



Health and Safety Policy 2019-2020

STATEMENT OF INTENT

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

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

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

In particular the Governing Body and Headteacher are responsible for:

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

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

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

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document

to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Signed:	Signed:
Headteacher's name: Hayley McGoldrick	Chair of Governors' name: Mike Barnsley
Date: January 2019	Proposed review date: January 2020

PART 2 - ORGANISATION

<p><i>Organisation – Introduction.</i></p> <p>In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.</p>	<p>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.</p>
<p><i>The Duties of the Governing Body</i></p> <p>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.</p>	<p>The Health and Safety Policy will be reviewed annually. The Governing Body 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.</p>
<p><i>The Duties of the Headteacher</i></p> <p>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.</p>	<p>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.</p>

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 to say that they have read and understood the Health and Safety policy and the Primary School Risk toolkit, signing to say that they have read the documents indicates an agreement to comply with the contents. All accidents are recorded in the accident book and 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 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.

Children are taught how to use resources/equipment safely and correctly and we expect them to follow the procedures that they have been taught. Children are expected to be dressed appropriately for PE, Forest School and any other activities that might require clothing other than school uniform. Children are encouraged to wash their hands after using the toilet and before eating – hand sanitizer facilities are available throughout the school and children are encouraged to make use of them. Fire drills enable us to train the children on how to behave during an emergency. Children are encouraged to show respect for others, themselves, property and equipment. During off site visits children are made aware of the possible risks and informed accordingly as to the action they should take – depending on the age of the pupils and the activities involved.

<p><i>School Safety Representatives</i></p> <p>The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).</p>	<p>We do not have any trade union representative on staff.</p>
<p><i>Temporary Staff</i></p> <p>Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p>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.</p>
<p><i>Teaching Staff</i></p> <p>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.</p>	<p>Each class teacher takes responsibility for ensuring compliance with this policy within their own class. Class teachers will work with children to develop safe working habits and will work with additional support staff to ensure that the messages taught are reinforced regularly. Any defects with facilities or equipment within any of the classrooms will be reported directly to the Head Teacher and/or School Business Manager and via the maintenance book in the office. Incidents, 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.</p>

<p><i>Teaching Assistants</i> 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.</p>	<p>Teaching Assistants are expected to comply with the contents of this policy and will sign to say that they have read and understood the document and agree to adhere to it. Teaching Assistants will work under the supervision of class teachers to promote the messages about safe working practices and will report any defects in facilities or equipment to their line manager and through use of maintenance book. Incidents, near misses, acts of violence (including verbal) should also be reported to line manager.</p>
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i> The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.</p>	<p>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.</p>
<p><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i> 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.</p>	<p>The school caretaker is responsible for ensuring that any maintenance requirements are reported in the maintenance book. The SBM will ensure that any works are carried out in a timely manner to an agreed standard. All members of staff have a responsibility to take action should they see any unsafe working practices.</p>
<p><i>Volunteer and Parent Helpers</i> Volunteer and parent helpers are provided with information and guidance</p>	<p>Our procedures for the induction of volunteers include induction into the health and safety policies and procedures at this school</p>

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.

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

<i>Arrangements</i> 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)
<i>Communication</i> 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, newsletters + other letters home (all letters displayed on the school website), copy of letters in folder in main entrance and newsletters in parent noticeboard.
<i>Consultation with Employees</i> 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		
<p><i>Risk Assessment</i></p> <p>The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPs/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>		<p>Subject Leaders:</p> <p>Science Fay Lyons PE Alice Pearson DT/Art Due to small staff numbers these subjects are monitored by all staff through staff meetings - overall monitoring by Head Teacher. Forest School Sam Worgan</p> <p>GCC risk assessments for these subjects are in place.</p> <p>All D&T activities relating to cooking are carried out in the staff room, where the cooker is now 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.</p>

<p><i>School Trips/Offsite Visits</i></p> <p>The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.</p>		<p>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.</p>
<p><i>Working at Height</i></p> <p>The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>		<p>Working at height will only occur through use of appropriate equipment such as a step ladder. Any works that require working at a greater height will be carried out by outside contractors with the correct equipment. Primary School Risk Assessment Toolkit used to provide risk assessment for working at height.</p>
<p><i>Noise</i></p> <p>The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>		<p>Recorder lessons are held in the school hall – away from where other learning is taking place. For all other 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...)</p>

<p><i>Violence to Staff</i> 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.</p>		<p>Incidents of aggression directed at staff do occur within school from children and/or parents. Where children demonstrate aggressive behavior a risk assessment will be put in place to protect all concerned. Advice and support will be sought from outside agencies and the school's behavior policy will be followed. The school has a Vexatious Parent 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 Body.</p>
<p><i>Security Arrangements Including Dealing with Intruders</i> Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>		<p>In the event of an emergency the named contacts are: Hayley McGoldrick Head Teacher Wendy Worgan School Business Manager Security during the school day is effective with CCTV entrance to 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.</p>
<p><i>Personal Security/Lone Working</i> The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>		<p>Lone working 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.</p>

		Where staff are required to work off site, i.e. Family Support Worker 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.
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i></p> <p>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.</p>		Hazardous materials are kept in lockable cupboards where appropriate CoSHH information is kept with the items.

<p><i>Personal Protective Equipment (PPE)</i> Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>		<p>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).</p>
<p><i>School Transport</i> The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>		<p>Any members of staff who drive on behalf of the school are required to provide relevant documentation to the H&S Coordinator (evidence of current MOT and up to date business insurance). 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.</p>
<p><i>Manual Handling (typical loads and handling pupils)</i> The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers (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.</p>		<p>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.</p>

<p><i>Curriculum Safety (including extended schools activity/study support)</i></p> <p>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.</p>		<p>Advice regarding relevant risk assessments for specific subjects can be sought from:</p> <p><i>Science Hayley McGoldrick</i> <i>PE Alice Pearson</i> <i>DT/Art Hayley McGoldrick</i></p> <p>To ensure curriculum safety teachers are expected to demonstrate within their planning how they are managing the risks and carry out specific risk assessments as necessary.</p> <p>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.</p>
<p><i>Work Experience Placements</i></p> <p>The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>		<p>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.</p>
<p><i>Display Screen Equipment</i></p> <p>The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 –</p>		<p>SHE training regarding DSE is available to staff, all staff are encouraged to make use of the training.</p>

<p><i>Working with Display Screen Equipment.</i> Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>		
--	--	--

<p><i>Parent Teacher Association</i></p> <p>The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>		<p>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. Friends Association meetings are also attended by the Head Teacher and/or School Business Manager. For onsite activities the Friends committee is covered by the school insurance. If there is any concern regarding insurance arrangements advice will be sought.</p>
<p><i>Playground Supervision/Play Equipment and Maintenance</i></p> <p>Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>		<p>We currently do not have any trim trail equipment however we are planning to purchase some during this academic year. This policy will be updated when we know which specific items we will be installing.</p> <p>At playtime there are 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. . Lunch time is staggered with the juniors going first then the infants. 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.</p>

		Pre-School children staying for lunch will eat in the school hall with the infant children. They will be supervised during outside lunchtime play by a member of pre-school staff. All other MDSU staff will be expected to assist in the care of pre-school children as well.
--	--	--

Section 2 - PREMISES		
<p><i>Mechanical and Electrical (fixed and portable)</i> The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in school office.</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>		<p>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.</p> <p>Only appropriately qualified people/companies (log book contractors) are used to carry out any electrical or mechanical work. Heating systems are serviced annually.</p> <p>Guidance sought from GCC regarding issues and defects.</p>
<p><i>Maintenance of Machinery and Equipment</i> 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.</p>		<p>Kiln is serviced annually. Stage lighting is serviced annually. Fixed wiring testing takes place every 5 years – next due 2019.</p>

Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.		Portable Appliance Testing takes place annually. PE equipment is inspected annually. Boilers and heaters are serviced annually.
---	--	---

<p>Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • 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 <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 		<p>The school asbestos survey is held in the school office.</p>
<p>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.</p>		<p>Glenn Cleaning provide our cleaning and caretaking contract.</p> <p>Caterlink provide school meals which are delivered to the school on a daily basis.</p> <p>Ubico provide our grounds maintenance contract.</p>

<p><i>Building Contractors</i> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>		<p>The school will 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.</p>
<p><i>Small Scale Building Works</i> This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>		<p>The school will 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.</p>
<p><i>Lettings (shared working – playgroups etc)</i> The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>		<p>The pre-school sessions are held in Acorn classroom. The pre-school leader is Pamela Bayliss; the pre-school is governor run, taking children from age 3. The pre-school comply with all fire and emergency procedures laid out by the school. Risk assessments regarding buildings etc... are held by the school. Specific risk assessments related to specific nursery related activities and functions are held by the pre-school.</p>

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

<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		<p>Glenn Cleaning provides the school cleaning contract. This is overseen and inspected by a manager from Glenn 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:</p> <ul style="list-style-type: none"> • communication of concerns in communication book held in the cleaning cupboard • direct liaison with manager from Glenn Cleaning • reporting to representatives from GCC who are responsible for monitoring the contract.
<p><i>Transport Arrangements (on-site)</i></p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>		<p>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. Some parents park or walk using a different route which means entry through the front playground, where they are asked to enter the front playground through the pedestrian gate, not the big gates. Some 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.</p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>		<p>Buses are only in use for trips and children are supervised boarding and disembarking.</p>

<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i> The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</p>		<p>The School caretaker is Maggie who is employed by Glenn Cleaning to fulfill the caretaking role.</p> <p>The school grounds contractor is Ubico.</p>
<p><i>Gas and Electrical Appliances</i> Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>		<p>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.</p>
<p><i>Glass and Glazing</i> 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.</p>		<p>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.</p>
<p><i>Water Supply/Legionella</i> An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members</p>		<p>The Head Teacher is responsible for overseeing the water hygiene management plan. The carrying out of checks is delegated to Elizabeth Millar (Admin) who has received</p>

<p>of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>		<p>appropriate training. 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.</p>
<p><i>Snow and Ice Gritting</i> Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>		<p>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.</p>

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
<p><i>Infectious Diseases</i> The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>		<p>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.</p>
<p><i>Dealing with Medical Conditions</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>		<p>A child with a severe medical need would have an Education Health and Care Plan in place which would lay out all of their specific needs and how to address them. Staff will undertake appropriate training. 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.</p>
<p><i>Drug Administration</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with</p>		<p>The school has a policy for drug administration held in the school office.</p>

information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.		
---	--	--

<p><i>First Aid</i> The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/Pro/8 <i>First Aid</i> is followed.</p>		<p>Each class has a fully stocked first aid kit and first aid kits are always taken on trips etc.</p> <p>Pre-School staff all hold a suitable First Aid Qualification.</p> <p>Sam Worgan holds a paediatric first aid qualification which is also related to Forest School.</p>
<p><i>Reporting of Accidents, Hazards, Near Misses</i> The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>		<p>The accident book is 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.</p>
<p><i>Fire Safety and Emergency Evacuation</i> The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>		<p>A Fire Risk Assessment is carried out every three years by a suitably qualified contractor. Issues arising will be rectified in a timely manner.</p> <p>Weekly sounding of the fire bells is carried out between 8.45 – 9.00 each Wednesday morning during term time and recorded appropriately.</p> <p>Evacuation fire drills are carried out termly. Assembly points are located in the front playground by the boundary</p>

		<p>wall. The fire alarm is tested at approximately 8.45 every Tuesday during term time.</p> <p>Fire fighting equipment is inspected annually by a suitably qualified contractor.</p>
<p><i>Crisis and Emergency Management</i></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</p>		<p>The crisis management plan is reviewed annually by the Governing Body. The plan is located in the school office. In the event of an emergency the main points of contact would be:</p> <p>Hayley McGoldrick – Head Teacher</p> <p>Wendy Worgan – School Business Manager</p>

Section 4 - MONITORING AND REVIEW		
<p><i>Monitoring</i> Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.</p>		Arrangements are monitored and reviewed by the Full Governing Board. Other stakeholders are involved in the reviewing process as and when deemed necessary.
<p><i>Inspections</i> Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide - Workplace Inspections [or state format used]</i>) of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>		Health and Safety Governors are selected from the Full Governing Board and 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.
<p><i>Review</i> The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.</p>		Health and Safety is reviewed annually and approved by Governing Body. Any trends in accidents are reported to the Governing Body 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		
<p><i>Staff Health & Safety Training/Competence</i></p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>		<p>Training records can be found in the staff files which are held in the school office. Training can be accessed in a number of different ways i.e. through GCC (SHE), West Glos Support Partnership and Governor training. The head Teacher will sign post staff towards relevant training and ensure that they are able to attend.</p>
<p><i>Supply and Student Teachers</i></p> <p>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 Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>		<p>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.</p>

Volunteer and Parent Helpers

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

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 DSL is Laura May.

Section 6 - HEALTH AND WELLBEING		
<p><i>Pregnant Members of Staff</i></p> <p>The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</p>		<p>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.</p>
<p><i>Health and Well Being Including Absence Management</i></p> <p>The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health & Safety Executive's <i>Management Standards for Work-Related Stress</i>. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>		<p>The Head Teacher is available to discuss any matters regarding wellbeing with staff and volunteers. The school has access to the Occupational Health Service which can be accessed to support staff if necessary.</p>
<p><i>Smoking on Site</i></p>		<p>No smoking on the school site.</p>

Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><i>Environmental Compliance</i></p> <p>The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>		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.
<p><i>Disposal of Waste</i></p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>		Sanitary bins and nappy bins are disposed of through use of an outside contractor. Needles (from care of diabetic child) are disposed of appropriately using a sharps bin.
Section 8 - CATERING AND FOOD HYGIENE		
<p><i>Catering and Food Hygiene</i></p> <p>All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).</p>		Caterlink provide our hot dinners and have all necessary qualifications which are monitored by GCC.

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