



ANDOVERSFORD PRIMARY SCHOOL

Health & Safety Policy 2019

Date Ratified:

Signed on Behalf of the Governing Body:

***M. Davies* Chair of Governors**

Date for Review: January 2020

Safety, Health and Environment



SHE Guidance Note

School H&S Policy Document

Ref SHE/GN/47

References

Statutory Instruments:

- *Health & Safety at Work Act 1974*

GCC Procedures/Guidance Notes:

- *SHE/Pro 1 Corporate Health & Safety Policy Document*

Glossary of Terms Used in this Document

Term	Meaning
AfPE	Association for Physical Education
ACoP	Approved Code of Practice
AMPS	Asset Management & Property Services
Audit	An independent evaluation of a safety management system
CLEAPSS	Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
CoSHH	Control of Substances Hazardous to Health
D&T	Design and technology
DATA	The Design and Technology Association
DfE	Dept for Education
Inspection	A check of physical conditions and practices/behaviours usually undertaken in a school by Governors
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
MIDAS	A minibus driver awareness training scheme
OVC	Off-Site Visits Co-ordinator
PAT	Portable appliance testing
PPE	Personal protective equipment – used to give protection when in contact with a hazard e.g. gloves, boots etc
Safety Representative	A member of staff usually appointed under the <i>Safety Representatives and Safety Committees Regulations 1977</i>
SHE Enterprise	The GCC database for recording workplace accidents
SHE/Pro and SHE/ GN	Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc.
VA	Voluntary Aided

Contact Details

For more information or in the event of inquiries, please contact Safety Health & Environment (SHE) tel. 01452 425350 or she@gloucestershire.gov.uk Safety, Health and Environment has published a wide range of material that can assist all staff in managing health and safety and this can be found on the GCC website www.gloucestershire.gov.uk/she

Authorisation Details

Author/Reviewer	Authorised by
Anna Stack	Paul Cobb
Date: November 2016	Date: November 2016

The Governing Body and Headteacher of Andoversford Primary School 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.

Appendices

PART 2: Organisation and Duties

Introduction

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

The Duties of the Governing Body

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

The Duties of the Headteacher

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

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

The Duties of Pupils

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

School Safety Representatives

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

The Duties of Temporary Staff

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

Appendices

The Duties of 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.

The Duties of Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

The Duties of Off Site Visit Coordinators (OVC)

The Head Teacher acts as the Off Site Visits Coordinator. 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.

Any Off-site visits must be agreed by the Head Teacher 2 weeks prior to the visit. The following information is required to authorise any visit:

- Completed Risk Assessment Form
- Itinerary
- List of Pupils
- List of Accompanying Adults
- Draft letter to parents

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 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.

The Duties of 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.

Appendices

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

Area	Responsibility of (Name/Title)	School Agreed Procedure
<p><i>Communication</i> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Rachel Bradley-McKay (Headteacher)</p>	<p>Key health and safety information, such as the fire evacuation procedure is displayed at various points around the school, including in the visitor sign in book, so that all people on site know what to do in the event of an emergency. Safety messages are also communicated verbally, e.g. before a performance for the audience, and in writing, e.g. within the newsletter or website where appropriate. Temporary staff have key documentation given to them on arrival in the Supply Handbook. All new members of staff receive an induction with the Head Teacher.</p>
<p><i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Rachel Bradley-McKay (Headteacher)</p>	<p>Health and Safety reporting is a standing agenda item at all staff meetings.</p>
<p>Section 1 - RISK ASSESSMENT</p>		
<p><i>Risk Assessment</i> 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>Rachel Bradley-McKay (Headteacher)</p>	<p>The following staff are responsible for completion of risk assessments within the following areas: Sarah Daffurn: Forest School, PE Megan Thomas: Science, Design & Technology</p>
<p><i>School Trips/Offsite Visits</i> 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>Rachel Bradley-McKay (Headteacher)</p>	<p>The off-site visits co-ordinator is the Head Teacher. All visits and trips are reviewed and agreed in advance.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
<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>Rachel Bradley-McKay (Headteacher)</p>	<p>School staff do not work at height. A kick stool and small stepladder are available for displays. Contractors are used for anything above this height, e.g. replacing lights in the hall.</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>Rachel Bradley-McKay (Headteacher)</p>	<p>Music equipment is played at a reasonable working level, including when outside on the playground.</p>
<p><i>Violence to Staff</i></p> <p>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>Rachel Bradley-McKay (Headteacher)</p>	<p>Proactive measures are in place to reduce the risk of aggression or violence towards staff, e.g. parent consultations take place in a publically accessible area.</p>
<p><i>Security Arrangements Including Dealing with Intruders</i></p> <p>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p>Rachel Bradley-McKay (Headteacher)</p>	<p>The site remains secure during working hours, with gates locked. Visitors are only admitted onto site when they have been identified; an intercom and CCTV are in place at the entrance. All visitors sign in upon arrival.</p>
<p><i>Personal Security/Lone Working</i></p> <p>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>Rachel Bradley-McKay (Headteacher)</p>	<p>Wherever possible lone working is avoided, e.g. members of staff coming into school during evening and weekends or holidays are encouraged to do so in groups. Where lone working takes place, members of staff are advised to ensure that either colleague or friend/family member is aware of the individual's presence at work.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
<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>	<p>Rachel Bradley-McKay (Headteacher) Glenn Cleaning</p>	<p>Hazardous substances are only used by the contracted cleaners. CoSHH training is in place and substances are kept in a locked cupboard.</p>
<p><i>Personal Protective Equipment (PPE)</i></p> <p>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>Glenn Cleaning</p>	<p>Gloves are provided by the cleaning company for handling hazardous substances. These are kept in the cleaning cupboard and re-stocked by Glenn Cleaning.</p>
<p><i>School Transport</i></p> <p>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>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	<p>Only approved providers are used for school transport in coaches or minibuses. When staff or volunteers transport pupils to events, business insurance is in place and the school retains a copy of insurance documents and a current MOT certificate for the vehicle. Where parents organise transportation to an event themselves, the school is not responsible for ensuring these checks are in place.</p>
<p><i>Manual Handling (typical loads and handling pupils)</i></p> <p>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 are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	<p>Rachel Bradley-McKay (Headteacher)</p>	<p>At present the school does not operate any manual handling.</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>Rachel Bradley-McKay (Headteacher)</p>	<p>Teachers consider any potential risks as part of their planning prior to an activity taking place.</p>

Appendices

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<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>Rachel Bradley-McKay (Headteacher)</p>	<p>At present the school does not offer work-experience placements</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 – <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>Rachel Bradley-McKay (Headteacher)</p>	<p>Office staff have appropriate desks and adjustable chairs.</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>Chair of the PTFA</p>	<p>The PFTA operate independently from the school and are responsible for their own insurance and risk assessments. They obtain external risk assessments linked to providers that they use, e.g. bouncy castles or inflatables. Advice is given when using the school site for events.</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>Rachel Bradley-McKay (Headteacher)</p>	<p>An annual inspection of playground equipment is carried out. At any given time, two members of staff are available on duty to allow for adequate supervision.</p> <p>A separate Loose parts risk assessment is in place for equipment in the Playpod.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
Section 2 - PREMISES		
<p><i>Mechanical and Electrical (fixed and portable)</i></p> <p>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 the premises log book, which is kept in the Head Teacher's 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>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	<p>The Pat Man is used for bi-annual testing of portable equipment. Approved contractors are used for electrical work and inspections: P and R Heating and Electrical.</p>
<p><i>Maintenance of Machinery and Equipment</i></p> <p>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.</p>	<p>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	

Appendices

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<p><i>Asbestos</i></p> <p>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>Rachel Bradley-McKay (Headteacher) Resources Committee</p>	<p>An asbestos survey has been carried out and is annotated with an changes following works, e.g. removal of asbestos containing roof. The Resources Committee is responsible for creating an asbestos management plan which is reviewed annually.</p>
<p><i>Service Contractors</i></p> <p>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>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	<p>Contractors report to the school office and are managed by the School Business Manager.</p>
<p><i>Building Contractors</i></p> <p>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>Rachel Bradley-McKay (Headteacher)</p>	<p>Where any works take place liaison takes place between the project manager and Head Teacher to ensure safety is not compromised.</p>
<p><i>Small Scale Building Works</i></p> <p>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>Rachel Bradley-McKay (Headteacher)</p>	<p>Contractors sign in on arrival and are given a visitor badge. The working area is cordoned off if necessary to ensure the safety and supervision of staff and pupils at the school.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
<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>	Rachel Bradley-McKay (Headteacher)	The school does not operate with any lettings at this time.
<p><i>Slips/Trips/Falls</i> 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>	Rachel Bradley-McKay (Headteacher)	Any accidents requiring medical attention are reported to the Head teacher and to GCC where appropriate.
<p><i>Cleaning</i> 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>	Rachel Bradley-McKay (Headteacher)	Glenn Cleaning provide cleaning services to the school. They routinely visit to inspect the work of the cleaners and request feedback from the school on an annual basis.
<p><i>Transport Arrangements (on-site)</i> 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>	Rachel Bradley-McKay (Headteacher)	Deliveries take place during the day and do not cross drop off/pick up times wherever possible. A separate pedestrian path is available to discourage walking through the carpark where vehicles are present.
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>	Rachel Bradley-McKay (Headteacher)	Where an off-site visit requires transport by bus, procedures for boarding and disembarking are included in the trip risk assessment.

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
<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>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	<p>A log book is in place and kept in the Head Teacher's office. The school employs a handy man to complete small caretaking tasks. Water temperature checks (monthly) are done by the Head Teacher who has received training for Legionella. Emergency lighting (monthly) and Fire alarm (weekly) testing is completed by the School Business Manager.</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>Rachel Bradley-McKay (Headteacher)</p>	<p>No gas equipment is used on site. Electrical appliances visually checked before use by the member of staff and are inspected by approved contractors P and R bi-annually.</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>Rachel Bradley-McKay (Headteacher)</p>	<p>Safety Glazing is in place on site. Visual checks are completed by staff and defects are reported to the Head Teacher.</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 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>Rachel Bradley-McKay (Headteacher)</p>	<p>Water testing is carried out by the Head Teacher. Records are kept in the log book, which is found in the Head Teacher's office.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
<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>Rachel Bradley-McKay (Headteacher)</p>	<p>A store of grit is available to cover main routes into school. A pathway is gritted from the gate to the main door at the front and back of the school to allow pedestrian access, including wheelchairs. Staff are advised not to use the car-park in adverse weather – arrangements are made with a local business – The Royal Oak. Emergency Closure procedures are in place to determine the action that is required in adverse weather, which may include full or partial closure or delayed opening times to allow for safe access.</p>
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<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>Rachel Bradley-McKay (Headteacher)</p>	<p>Guidance available in the First Aid area of the school office.</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>Rachel Bradley-McKay (Headteacher) Aileen Jones (SEND Manager)</p>	<p>The school liaises with health professionals, such as the school nurse or paediatrician to support pupils with healthcare needs. Individual Health Plans (IHPs) are in place for pupils with medical needs.</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 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>	<p>Rachel Bradley-McKay (Headteacher)</p>	<p>When medicines need to be administered a permission form is obtained from the parents which states dose, time and any other requirements. Medicines are kept in a locked cabinet in the office (or refrigerated in the staff room when needed) and are not given to pupils to transport to/from school. Any medicines administered are recorded in a book, kept in the school office, and signed by a witness.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
<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>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	<p>A list of First Aid trained staff is held centrally in the office, including certificate dates and expiration so that further training can be booked.</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>Rachel Bradley-McKay (Headteacher)</p>	<p>Minor bumps are reported in the First Aid records and parents are informed of any head bumps.</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>Rachel Bradley-McKay (Headteacher)</p>	<p>Fire Evacuation procedures are displayed at various locations around school. Fire Alarm testing is conducted weekly. Fire Drills are conducted every term and records kept. The assembly point is at the end of the pedestrian path.</p>
<p><i>Crisis and Emergency Management</i> 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>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	<p>The emergency plan is reviewed annually and after any significant staff changes. A copy is kept in the school office and an electronic copy is available to all staff on the VLE.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
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>	<p>Rachel Bradley-McKay (Headteacher) Resources Committee</p>	<p>The Resources Committee review procedures and suggest alternatives where appropriate.</p>
<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</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>	<p>Rachel Bradley-McKay (Headteacher) Resources Committee</p>	<p>The Head Teacher and a nominated governor from the Resources Committee will conduct a safety inspection annually and record findings.</p>
<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>	<p>Rachel Bradley-McKay (Headteacher) Resources Committee</p>	<p>The Resources Committee will review the H&S policy annually. Accidents will be reported to governors for analysis through the Head Teacher's report.</p>
<p><i>Auditing</i> 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.</p>	<p>Rachel Bradley-McKay (Headteacher)</p>	<p>3-yearly audits are carried out by the Local Authority</p>
Section 5 - TRAINING		
<p><i>Staff Health & Safety Training/Competence</i> 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>Rachel Bradley-McKay (Headteacher) Hayley Armstrong (School Business Manager)</p>	<p>Training Records are kept with individual staff records in the Head Teacher's office. Training is also records centrally on a spreadsheet to ensure competent staff are in place.</p>

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
<p><i>Supply and Student Teachers</i> 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>	Rachel Bradley-McKay (Headteacher)	A supply handbook is in place with relevant information for temporary staff. A full induction is undertaken with student teachers as part of their training.
<p><i>Volunteer and Parent Helpers</i> 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.</p>	Rachel Bradley-McKay (Headteacher)	Key information is displayed in the school entrance and in the visitor sign in book.
Section 6 - HEALTH AND WELLBEING		
<p><i>Pregnant Members of Staff</i> 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>	Rachel Bradley-McKay (Headteacher)	The Head Teacher will liaise with any pregnant or nursing staff to arrange how to meet any additional needs.
<p><i>Health and Well Being Including Absence Management</i> 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>	Rachel Bradley-McKay (Headteacher)	School PPA procedures and meeting schedules have been adjusted to ensure that teacher workload is taken into account. The school uses APL insurance, which includes opportunities for staff to access support linked to health and personal needs, e.g. stress coaching or dietary advice. Staff training has been developed to address staff well-being.
<p><i>Smoking on Site</i></p>	Rachel Bradley-McKay (Headteacher)	No smoking is permitted on the school site.

Appendices

Area	Responsibility of (Name/Title)	School Agreed Procedure
Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><i>Environmental Compliance</i> 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>	Rachel Bradley-McKay (Headteacher)	Andigestion are contracted to dispose of food waste Print Waste are contracted to collect refuse and recyclable materials.
<p><i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	Rachel Bradley-McKay (Headteacher)	Glos Asbestos are used for asbestos removal or encapsulation.
Section 8 - CATERING AND FOOD HYGIENE		
<p><i>Catering and Food Hygiene</i> 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>		The school uses Caterlink to provide catering services. Food is prepared at a local site (Castle Hill) and transported to the school, where it is served to pupils. Caterlink are responsible for Food Hygiene arrangements.
Section 9 – HEALTH AND SAFETY ADVICE		
<p><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</p>		