



# Steam Mills Primary School

**Policy and Procedure: Health and Safety  
September 2020**

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

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

The school's Governing Body and Head Teacher 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 Head Teacher.

In particular, the Governing Body and Head Teacher 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 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 Body and Head Teacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body 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 Body and Head Teachers 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:
Head Teacher's name:	Chair of Governors' name:
Date:	Date:

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**ORGANISATION**  
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## Part 2 Organisation

### Introduction

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

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under law and also under GCC 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 Duties of the Governing Body

The Governing body 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.

- In the discharge of its duty, the GB, in consultation with the Head Teacher (HT), will:
  - Make itself familiar with the Local Authority's (LA) corporate Health & Safety Policy Document and the advice and guidance provided by the LA;
  - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
  - Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
  - Identify and evaluate all risks relating to:
    - The premises
    - School activities
    - Educational visits
    - School-sponsored events
    - COVID-19 requirements
    - Other activities
  - Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
  - Create and monitor the management structure to enable the implementations of health and safety.
- In particular the GB undertakes to provide:
  - A safe place for staff and pupils to work including safe means of entry and exits.
  - Safe arrangements for the handling, storage and transport of articles and substances;
  - Safe and healthy working conditions which take into account all appropriate
    - statutory requirements

- codes of practice
- guidance
- Supervision, training and instruction so that all governors, staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the GB will ensure that such training is provided. Pupils will receive information as considered appropriate to the school related activities that they are carrying out. All training will be regularly updated;
- The required safety and protective equipment and clothing together with information on its use;
- Adequate welfare facilities;
- So far as is reasonably practicable the GB, through the Head Teacher, will make arrangements for staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on:
  - This policy;
  - All other relevant health and safety matters;
  - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves and others at risk.

### **The Duties of the Head Teacher (HT)**

The HT has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors, the HT 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 HT 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.

- As well as the general duties of all members of staff, the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions. This applies to teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.
- The HT is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
- In particular, the HT will, on a day-to-day basis, be responsible for:
  - Ensuring safe working conditions of the school premises and facilities;
  - Ensuring, at all times, the safety and welfare of staff, pupils and others using the school premises, facilities or services;
  - Those taking part in school sponsored activities;
  - Ensure safe working practices and procedures throughout the school so that

- All risks are controlled, including procedure and precautions relating to COVID-19.
- Arrange systems of risk assessment to allow the prompt identification of
- Potential hazards, and where appropriate ensure that the GB and the LA are made aware of the findings;
- Identify the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
- Collate accident and incident information and when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- Monitor the standards of health and safety throughout the school, including all school-based activities;
- Monitor the management structure in consultation with the GB;

Consult with members of staff, including Safety Representatives, on Health and safety issues and encourage staff and others to promote health and safety.

### **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. They 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. They should 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 and 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.

The duties of supervisory staff (this includes the Assistant Head Teacher, Curriculum Co-ordinators and Site Managers)

- In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the HT or the member of staff nominated by the HT, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- As part of their day-to-day responsibilities they will ensure that :
  - Safe methods of working exist and are implemented throughout their area of responsibility;
  - Health and safety regulations, rules, procedure and codes of practice are being applied effectively;

- Staff, pupils and others under their jurisdiction are instructed in safe working practices;
  - New employees working within there are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the HT or as necessary;
  - Regular safety inspections are made of their area of responsibility as required by the HT or as necessary'
  - Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
  - Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
  - Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled and exposure is minimised;
  - They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
  - All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the HT.
- Understand and follow procedures and precautions and ensure that other staff are following procedures put in place relating to COVID-19.

#### **Duties of all Employees (including temporary and volunteers)**

- Apart from any specific responsibilities which may had been delegated to them, all employees must;
  - Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
  - Observe all instructions on health and safety issued by the LA, School and any other person delegated to be responsible for a relevant aspect of health and safety;
  - Act in accordance with any specific H&S training received;
  - Report all accidents in accordance with the current procedure;
  - Co-operate with other persons to enable them to carry out their health and safety responsibilities;
  - Inform their Line Manager of all potential hazards to health & safety, in particular those which are of a serious or imminent danger;
  - Inform their Lime Manager of any shortcomings they consider being in the School's health and safety arrangements;
  - Exercise good standards of housekeeping and cleanliness;
  - Know and apply the procedures in respect of fire, first aid and other emergencies;
  - Co-operate with the appointed trade Union Health and Safety Representative and the enforcement Officers of the Health and Safety Executive.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered;
- Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-

assigned in their absence. The employee's immediate line manager must approve such re-assignments.

- Understand and follow procedures and precautions put in place relating to COVID-19.

## **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 and observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency. They should use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

- Pupils know the procedures in respect of fire, first aid and other emergencies and how to carry them out.
- Pupils understand that all plant, machinery and equipment in the area in which they work is in safe working order and restricted to authorised persons only.
- All relevant aspects of safety are integrated for pupils into the teaching process and where necessary, special lessons on health and safety in line with National Curriculum requirements for safety education is given.
- Pupils require the use of protective clothing and guards where necessary School Safety Representatives.
- Understand and follow procedures and precautions put in place relating to COVID 19.

## **School Safety Representatives**

The Governing Body and HT 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 HT or Governing Body).

- The School Health and Safety Co-ordinator has the following responsibilities:
  - To co-ordinate and manage the annual risk assessment process for the school.
  - To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
  - To make provision for the inspection and maintenance of work equipment throughout the school.
  - To manage the keeping of records of all health and safety activities.
  - To advise the HT of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- Carrying out any other functions devolved by the Head Teacher or Governing Body.

### **Temporary Staff**

Temporary employees are provided with information and guidance that includes; the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the HT whilst on the school site.

- Apart from any specific responsibilities which may have been delegated to them, all employees must:
  - Act as per duties of Employees.
  - Note that the school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.
  - Supply Teaching – Each Class i.e. Reception to year 6 has its own poster detailing fire and general safe guarding

### **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.

- Class teachers as per duties of Employees are expected to:
  - Exercise effective supervision of their pupils and to know the procedures in respect of; fire, first aid/emergencies, COVID 19 and to carry them out.
  - Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied.
  - Give clear oral and written instructions and warnings to pupils where necessary.
  - Follow safe working procedures personally.
  - Require the use of protective clothing and guards where necessary.
  - Make recommendations to their Head Teacher or Head of Department on; health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
  - Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
  - Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and Report all

accidents, defects and dangerous occurrences to their Head Teacher or Head of Department.

### **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.

- As per duties of Employees

### **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.

- Supply Teaching – Each Class i.e. Reception to year 6 has its own poster detailing fire and general safeguarding.
- Offsite Visit Co-ordinators
  - The school complies with the LA guidance on educational visits and school journeys using eVisit to plan visits.
  - Where staff are required to drive as part of their job, Managers within the school are required to check on an annual basis that they hold a current and valid driver's licence, an MOT where relevant and appropriate business insurance (purchased by the school).

### **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 HT 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.

- Pip Agg/Eleanor Molyneux undertake legionnaire checks.
- Pip Agg undertakes all fire checks, emergency lighting checks and ensure all mean of escape clear and functioning.
- Regular risk assessment for the whole premises, noting any repairs/changes required and organising for necessary work to be carried out.

### **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.

- Where volunteers are employed to undertake work on behalf of the School they will essentially be regarded as employees (see above).

- The school has a visitor leaflet, which is provided to each volunteer/visitor to read and keep, it this details health and safety requirements and emergency procedures.
- Line managers have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

## **Part 3 General Arrangements**

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.

### **Part 3.1 – Risk Assessment**

#### **Risk Assessment**

The school uses the GCC SHE 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 various 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:

- Head Teacher & Governors for general site risk assessment undertaken SHE. There is also a robust COVID-19 risk assessment for the school. It is under continual review and is available via the school website.
- The HT is the Off-Site Visits Coordinator (OVC) and has responsibility to oversee risk assessments for trips. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys using the eVisits system.
- Class teachers responsible for risk assessments arising from activities they plan whether undertaken inside or outside and for their classrooms.
- Subject Leaders ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc.
- Forest School Leader (Jane Evans) a generic risk assessment for forest school activities.
- The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.
- Risk assessment is the responsibility of the schools management at a variety of levels.
- Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded; communicated to those affected and maintained on records of the establishment or service area.

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

#### **Communication**

The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc. The School Business Manager oversees the communication within the school, regularly reviewing procedure and effectiveness of systems used.

- The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:
  - Providing visitors with copies of appropriate hazard registers such as the asbestos register.
  - Telling visitors about hazards on site.
  - Asking visitors about the hazards and risks that they are bringing on site (e.g. creating noise, dust, fumes).
  - Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes).
  - Controlling access so that contractors know who may also be working on site.
  - Sign-off/safe completion certificates.
  - Ensuring completion of the Premises Log Book where appropriate by contractors and visiting persons or the submission of a work report.
- Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land. Information relating to the school's fire procedures are positioned around the school and visitors are given an information leaflet outlining key health and safety information.
- Visitors are required to sign into the visitor's book on arrival and identification checks and DBS checks made as necessary. During COVID-19, contact details are taken for the NHS Track and Trace system.
- Health and Safety policy incorporated as part of induction which is provided upon employment or on request thereafter.
- Annually reviewed and communicated following review of H&S policy.

### **Consultation with employees**

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

#### Staff Consultation

- The GB, through the HT, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

#### Staff Health and Safety Training and Development

- Line managers/heads of departments within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.
- Line managers will consider health and safety performance and address areas of concern with employees.

- Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers/heads of department will be addressed as a matter of priority.

### **Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. The school refers to SHE Guidance – *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.

- Appropriate furniture.
- Regular breaks ensured.

### **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.

- Manufacturers Safety data sheets are maintained for hazardous materials.
- GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

### **Lone Working**

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

- Staff themselves have a responsibility to ensure their own health and safety by having their own mobile phones and ensure that someone at home is aware that they are working late.
- Staff contact the Head when they have left the building.

### **Manual Handling**

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 are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.

- Managers are responsible for assessing the appropriate approach to handling each task and may seek professional advice from the SHE Unit and Occupational Health as necessary. Adjustments and problem solving could include:
  - Loads broken down for easier movement.
  - Use manual handling aids e.g. trolley or sack truck.

### **Moving and Handling Pupils**

Staff are trained in the correct moving/handling techniques.

- Key staff are trained in the appropriate level of manual handling with regard to pupils and their safety.

### **Noise**

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk, the school ensures appropriate control measures are put in place.

### **Parent Teacher Association / FoSM**

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 committee responsible for conducting risk assessments and arranging necessary insurance – Chair of FoSM.
- Particular attention is given to adequate supervision at events, food hygiene and controlling vehicle movements.
- PTA known as Friends of Steam Mills (FoSM)
- Member of PTA UK

### **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.

- Gloves are supplied, stored in the first aid boxes and cleaning cupboard.
- Replenished when empty.
- Checked Annually.

PPE for COVID-19 purposes is to be used as stated in the schools COVID-19 Risk Assessment. Extra PPE for this purpose include aprons, face visors and masks. The school also has a thermometer for staff and pupil use should they feel unwell at school.

## **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. Guidance issued by corporate building services on servicing, testing or inspection is followed and records kept.

- Annual checks made of the play-ground equipment by GCC.
- Climbing frame and outdoor areas inspected fortnightly.
- Site risk assessment covers all potential hazards.

## **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.

- The school complies with DfES and LA guidance on educational visits and school journeys.
- Head Teacher nominated as Educational coordinator is responsible for:
  - Ensuring there is a risk assessment in place for visit and this has been logged onto the eVisit system along with all of the details for the trip.
  - Support the governors with approval and other decisions.
  - Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
  - Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
  - Organise thorough induction of leaders and other adults taking pupils on a specific visit.
  - Organise the emergency arrangements and ensure there is an emergency contact for each visit.
  - Review systems and, on occasion, monitor practice.

## **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.

- The school places no expectation on staff to drive as part of their duties.
- If the situation were to arise, the procedures would be as per the guidance above (MOT, driving licence & insurance).

School has purchased a group Insurance Policy for staff transporting pupils.

## Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:

- Gates are locked during school hours and gate keys held in the office or in class, between 9am and 3 pm. There are 3 points of entry on arrival or departure to the school (main carpark, KS1 & KS2) during BC/ASC hours the KS2 gate and kitchen door are used by parents. During the school day, there is one point of entry and exit to the school for any visitors from the main car park.
- Entry system access controlled by key fobs on main gate and building.
- Log Book for visitors and all visitors accompanied where required and wear an appropriate coloured lanyard.
- Governors to complete Governors Signing in Book.
- Un-badged persons are challenged and any intruders reported to the office and police accordingly.

## 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.

- Jenny Thomas co-ordinates work experience placements.
- School induction including all safeguarding policy and information is provided.
- Each placement has a member of staff mentor assigned.

## 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

- Line managers/heads of department will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are in place to mitigate those risks.
  - Displays restricted to head height wherever practicable.
  - Kick stools/steps are available and used to access higher displays.
  - Staff are instructed not to use tables/chairs etc as make shift steps.
  - Floor surfaces suitable for use of ladders and steps.
  - Staff wear appropriate footwear when using kick stools or stepladders.

- Long handle poles or mechanical openers are used to open high-level windows or blinds.
- Ladders only used for short duration work < 30 minutes and where three points of contact can be maintained whilst climbing the ladder.
- Pre-use checks are carried out of all ladders and step ladders.
- Training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high stepladders). Mrs Molyneux has received training in Working at height and carries out any tasks as and when required.
- Stepladders are securely stored.
- Faulty ladders or stepladders are taken out of use **(New Ladders Required)**.
- Lone working avoided when using ladders.
- Area where ladder is being used is fenced off or coned appropriately.
- Work not undertaken in adverse weather conditions e.g. high wind/rain etc.

### **Workplace Violence to Employees and Behaviour Management**

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.

- Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Head Teacher and governing body and they will liaise with their local Crime Prevention Officer.
- Managers/heads of department are responsible for assessing the risks of violence to staff. Pupil behaviour management plans are put in place where necessary.
- Staff with Manual Handling (Team Teach) Training are Mrs Thomas, Mrs Gibbs and Mrs Wedley. They will be called upon if necessary to assist with pupils displaying violent behaviour.

Where violence is identified as significant risk, line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

## Part 3.3 – Premises Risks

### Workplace Inspections and Premises Risks

The site manager will ensure that hazards associated with premises are monitored and controlled. A fortnightly site inspection is carried out and any issues logged for remedial action.

Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.

### 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 Head Teacher will have responsibility for the implementing the Asbestos Management Plan in compliance with *The Management of Asbestos in County Council Occupied Premises guidance*. School holds an Asbestos Cleared Certificate.

### 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.

- Anything deemed large scale is dealt with via Local Authority Property Services Package.
- Pre works meetings undertaken by Head Teacher, Property Services and the Contractor.
- Checks are made of the site afterwards to ensure it has been left in a safe condition.

### Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance, identifying the risks through the risk assessment process using the *SHE/GN/46 Caretaking Duties Risk Assessment Toolkit*.

- Guidance issued by corporate building services on servicing, testing or inspection is followed and records kept.
- Grounds are maintained under the GCC traded services agreement, appointed contractor is S Adams.
- Pip Agg/Eleanor Molyneux completes legionella checks and report to Head Teacher recorded in legionella logbook.
- Safety inspections of playground equipment annually by GCC and any defects are reported in their report and dealt with. This equipment is also included in the fortnightly site inspection by the school.
- Stroud Alarms carry out annual checks for security alarm.
- Stroud Alarms check smoke alarms and the control unit.
- All recorded in the Fire Alarm log book.
- Six monthly checks of the emergency lighting by Stroud Alarms and monthly by Office Manager.
- Termly fire drills.
- Weekly checks of break glass by Office Manager and the fire alarm system.

## **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.

- Cleaners are employed directly by the school, Phil Holder, Maria Dickinson and Eleanor Molyneux.
- Regular checks undertaken HT and Office Manager.

## **Electrical Appliances**

Any necessary work and testing of electrical appliances is carried out by qualified contractors. Electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

- Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.
- Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection every 5 years.
- Boiler, radiators and heaters are checked annually by Clancy's.

## **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.

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas, which due to glass being of low standard and consequently covered in plastic film will be undertaken. Inspection carried out by GCC approved contractor of all glazing every 10 years and old or non-compliant film will be flagged for replacement.

## **Lettings**

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, copies are kept, and a risk assessment has been undertaken

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

## **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.

The school has one lifting platform at the back of the school. This has been decommissioned.

## **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. Food spills are cleared immediately and cleaners are briefed not to leave hazards such as wet floors without warning signs.

- The school will report and investigate accidents, incidents and near misses seriously and the school will adhere to the GCC SHE Procedure she/pro/4 accident reporting and investigation.
- In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database.

### **Snow and Ice**

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, a wheeled grit spreader on site and a sufficient supply of grit/salt is available.

- Staff responsible for maintaining pathways in adverse weather.
- Materials stored behind oil building.

### **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.

- Car park is segregated.
- Speed limit of 5mph.
- Vehicles and pedestrians are segregated on site.
- Gates are locked at 9:15am.
- No delivery vehicles on site during school hours.
- Drop and Go system operates in the morning in usual circumstances. During COVID-19, there are staggered drop-off and collection times and parents bring their children to the allocated gate.

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

### **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.

- Each child who requires intermit care has a policy located in the children's SEN file.
- Individual care plan is written for the children, which incorporates a risk assessment.
- Responsible person/s, receive relevant training and engage with health professionals and advisory teachers on best practice.

### **Drug Administration**

The school accommodates pupils with medical needs wherever practicable and refers 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.

- There is no legal duty requiring school or setting staff to administer medicines. However, for prescribed medicines we will endeavour to make the appropriate arrangements. Parents are required to complete a medicine administration form.
- The school has adopted the DfES guidance *Managing Medicines in Schools and Early Year Settings*.
- For more complex needs the school has adopted the DfES and Council For The Disabled Children Including Me.

### **Emergency Management/ Business Continuity**

An Emergency/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team is in place to act as the decision-making body for the management of any incident. 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 emergency, 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 periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Crisis Management Team :

Head Teacher – Mel Davis

Health and Safety Coordinator/Premises Co-ordinator – Pip Agg

Details of Equipment - Grab Bag stored in school office

Plan & Procedures Found – School office

Copy kept with HT and Chair of Governors

## Fire Safety

The school has a fire risk assessment undertaken by a competent body every 3 years or so. The school reviews the fire risk assessment and any actions within it at least annually. Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols). Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

The named competent person, Office Manager, who is responsible for implementing the fire Management Plan by:-

- Detailing of any significant findings from the fire risk assessment and any action taken.
- Testing and checking of escape routes.
- Testing of fire-warning systems, including weekly alarm tests on a Tuesday at 4pm and periodic maintenance by a competent person.
- Recording of false alarms.
- Testing and maintenance of emergency lighting systems; monthly checks by Office Manager and 6 monthly by Stroud Alarms.
- Arranging annual testing and maintenance of fire extinguishers, hose reels and fire blankets etc.; Stroud Alarms.
- Termly fire evacuation practices take place and the time taken is recorded. The assembly point is near the gate in the car park.
- Recording and training of relevant people and fire evacuation drills.
- Planning, organising, policy and implementation, monitoring, audit and review.
- Maintenance and audit of any systems that are provided to help the fire and rescue service.
- The arrangement of plans detailing actions staff should take if there is a fire. These are displayed in each classroom and in each communal area (General Emergency Procedures for Fire Evacuation).

## First Aid

The school follows the guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work for first aid and provides basic training for all supervisory staff. There are also four staff members with Paediatric first aid training and one member of staff with Emergency First Aid at Work training, a list is posted in the staff room.

- Location of first aid boxes:
  - Main Office
  - Staff Room
  - Playground Supervisor bags x4
  - Off-site visit bag (held in office)
  - Forest School bag
  - Contents are checked termly.

## **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 endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice, either from the GCC employee scheme or the Absence Protection Insurance scheme which the school purchases each year. Other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance and social events for employees.

- Head Teacher will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.

## **Infectious Diseases**

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

- Booklet (The Spotty Book) in school office detailing relevant actions for diseases.

## **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.

- Head Teacher is responsible for completing pregnant worker risk assessment.

## **Reporting of Accidents, Hazards, Near Misses and their investigation**

The school reports and investigates all accidents, incidents and near misses and adheres 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.

- Office Manager reports to SHE Enterprise as soon as possible but aim to report within 24 hours of a serious incident.
- The main Accident Book is held in the main office. Staff on duty hold their own sheet and return place in the Accident Book when complete.
- Parents are advised via a "Bump Note" going home with the child on the day of the accident.

### **Smoking on Site**

The school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.

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

### **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

- Buy a full premises package from Property Services, which includes annual audits for electrical and mechanical property condition and strategic planning.
- H&S Governor and Head Teacher to carry out termly checks.

### **Inspections**

Local inspections are a valuable way to check on unsafe acts/ unsafe conditions. Regular safety inspections are carried out by the nominated person(s) (using the format found in the *Good Stewardship Guide* and the *SHE Governors Guide - Workplace Inspections*) of premises/departments/furnishings and fittings and grounds. All hazards and risks associated with the premises/departments/grounds are monitored and necessary works scheduled as required.

- Buy a full premises package from Property Services, which includes annual audits for electrical and mechanical property condition and strategic planning.
- H&S Governor and Head Teacher to carry out termly checks.

### **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.

- Monitored and reviewed annually through the Operations Committee and Designated H&S Governor.

## **Review**

The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections. The Governing Body review all policies, report, audits and workplace inspections relating to health and safety.

## **Part 3.6 – Training**

### **Employee Health and 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.

- Where appropriate relevant training is carried out.
- Line managers conducting the Performance Management will consider health and safety performance and address areas of concern with employees.
- Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues Head Teacher will be addressed as a matter of priority.

### **Supply and Student Teachers**

The school's expectations are made clear to any supply and student. 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.

- HT ensures safeguarding, code of conduct and all security arrangements are provided to both student and supply teachers.
- Apart from any specific responsibilities which may have been delegated to them, all supply and student teachers must:
  - Act as per duties of Employees
  - Note that the school has a no smoking policy and all staff,
  - Contractors and visitors are expected to comply with this policy when on site.

## **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.

- Mel Davis - School Child Protection Officer.
- Jennifer Thomas and Kelly Stevens- Deputy School Child Protection Officers.
- Visitor's guide displayed at entrance relating to signing in detailing requirements for H&S and safeguarding.

## **Part 3.7 - Environmental Management**

### **Environmental Compliance**

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

- Dry recycling (paper; card; cans; bottles).
- Glass bottles and reusable cups for milk.
- Energy/Light awareness (sensors on all lights).
- Environmental control fitted to the boiler.
- All food waste composted recycled.
- Waste toner boxes and toner casters recycled.
- Collect rainwater in water bowser for watering plants.

### **Disposal of Waste**

All waste classified as 'hazardous' is collected by specialist (licenced) contractor and disposed of in the approved manner. Until then it is stored securely to avoid escape within the grounds or elsewhere with fire safety taken into consideration.

## **Part 3.8 - Catering and Food Hygiene**

### **Food Hygiene**

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

- AiP contractors address all catering requirements.

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

### **Information**

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