitoring, the Governing Board shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.

School Business Manager (SBM)
The SBM will oversee the co-ordination of health and safety and facilities management across all member schools to ensure operational controls are in place and working. This includes:

- Managing the school estate effectively to ensure a fully compliant, healthy, safe and sustainable school environment.
- Appropriate funding is available to ensure health and safety within school(s).
- Working with the Governing Board and Head Teacher on the strategic approach to health and safety within the school to ensure a positive health and safety culture.
- Implementation of a safety management system.
- Working with schools to ensure health and safety compliance.
- Ensuring all levels of management within the organisation understand their responsibilities and the arrangements for the implementation of the health and safety policy.
- Suitable and sufficient risk assessments are undertaken.
- Suitable training is provided and been undertaken.
- Maintaining records and statistics of all accidents and incidents that occur within the organisation to monitor trends.
- Reviewing policies and procedures, risk assessments and other relevant documentation periodically.
- Arrangements for securing and managing contracts with vetted and approved contractors.

Head Teacher
The Head has the following responsibilities:

- Be fully committed to the Health and Safety of their school.
- Ensure that this Policy is communicated adequately to all relevant persons and adhered to at every school for which they are responsible.
- Ensuring this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school.

- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- An appropriate organisational structure is in place in the school(s) to manage health and safety.
- Where necessary, delegate in writing any of the functions listed to appropriate person(s), who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the Head Teacher.
- Qualified first aid personnel and facilities are provided.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are recorded, investigated, reported following the school adopted process; and control measures implemented to prevent any recurrence.
- Monitor records and statistics of all accidents and incidents that occur within the school(s).
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and provision of safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school(s) and that relevant employees are informed of the significant findings of the assessments.
- A risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents.
- All health and safety issues raised by employees are recorded and investigated.
- Regular inspections of the school buildings and grounds; and maintenance of i
- Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work.
- Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Adequate welfare facilities, including temperature, lighting and ventilation levels.
- Safe access and egress is provided and maintained in all areas within the schools.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory requirements.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.

- The provision of such information, instruction and training as is necessary to ensure health and safety.
- Suitable and sufficient risk assessments are undertaken.
- The location of any asbestos containing materials is identified and appropriately managed.

Employees
All employees shall co-operate with the school to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, shall:

- Familiarise themselves with the content of the Health and Safety Policy.
- Act in accordance with this policy, any delegated functions and any health and safety training received.
- Work with due regard for the health and safety of themselves and others (employees, pupils, visitors, public etc.) around them
- Support the Head Teacher and leadership in the delivery of good health and safety practice and the minimisation of risks.
- Draw attention to health and safety problems or deficiencies in the workplace.
- Report accidents and incidents with a view to preventing a recurrence.

Teaching Staff
In addition to the above, teachers are responsible for the immediate safety of the pupils in the classroom by:

- Identifying and assessing risks when planning lessons and activities for pupils.
- Maintaining the classroom in a condition such that is safe and without risks to health.
- Exercise good standards of housekeeping and cleanliness.
- Exercise vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

Educational Visit Coordinators (EVC)
The school shall nominate an EVC who oversees the approval mechanism for all educational visits or the Head assumes the role.

Due to the nature of the role, the EVCs shall have experience of practical off-site activity and visit leadership, and appropriate status within the school that enables them to guide the working practices of their colleagues. Functions of the EVC which are administrative in nature may be delegated to an appropriate member of staff, but the responsibility to ensure that these functions have been carried out remains with the Head Teacher.

The EVC shall ensure that all educational visits and off-site activities planned by teaching staff meet the requirements of the guidance, as well as the requirements of school policy and procedures.

The functions of the EVC include:

- Taking the lead on developing and reviewing schools procedures.
- Supporting the Head Teacher and Governors with approval decisions.
- Assessing the competence and confidence of visit staff to lead and supervise.
- Organising the training and induction of leaders and others going on the visit.
- Ensuring that emergency arrangements and emergency contacts for each visit are in place.
- Ensuring that individual visits are reviewed and evaluated including accident/ incident/near miss reports.
- Monitoring of Visit Leader planning and sample monitoring of visits in practice.

Temporary Staff
Temporary employees have the same health and safety responsibilities as all employees detailed in the Policy and any specific duties relevant to their role.

They shall be provided with information and guidance, including the Health & Safety Policy Document, fire and emergency procedures, relevant information about pupils under their supervision (e.g. medical information) etc. They must understand and follow these guidelines at all times. They are directly accountable to the Head Teacher whilst on the school site.

School Safety Representatives
The Governing Board and Head Teacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However, representatives are not part of the management structure and do not carry out duties on behalf of the Head Teacher or Governing Board).

Volunteer and Parent Helpers
Volunteers and parent helpers should act only under the supervision of a qualified employee. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site. Volunteer and parent helpers are responsible for following instruction and guidance to ensure health and safety, fire safety and emergency procedures.

Visitors
All visitors have a responsibility to act in accordance with health and safety instruction and guidance and to notify an appropriate employee if they believe there is a failure or potential for failure in the health and safety provided.

Pupils
Pupils are expected to exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding. They should observe all the health and safety rules of the school and follow the instructions of staff at all times. Pupils must use equipment safely and not misuse or interfere with anything provided for health and safety.

Safety, Health and Environment (SHE)
The school have appointed Gloucestershire County Council Safety, Health and Environment (SHE) service to assist the school to meet its statutory duties relating to health and safety. SHE will provide appropriate advice, guidance and support to the Governor, Head Teacher and staff through provision of a service level agreement.

Contractors
Contractors have a responsibility to ensure any works carried out on behalf of the school does not expose themselves, our employees, pupils or others to risks to their health and safety. All contractors must supply up to date RAMS documentation when requested and must bring any significant risk to health and safety to the attention of the Head Teacher/ School Business Manager before work commences and take such measures as is necessary. Contractors have a responsibility to cease work immediately if the health and safety of anyone in the vicinity is at risk of harm.

Part 3 General Arrangements

The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Organisation – Introduction. In order to achieve compliance with the Governing Board 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.	Hayley McGoldrick (Head Teacher) is appointed school Health and Safety Coordinator. Wendy Worgan (SBM) also leads in matters relating to Health and Safety in an advisory role.
The Duties of the Governing Board The Governing Board has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Head Teacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.	The Health and Safety Policy will be reviewed annually. The Governing Board are actively involved in school development and the review of policies and procedures. Health and Safety sits within all Governor committees. Governors undertake premises walks (at least once per year) where they monitor the condition of the school grounds, furnishings, fittings and other aspects associated with Health and Safety.
The Duties of the Head Teacher The Head Teacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Head Teacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Head Teacher 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 Head Teacher will maintain the overview of Health and Safety within the school, ensuring compliance with policy and procedures. The Head Teacher will identify any training needs for staff, pupils and governors and ensure that these needs are met. Any defects in the premises, equipment and facilities which may affect the health and safety of staff, pupils and others are made safe within an appropriate timescale. The Head Teacher monitors the system of risk assessment.

The Duties of Employees All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.	All staff sign off on My Concern to say that they have read and understood the Health and Safety policy and the Primary School Risk Assessment Toolkit, signing off to say that they have read the documents indicates an agreement to comply with the contents. All accidents are recorded on accident report forms (soon to be accident report books Sept 2026) which are then stored securely. Any hazardous situations or defects in equipment are promptly reported to line manager. Any maintenance issues must be recorded in the maintenance book in the SBM's office, works will be signed off in the book when completed. Staff are expected to take responsibility for their own safe working practices in regards to good standards of housekeeping, cleanliness, hygiene and safe use of equipment.
Pupils Pupils, in accordance with their age and stage of development, 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.	Children are taught how to use resources/equipment safely and correctly and we expect them to follow the procedures that they have been taught. Children are expected to be dressed appropriately for PE, Forest School and any other activities that might require clothing other than school uniform. Children are encouraged to wash their hands after using the toilet and before eating – hand sanitizer facilities are available throughout the school and children are encouraged to make use of them. Fire drills and lockdown practices enable us to train the children on how to behave during an emergency. Children are encouraged to show respect for others, themselves, property and equipment. During off-site visits children are made aware of the possible risks and informed accordingly as to the action they should take – depending on the age of the pupils and the activities involved.

School Safety Representatives The Governing Board and Head Teacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Head Teacher or Governing Board).	We do not have any trade union representative on staff.
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 Head Teacher whilst on the school site.	Our procedures for the induction of all staff (including temporary) includes induction into the health and safety policies and procedures at this school, along with safeguarding procedures.

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.	Each class teacher takes responsibility for ensuring compliance with this policy within their own class. Class teachers will work with children to develop safe working habits and will work with additional support staff to ensure that the messages taught are reinforced regularly. Any defects with facilities or equipment within any of the classrooms will be reported directly to the Head Teacher and/or School Business Manager and via the maintenance book in the office. Incidents, near misses, acts of violence (including verbal abuse) should be reported to the Head Teacher or member of the SLT. Staff are involved in the development of policies where appropriate.

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 are expected to comply with the contents of this policy and will sign to say that they have read and understood the document and agree to adhere to it. Teaching Assistants will work under the supervision of class teachers to promote the messages about safe working practices and will report any defects in facilities or equipment to their line manager and through use of maintenance book. Incidents, near misses, acts of violence (including verbal) should also be reported to line manager.
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.	Our named Off-Site Visits Coordinator (OVC) is Wendy Worgan (SBM). She has attended OVC training and is able to work with visit organisers to ensure that all necessary checks are in place and that correct planning procedures are followed.
The Duties of Premises Manager (Bursar, Business Manager, Site 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 Head Teacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.	The School Caretaker is responsible for ensuring that any maintenance requirements are reported in the maintenance book. The SBM will ensure that any works are carried out in a timely manner to an agreed standard. All members of staff have a responsibility to take action should they see any unsafe working practices.
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.	Our procedures for the induction of volunteers include induction into the health and safety policies and procedures at this school along with safeguarding procedures. Volunteers are given clear instruction as to who their line manager is and who to report any concerns to. The class teacher where the volunteer is working is directly responsible for the supervision of the volunteer.

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.	**Responsibility of: Name/Title**	**Action/Arrangements (customise to meet your own situation)**
Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	SBM + All members of teaching staff	Text messaging service, emails, Class Dojo (EYFS), newsletters + other letters home (all letters displayed on the school website), copy of letters in folder in main entrance and newsletters in parent noticeboard.
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Head Teacher	Staff meetings (teaching, TA and MDSU) and discussions on an as needed basis. INSET training.

Section 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:		Subject Leaders: Science Hayley McGoldrick PE Natalie Warry DT Hayley McGoldrick Art Hayley McGoldrick Forest School Sam Worgan GCC risk assessments for these subjects are in place. All D&T activities relating to cooking are carried out in the staff room, where the cooker is situated. There is a table in the staff room which is big enough for a group of children to comfortably work. Only staff will open and close the oven and children are reminded of safe working practices throughout the session.

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.		Wendy Worgan (Offsite Visit Coordinator) has up-to-date training. The OVC monitors all risk assessments related to offsite visits. All risk assessments for off site visits must be checked by Head Teacher or member of SLT in her absence.
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.		Working at height will only occur through use of appropriate equipment such as a step ladder. Any works that require working at a greater height will be carried out by outside contractors with the correct equipment. Primary School Risk Assessment Toolkit used to provide risk assessment for working at height.
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.		For all music lessons staff are expected to be considerate (as we are an open plan school) and make arrangements to work in the school hall if the noise level will become too disruptive. Where there are children in school with specific issues around loud noises we will work with the parents and outside agencies to ensure that systems are put in place to protect the child (possible use of ear defenders etc…)

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 ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.		Incidents of aggression directed at staff do occur within school from children and/or parents. Where children demonstrate aggressive behavior a risk assessment will be put in place to protect all concerned. Advice and support will be sought from outside agencies and the school's Behaviour Policy will be followed. The school has a Violence Towards Staff Policy which is related to issues around parents being verbally aggressive and there are systems in place detailing how to deal with this. All incidents or near misses must be reported to the Head Teacher and this in turn will be monitored by the Governing Board.
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 named contacts are: Hayley McGoldrick Head Teacher Wendy Worgan School Business Manager Security during the school day is effective with CCTV to the front and rear of the building and clear signing in/out procedures. Children who arrive late for school or leave early for appointments are signed in/out at the office. Emergency procedures are clearly defined to all staff and pupils. Temporary staff and volunteers are also briefed as to emergency plans through the induction process.

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.		Lone working within the school is a low-risk activity- most lone working is related to office type work. We expect members of staff to ensure that they alert someone in their family etc. that they are lone working in case of an emergency. Lone Working Policy in place along with a Lone Working risk assessment. Where staff are required to work off site, i.e. Mental Health Lead meeting with parents – systems are in place to ensure the member of staff's safety. In accordance with the Lone Working Policy staff are expected to let another member of staff know where they are going, who they are meeting with and how long they plan to be. They will then make contact with the same member of staff when they return. If the member of staff does not return at the expected time they will be contacted on their mobile phone, the home number of the parent or the phone number of the venue of the meeting.
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.		Hazardous materials are kept in lockable cupboards where appropriate CoSHH information is kept with the items.

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.		When dealing with first aid issues staff are expected to wear gloves which can be found in each first aid kit and the drawer in the admin office. This also applies when dealing with children who require personal intimate care (policy in place for this and all children who require intimate care have an Intimate Care Plan in place which has been agreed by parents and staff).
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 members of staff who drive on behalf of the school are required to provide relevant documentation to the SBM (evidence of current MOT and up to date business insurance, driving licence). Parental permission is always sought when a member of staff will be driving children somewhere and relevant risk assessments carried out. Booster seats will be provided (or we will ask parents to provide them) for children who need them.

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. Head Teachers (or add name of responsible person(s) here) are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.		Where a child has a specific special education need or disability members of staff will receive appropriate training as to how to move and handle the child. This will be updated regularly according to any changes in circumstances or need. Any other members of staff who need to lift heavy items are provided with trolleys or sack trucks to aid lifting and transporting. Training in the use of any hoists or other equipment will also be provided as and when needed.
Curriculum Safety (including extended schools activity/study support) Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE 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.		Advice regarding relevant risk assessments for specific subjects can be sought from: *Science Hayley McGoldrick* *PE Natalie Warry* *DT Hayley McGoldrick* *Art Hayley McGoldrick* To ensure curriculum safety, teachers are expected to demonstrate within their planning how they are managing the risks and carry out specific risk assessments as necessary. Forest School activities are often carried out in school (Forest School Leader - Sam Worgan). The Forest School leaders are responsible for monitoring and reviewing risks and updating the risk assessments as necessary.

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.		Any work experience placements must be agreed by the Head Teacher who has overall responsibility for the monitoring of these. Induction procedures for work experience placements cover codes of conduct, safeguarding, confidentiality, roles and health and safety. The class teacher has day-to-day responsibility for overseeing any work experience carried out in school and any concerns should be reported directly to the Head Teacher who will deal with the appropriate body/secondary school or university.
Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – *Working with Display Screen Equipment.* Head Teachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.		SHE training regarding DSE is available to staff, all staff are encouraged to make use of the training.

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 adequate insurance is in place.		The School Events Risk Assessment Toolkit has been completed and will be reviewed annually. This is held in the school office and is completed in consultation with the Friends Committee. For onsite activities the Friends committee is covered by the school insurance. If there is any concern regarding insurance arrangements advice will be sought.

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.		Trim Trail equipment will be checked prior to use by the children. Only 2 children on each piece of equipment at any one time. The equipment will be subject to annual testing and any repairs will be carried out that are necessary. Gym equipment will be checked before use and staff will ensure that the equipment is used as intended. There will be a rota for class use to ensure not too many children in the area. At playtime there are at least 2 members of staff on duty which allows a good line of sight for all children. During morning break only Holly Berries, Chestnut and Maple classes use the front playground, Holly Leaves have a separate playtime on the back playground in their fenced off area. All members of staff are fully briefed on the school behavior policy and the children have a good understanding of the high expectations we have for behavior. A member of staff will hand out play equipment at lunch time – monitoring the use (balls, hula hoops, skipping ropes). A member of the SLT is always on site and can be called on in an emergency. Any accidents are recorded in the school accident book and a report card 'bump note' sent home with the child to explain what the accident was and how it was dealt with.

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 school office. 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.		Schedule of PAT (Portable Appliance Testing) in place. Systems in place for fixed wire testing and any outstanding actions completed in good time. Primary School Risk Assessment Toolkit used. Clear procedures in place for reporting defective items and taking them out of use if necessary. Only appropriately qualified people/companies (log book contractors) are used to carry out any electrical or mechanical work. Heating systems are serviced annually. Guidance sought from GCC regarding issues and defects.

Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.		Kiln is not being used as so has not received an annual service. Stage lighting has not been serviced annually it is no longer in use. Fixed wiring testing takes place every 5 years. Portable Appliance Testing takes place annually. PE equipment is inspected annually, as is the trim trail and gym equipment. Boilers and heaters are serviced annually.
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 school asbestos survey is held in the school office.

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.		Solo Cleaning provide our cleaning and caretaking contract. Caterlink provide school meals which are delivered to the school on a daily basis. Countrywide provide our grounds maintenance contract.
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 will generally only use Log Book Contractors or contractors recommended by GCC. For large scale work the school will ensure that a project manager is employed. Where possible works will be carried out during school holidays. If this is not possible appropriate steps will be taken to minimize risk and disruption.
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.		The school will generally only use Log Book Contractors or contractors recommended by GCC. For large scale work the school will ensure that a project manager is employed. Where possible works will be carried out during school holidays. If this is not possible appropriate steps will be taken to minimize risk and disruption.

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 Head Teacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.		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 Head Teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.		All members of staff are responsible for ensuring that classrooms, traffic routes and exits are kept clear. Children are also encouraged to take responsibility for keeping their own classrooms free from obstructions. Any hazards, spillages, defects or maintenance concerns are reported quickly to relevant person so that it can be dealt with quickly and effectively.

Cleaning A cleaning schedule is in place which is monitored by the Head Teacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.		Solo Cleaning provides the school cleaning contract. This is overseen and inspected by a manager from Solo Cleaning and also a representative from GCC. Deep cleaning is undertaken at various intervals throughout the year, as is high/low level cleaning. Procedures are in place for reporting concerns: • communication of concerns in communication book held in the cleaning cupboard • direct liaison with manager from Solo Cleaning • reporting to representatives from GCC who are responsible for monitoring the contract.
Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.		Parents are encouraged to park in the Oak Way car park at the back of the school and then enter the school grounds this way. There is no entry through front gate for children. Occasionally individual parents have permission to park in the front playground; this is only granted in exceptional circumstances and is regularly reviewed. When a coach or minibus is in use they will park in the layby at the front of the school.
Bus Duties (supervision of pupils boarding school buses)		Buses are only in use for trips. Coaches will park in the layby at the front of the school and children are supervised boarding and disembarking.

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*.		The School caretaker is Maggie Kear who is employed by Solo Cleaning to fulfill the caretaking role. The school grounds contractor is Countrywide.
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.		The Head Teacher is responsible for overseeing any work and delegates responsibility for the employment of Log Book Contractors to the SBM. All staff have a responsibility to check appliances before use and report any concerns.
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.		The school caretaker is responsible for checking all glass and glazing internally and externally. All staff are also vigilant and tasked to report any defaults to SLT.

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 Head Teacher is responsible for overseeing the water hygiene management plan. The carrying out of checks is delegated to another member of staff – usually the admin assistant if in role, if not the caretaker. Advice is sought from GCC where issues are detected. GCC are responsible for arranging the scheduled water hygiene surveys. Actions arising from any surveys are carried out in a timely manner.
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.		A wheeled grit spreader is available for use as is a good supply of grit. In the event of icy/snowy weather the school caretaker will grit access and egress points. There is an emergency plan in place should the school need to close due to adverse weather conditions. The school has a snow and ice policy in place.

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*.		Guidance on infection Control in Schools and other child care settings poster is displayed in admin office. If the school has any further concerns regarding infectious diseases advice will be taken from appropriate NHS professionals.
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.		A child with a severe medical need would have an Individual Health and Care Plan (IHP) in place which would lay out all of their specific needs and how to address them. Staff will undertake appropriate training. It may be necessary for a child to receive personal care in which case an Intimate Care Plan will be drawn up in consultation with parents, staff and other professionals.

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.		The school has a policy for drug administration held in the school office. Where staff are required to administer injections (in the case of a child with diabetes) they will receive the annual diabetes training updates, attend specific training related to the child and also be signed off for the delivery of the injection or use of an insulin pump, by a nurse from the diabetic nursing team.
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.		Each class has a fully stocked first aid kit and first aid kits are always taken on trips etc. Staff training records are available in the staff training file in Head Teacher's office.

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.		Accident forms (to be accident book from Sept 2026) are located in the staff room and all members of staff are responsible for recording any injuries. Any serious accidents are also reported to the SHE Enterprise database. Where treatment has been given to a child (ice pack etc..) parents are notified through use of a 'bump' note or phone call if necessary.
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.		A Fire Risk Assessment is carried out every three years by a suitably qualified contractor. Issues arising will be rectified in a timely manner. Weekly sounding of the fire bells is carried out between 11.00 and 11.15 each Friday morning during term time and recorded appropriately. Evacuation fire drills are carried out termly. Assembly points are located in the front playground by the boundary wall. Firefighting equipment is inspected annually by a suitably qualified contractor.

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.		The crisis management plan is reviewed annually by the Governing Board. The plan is located in the school office. In the event of an emergency the main points of contact would be: Hayley McGoldrick – Head Teacher Wendy Worgan – School Business Manager

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.		Arrangements are monitored and reviewed by the Full Governing Board. Other stakeholders are involved in the reviewing process as and when deemed necessary.
Inspections Regular safety inspections are carried out by the nominated person(s) (using the format found in the *Good Stewardship Guide* and the SHE *Governors Guide - Workplace Inspections* [or state format used]) of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled**.**		Governors are involved in the annual inspection of the school premises, furnishings, grounds and fittings. More regular inspections take the form of Learning Walks carried out by Head Teacher, SLT and Governors. Any areas of concern are reported to the Head Teacher or noted in the maintenance book in the school office. Any repairs are carried out in a timely manner and anything deemed to be unsafe is put out of use until dealt with appropriately.
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.		Health and Safety is reviewed annually and approved by Governing Board. Any trends in accidents are reported to the Governing Board and appropriate advice and action taken. Procedures are in place to check risk assessments and policy/procedural documentation regularly.

Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.		The Health and Safety Audit is carried out within the school every three years by the SHE team.

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 Head Teacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.		Training records can be found in the staff training file in HT's office. Training can be accessed in a number of different ways i.e. through GCC (SHE), West Glos Schools Partnership and Governor training. The Head Teacher will sign post staff towards relevant training and ensure that they are able to attend.
Supply and Student Teachers The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Head Teacher 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 Head Teacher/responsible person gives guidance on the work to be covered.		The Head Teacher has overall responsibility for the safeguarding of supply and student teachers. The Head Teacher will ensure that supply and student teachers have an appropriate induction to the procedures within the school.

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.		During induction all volunteers/parent helpers are inducted into the school's procedure. We expect all volunteers/parent helps to comply with the school's confidentiality policy. The Designated Safeguarding Lead for the school is Hayley McGoldrick, Deputy DSLs are Laura May and Suzanne Webb.

Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.		The staffroom has adequate facilities for expectant/nursing mothers. The Head Teacher is responsible for carrying out any risk assessments related to pregnant/nursing members of staff.
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.		The Head Teacher is available to discuss any matters regarding wellbeing with staff and volunteers. The school has access to the Occupational Health Service which can be accessed to support staff if necessary.
Smoking on Site		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.		All paper waste is recycled. Where possible waste is minimized and re-used where appropriate. Any paper waste of a confidential nature is disposed of securely through an outside contractor.
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.		Sanitary bins and nappy bins are disposed of through use of an outside contractor.

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 provide our hot dinners and have all necessary qualifications which are monitored by GCC.

Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.go.uk www.gloucestershire.gov.uk/she		The schools buys into the SHE traded service from GCC.