Safety, Health and Environment (SHE) Guidance

The Crypt School
Health & Safety Policy Document
September 2026



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3.1	**Introduction**
	'Employers', under the *Health & Safety at Work Act 1974* are required to produce a local Health & Safety Policy Document. Where schools are concerned there are two situations to be considered: a) where GCC remains the employer, the school's document must be a subsidiary document to the GCC Corporate H&S Policy Document and reflect the status of the school; b) where the school is non-maintained, this status must be reflected i.e. that the Headmaster or Governing Body become the employer. In both cases, this document must be tailored to each school as it will contain specific information on local risks and how they are controlled.
	Whilst the source of a reliable template used by schools is not important, it is essential that generic texts are not used but, rather, that schools edit any template and populate it

	with a summary of local arrangements so that it becomes a meaningful expression of how health and safety is managed.
3.2	**How to Adapt the Model Document**
	An effective policy document will address three main areas:
	● the statement of the employer's general policy on health and safety (Part 1 – Statement of Intent); ● the organisation for implementing arrangements including allocation of functions to individuals (Part 2 - Organisation); and ● the arrangements for carrying out the functions to control risks (Part 3 – General Arrangements).
	The model document in Appendix A - *Model Health & Safety Policy Document* is based on a version created for local authority schools. Schools no longer within Local Authority (LA) control may use this template but must make changes to reflect local ownership of responsibilities no longer held by the LA.
	Part 1 – Statement of Intent
	All Community and Controlled schools may adopt the Gloucestershire County Council statement of intent – see Part 1 of this model. Foundation, VA and academy schools are recommended to accept the model policy statement but are free to adapt or create their own.
	This statement is your headline commitment to managing health and safety by identifying risks in your school and stating how you will mitigate and manage those risks.
	Part 2 - Organisation
	All Community and Controlled schools should operate to the organisation and responsibilities as laid down in Part 2 of this template document. Foundation, VA and academy schools are recommended to adopt but are free to create their own version. Section 3 can be used to detail schools' specific arrangements.
	Part 3 – General Arrangements
	This part of the document states how the school will meet the standards set in the Statement of Intent. It involves procedures and arrangements for controlling risks. In most cases you will be able to summarise the key control measures in a few sentences or bullet points; in some instances, you may prefer to signpost to a separate school policy – in this case simply refer to it and do not duplicate information. Be specific about your local practices and avoid general statements.

	Again, Community and VC schools should follow the advice given here. Foundation, VA and academy schools are free to create their own arrangements.
	Specific arrangements should be summarised for the subjects outlined in Part 3 – General Arrangements so far as they apply. Delete any items that are not relevant and edit the text so that a true reflection is given of your arrangements to manage risks.
	As indicated above, where a school has separate policies, you can simply refer to them ('signposting') as this will keep your H&S Policy Document concise and avoid the risk of two sources becoming out of step.
3.3	**Using the Finished Document**
	Once the H&S Policy Document has been completed the following should occur:
	● communication to all employees in school; ● review – typically annually or if significant changes take place (e.g. new buildings); ● inclusion in any induction arrangements for new employees, student teachers and supply teachers. ● copy on the school's website
	The document also will form part of the portfolio of documentation required to demonstrate a robust safety management system e.g. at audit.

HEALTH & SAFETY POLICY DOCUMENT
PART 1
STATEMENT OF INTENT

The School's Governing Body and Headmaster recognise and accept their responsibilities under law. 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 Headmaster. The school also utilises advice and recommendations from the 'HSE HSG65 Managing for Health and Safety', as well as the 'HSE Health and Safety Toolbox: How to control risks at work'.

In particular the Governing Body and Headmaster 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 off site 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 Headmaster 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 Headmaster will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headmaster 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 Headmasters commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full cooperation of employees and others who use the premises.

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

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

Part 2 Organisation

Organisation – Introduction

In order to achieve compliance with the Governing Body and Headmaster'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 Headmaster, 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 Headmaster

The Headmaster has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors, the Headmaster 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 Headmaster 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, cooperate 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 workplace, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Pupils

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

School Safety Representatives

The Governing Body and Headmaster 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 Headmaster or Governing Body).

Temporary Staff

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

Teaching Staff

Teaching staff have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching Assistants

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

The Duties of Off Site Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.

The Duties of The Operations Manager (and the Site Manager)

The Operations 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 Headmaster 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. School site staff report directly to the Operations Manager and undertake routine maintenance and safety checks.

Bursar

The Bursar and Operations Manager work together with a budget to effectively manage the schools Health & Safety.

Volunteer and Parent Helpers

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

Part 3 General Arrangements

Part 3.1 – Risk Assessment

Risk Assessment

- Generic risk assessments for the school maintenance activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of Caretaking Site Team and overseen by the Operations Manager
- Personal staff and pupil Risk Assessments' are the responsibility of Head of Department / Form Tutor / Pastoral Team / Senior Deputy Headmaster / Operations Manager as applicable.
- School Trips/Off Site Visits - The person with the delegated role of Off-Site Visits Coordinator (OVC) has responsibility to oversee risk assessments for trips; this role has been delegated to the Senior Deputy Headmaster. The school complies with DfE Guidance and the GCC standards on off site visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
- Curriculum Safety (including extended schools activity/study support) - Heads of Departments have a responsibility to complete annual Risk Assessment and submit to the shared area. Departmental Heads 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 a published 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.
- National crises situations will have specific risk assessments relating to impact on the school operation. Responsibility will fall to the Operations Manager and Senior Deputy Head to compile with input from other parties and Government guidance. Such risk assessments will work alongside or temporarily override current policies and practices as required and considered necessary.

Part 3.2 - Specific Risks

Communication

The Governing Body consists of Academy, Parent and Staff Trustees and Associate Governors. The committee structure includes Pupil Welfare Committee, which is responsible for ensuring H&S compliance, safeguarding and pupil wellbeing. The Senior Deputy Headmaster and Operations Manager are members of the Pupil Welfare Committee. Health and safety is included on an induction checklist completed for all new staff. Policies are available on the school website. All staff are required to read the relevant policies at the start of each year or when updated and then sign a training record to acknowledge they have read and understood the requirements of the policy. Consideration is given to the first staff meeting each September to remind staff of salient health and safety matters and how to access information. Visitors and anyone entering the school must sign in at reception and an information sheet concerning H&S, fire regulations and Child Protection is provided by reception. The Data Administrator is responsible for providing temporary supply staff with an induction briefing. Heads of Department are also responsible for supervising temporary staff and ensuring they have sufficient health and safety information and instruction.
The School communicate with:

- employees e.g intranet, staff meetings, performance reviews, daily news emails
- visitors – signing in and out on arrival and leaving

- pupils – lesson plans, school council, assembly, daily news bulletins and emails
- parents – admissions process, school prospectus, website, newsletters, text message and email.
- volunteers – simple induction
- contractors – part of work planning

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by staff briefings, departmental meetings, daily news emails or direct contact with staff.

Display Screen Equipment

- The majority of employees within the school are not considered to be DSE users; Office staff using computers will have appropriate (e.g. adjustable) equipment
- The school refers to SHE guidance
- Headmasters/Heads of Department ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually and where equipment changes or office layouts change, or when there are staff changes. Staff are expected to respond to the Operations Manager.

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. Safety data sheets are used for hazardous materials and held on file by relevant subject HoD/ Technician/Cleaning Team / Site Team.

This H&S Policy Document is supplemented by local Departmental Policies (e.g. in D&T, Science etc.) where specific activities relating to the Departments or areas are noted within their specific subject areas.

Lone Working

Buddying arrangement in place and high-risk activities avoided if alone. Work during holidays all staff must sign in and out. The Operations Manager or one caretaker is always on site and First Aid cover is considered.

Arrangements include:

- all staff are requested to be off site by 18.30 term time, unless a scheduled event or meeting is taking place, and at the advertised time during holiday closedown periods.
- a second person knows that a member of staff is in the school alone
- external doors locked after 5pm automatically
- access to a phone available and within accessible area
- designating days and times in the holidays when staff can come in
- lone working risk assessments carried out for job specific. Copies available in shared H&S / RA google drive.

Manual Handling

Department heads are responsible for manual handling within their areas of responsibility. The Operations Manager oversees training for site and cleaning teams. Manual handling training and refresher training provided where applicable.

- loads broken down for easier movement
- site staff assist with handling operations
- use manual handling aids e.g. trolley or sack truck
- agreed methods for regular tasks e.g. setting up tables at exam time, productions, assemblies and activities is carried out by site team

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Moving and Handling of Pupils

Staff trained in moving and handling where applicable. If a child with specific needs e.g. Wheelchair used on site, then relevant training is provided for specific needs.

- included in pupil behaviour/ care plans
- site specific risk assessment carried out for individual needs
- employees trained in correct moving/ handling techniques where applicable
- handling aids such as hoists and lifts are inspected and serviced when applicable

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally noise risk is managed by keeping the dose (exposure time) low.

Ground maintenance contractors will have their own risk assessments for using equipment such as petrol mowers or strimmers.

Parent Teacher Association

The PTA has its own committee and officers that organise fundraising events, such as car boot sales, quiz nights etc. The PTA are a registered charity and are considered a separate legal entity so have statutory responsibilities and the duty for managing Health & Safety at their events. GCC guidance is in place.

- Risk assessments are carried out for PTA run events and adequate insurance is in place.
- measures used during events include adequate supervision, food hygiene, and controlling vehicle movements.

Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. 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. Employees are responsible for ensuring that they use PPE where it is provided. Relevant risk assessments reflect the need for PPE and what is provided.

Playground Supervision

The school employs Midday supervisors to cover external and internal areas during lunchtime.

- 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
- measures to manage the risk include where practically possible 5 staff placed in strategic areas at lunchtime

School Trips/Off Site Visits

The Senior Deputy Headmaster is the OVC and attends GCC training. There is an Educational Visits Policy and established procedure for offsite activities and trips. Final details for residential visits are entered on to e-visit and submitted to SHE for review.

The school has adopted the GCC model risk assessments.

- The school complies with DfE Guidance and the GCC standards on off site visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.

School Transport

When engaging coach companies for transporting pupils, responsibility to ensure total compliance lay with the Senior Deputy Headmaster.

School minibuses are maintained and meet all required legal legislation i.e. MOT, Insurance, regular maintenance checks internally and externally.

Staff transporting pupils in personal vehicles are required to ensure their vehicle is compliant with the law. The school does hold an Occasional Use Insurance Policy to cover staff driving their own vehicle.

- use of SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as off site visits and sports fixtures
- risks associated with driving are evaluated within assessments for activities.

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:

- door security
- visitor signing in/ badges
- use of smartwater (in part)
- challenging any strangers on site
- perimeter fences, hedges and gates
- CCTV
- access control to all external doors
- A site security audit has been carried out and reviewed on an annual basis.
- The school also employs the services of an external security company, Glevum security.

Work Experience Placements

Presently the school does undertake pre-arranged work experience placements on the school premises. The following steps are implemented:

- Undertaking a risk assessment
- filtering low risk locations

- undertaking workplace assurance checks for higher risk locations
- Safeguarding briefing for pupils before placements and reviewing afterwards

Working at Height

The School applies a hierarchy of risk control and avoids working at height where possible. Use of the scaffold tower to access lights in Hall, sixth form area and Sports Centre are by PASMA trained personnel only. LED lights have been introduced in the majority of the school, and will phase out other lighting types and reduce need much further. The Site team supports Drama productions e.g. around managing stage lighting.

- 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. Google Drive Caretakers folder.
- Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.
- The school discusses and agrees arrangements with employees.
- 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.
- Employees 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 (e.g. wear sensible shoes, don't misuse equipment, ensure step ladders are stable)
- Training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high step ladders)

Workplace Violence to Employees and Behaviour Management

Pupils with behavioural issues would be subject to personal care plan and the following would be implemented;

- school security measures
- dealing with difficult parents
- reporting incident (SHE Assure or your own database)
- follow-up to incidents
- pupils with behaviour management plans where required

Part 3.3 – Premises Risks

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 an Asbestos Management Plan so that active means are in place to manage the risk;
- 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 employees and visitors where asbestos containing materials are located within the school site.

- The Operations Manager provides contractors with necessary information prior to start of work.
- R&D surveys are carried out prior to all major construction work.
- The Operations Manager is responsible for updating the Asbestos Survey.

Building Contractors

Where possible, all contracted work is undertaken during school holidays or out of school hours. Prior to work commencement and coming on site, contractors are given an information document relating to the Schools' expectations and working environment for contractors. The School engages a Health & Safety advisor to act on its behalf for large projects. CDM responsibility is given currently to architects / consultants.

- work where part of the site is handed over to the contractor - hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of students and contractors whilst on the school site;
- small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are controlled by signing in, showing the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition by site staff. Where possible such works occur out of school core hours or during school closedown periods.

Caretaking and Grounds Maintenance (and grounds safety)

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

Grounds Maintenance is carried out by a contractor who completes their own risk assessments.

Tree surveys are undertaken on a bi-annual basis and recommended work carried out subject to report.

Cleaning

The school employs their own cleaning team who report directly to the Operations Manager.

- a cleaning schedule is in place which is monitored by the Operations Manager.
- 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 adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.
- training and refresher training is provided

Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances is carried out by qualified, accredited contractors. Gas and electrical appliances are subject to appropriate formal inspection.
PAT testing is carried out in-house by staff who are responsible for specific areas and who have been trained. Fixed wire testing is currently carried out on a rolling programme by a contractor.

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.

Lettings

The School requires all hirers to complete a casual hiring agreement form. The School ensures that the hirer of the main school building has public liability insurance in place in order to indemnify the school from all such hirers' claims arising from negligence. The Operations Manager is responsible to ensure via the agreement and personal contact that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies kept on file. Provision of a generic Fire Risk Assessment and Escape Plan for hirers of the main school building held within the Lettings Policy, stating the maximum number of seated attendees for the event. Sports Hall booking agreement hirers include an emergency evacuation plan within.

Risks are managed by:

- hire of rooms / building out of core school hours
- hire agreement in place including a clear understanding of each party's responsibilities
- hirers co-operate with the school's arrangements

Mechanical and Electrical (fixed and portable)

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held by the Site team.

LEV and fume cupboards are covered by maintenance servicing arrangements.

Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependent on the use and type of equipment. Records / reports of testing and inspection kept. Passenger lifts inspected by specialist contractors under service agreements. Lifts are able to operate in an emergency to free anyone in a failed lift. Gym equipment is serviced in-house monthly. DT mechanical equipment inspected annually by an external contractor. Boilers serviced and checked by qualified contract companies annually.

Slips/Trips/Falls

Slips, trips and falls are considered during walks around the site carried out by the Headmaster, Senior Deputy Headmaster and the Operations Manager.

- The school recognises the main cause of accidents is slips, trips and falls.

- It is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- a responsible person ensures regular inspection of communal areas.
- all hazards, obstructions, spillages, defects or maintenance requirements are reported to the Operations Manager and Site Staff by a recognised reporting process.
- all employees are expected to be vigilant and aware of possible hazards.
- food spills are cleared immediately.
- cleaners are briefed not to leave hazards such as wet floors without warning signs.

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 stored on the google drive has been carried out and an emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. 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.

Transport Arrangements (on-site)

The School segregates access traffic, vehicular and vulnerable pedestrians and cyclists. Restricted access to all vehicular traffic in and out of site between 15:05 and 15:30 design out vehicular and vulnerable traffic route conflicts, both at access points and on site.

Main School gate is supervised by duty SLT staff in the mornings. Site staff supervision of pupils leaving premises supported by SLT duty staff between 15:15 and 15:30.

The School owns two mini buses, neither of which require a D1 licence category. All staff driving a minibus must have undergone an internal driving assessment with the Site Team or other delegated site member to show competency prior to driving pupils off site. A copy of the Minibus Directive and Checklist for drivers is located in both buses and staff are required to read and carry out checks prior to journey. Staff are required to show valid driving licence to Operations Manager and inform them of any changes to said licence immediately. Responsibility for ensuring that all school vehicles are kept operational in accordance with the law. The Site Team completes and logs a weekly maintenance check.
A generic Risk Assessment is available in the H&S folder for staff driving Crypt minibuses and for Crypt staff driving pupils from other schools. Staff are required to read and adapt risk assessments as required. Where transportation of pupils from other schools is required, a Risk Assessment must be passed on to said schools for any relevant additional information.

Water Hygiene

The site staff are responsible for the management of legionella on a day-to-day basis and report to the Operations Manager

- A water hygiene risk assessment is documented and renewed every 5yrs. Record any changes that impact on risk assessment.
- An effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.
- a site electronic log book is used to record checks
- a process is also in place to deal with any actions should they arise.
- 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.

Dealing with Medical Conditions

There is an SEN Policy on the school website and support and arrangements are in place for pupils with medical conditions. Statements in place where required and TA support where necessary. PEEPS/ GEEPS conducted where needed. SENCO and 1:1 supervision where needed TA support. Risks are assessed as part of the medical needs process. Medical needs information is obtained from parents and maintained (consent forms/ care plans etc.). Staff trained – Epi-pen, diabetic, epilepsy and asthma where applicable. Allergen training provided. Lists of pupils with known medical needs shared with staff and catering company staff informed.

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 employees. 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.

Drug Administration

School will administer with parental consent – however due to age, some pupils may self administer (consent form) prescribed medicines only. Drugs are stored safely and locked in the first aid cupboard or first aid fridge. Defined procedures managed by delegated staff.

School receives details of medical conditions from parents/carers where applicable. The first aid room is located at the front entrance by the reception area. The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for employees.

Emergency Management/ Business Continuity

A CIMP (Critical Incident Management Plan) and 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.

Fire Safety

Fire Risk Assessment is carried out by GCC SHE team or other registered health & safety building compliance company, on a three yearly basis. Reports are reviewed by the Operations Manager and Senior Deputy Headmaster annually. Actions identified by Fire Risk Assessment are implemented as soon as practically possible, usually within one year. 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. Weekly fire alarm tests undertaken on a Wednesday outside of school hours. Staff are briefed on emergency evacuation and location of fire assembly point at the start of academic year and included in new staff induction. A minimum of three fire drills are carried out throughout the academic year at various times of the day to ensure all observe swift, safe evacuation. Observations and feedback requested from staff and if required amendments are implemented. Records of all fire drills, reports and risk assessments are stored on google drive.

First Aid

The school tries to maintain 20 trained first aiders who receive refresher training every three yearly. Certificates can be found in individuals' personnel files. Designated Lead Admin updates first aid requirements.

- the school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders
- The guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work is followed.

Health and Well Being Including Absence Management

Stress and wellbeing is managed by the Senior Deputy Headmaster in the school. Staff absence is monitored regularly by the Senior Deputy Headmaster, Operations Manager and Bursar.

- 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 cooperation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- Other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc, support from peers, flexible working arrangement/job sharing where applicable and agreed. performance monitoring, supervision and 1 to 1's, support workers, TA support in class mechanisms in place to help identify, prevent and manage stress, staff survey etc.
- access to Occupational Health, return to work interviews.

Infectious Diseases

The school follows the guidance produced by Public health England, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings' and the Public Health England booklet 'The Spotty Book'.
https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf

Pregnant Members of Staff

The Operations Manager and Senior Deputy Headmaster manage risk assessments for pregnant members of staff.

- Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out
- The checklist contained in SHE is used and reasonable adjustments made
- The first aid room/ rest room has rest facilities for expectant and nursing mothers.

Reporting of Accidents, Hazards, Near Misses and their investigation

Near misses should be reported on the Schools central Accident Reporting tool found on the intranet, by the person the near miss happened to or by the witness. The near miss should also be reported to the Operations Manager and Senior Deputy Headteacher by email. The near miss will then be investigated by the Operations manager.

Any accidents should be reported to the Main Office, Operations Manager and the Senior Deputy Headteacher. If this is initially done verbally, a follow up email is expected.
If there are any casualties or potential casualties, this needs to be made very clear at the initial time of reporting, so a trained First Aider can check the persons involved.
Accidents will be reported on the schools central system by the First Aider involved.

If an emergency vehicle is called, please ensure the Operations Manager, Senior Deputy Headteacher and Main Office are all made aware straight away.

- The Operations Manager informs SHE Team of any RIDDOR reportable accidents
- parents are advised by Reception or first aider.
- more significant accidents are investigated to identify the root causes.
- review of trends with Governing Body.
- use of data e.g. to strengthen arrangements such as playground supervision, disposal of waste, local inspections and repairs.
- Reports are analysed at the Pupil Welfare Committee and at Governor level meetings.

Smoking on Site

The school is a no smoking and no vaping site (including in any vehicle on school property) and any staff, students, visitors and contractors are required to conform to this status.

Part 3.5 – Monitoring, Review and Audit

Auditing

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

Inspections

Local inspections are carried out by the Site Team and the Operations Manager on a regular basis and is a valuable way to check on unsafe acts/ unsafe conditions.

- Governing Body, Site Team and Operations Manager carries out inspections
- Daily, monthly and annual inspections are undertaken
- information from inspections are reported to the site team and followed-up by the Operations Manager.

Monitoring

The Governors review policies and the Pupil Welfare Committee is responsible for overseeing/review of health and safety performance. Reports such as the H&S Audit are provided to the Governing Body.

Departmental Heads are expected to monitor their own local arrangements through the risk assessment process.

Review

- the school has a programme for review, updating and reissue of policies
- The Governing Body reviews new policies, reports such as safety audits, workplace inspections and risk assessments etc.

Section 3.6 – Training

Employee Health and Safety Training/Competence

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headmaster/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.

Supply and Student Teachers

The school's expectations are made clear to any supply and student teacher through the provision of Supply information sheet, 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 material. The Headmaster delegates responsibility for liaising with the supply/student teacher on general school organisation and routines to specific relevant staff. When supply teachers attend the school to cover for staff absence at short notice the Headmaster/responsible person gives guidance on the work to be covered.

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.

Section 3.7 - Environmental Management

Environmental Compliance

The school fulfils its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed
- seeking alternatives where possible
- recycling as much as is practicable
- disposing of as little as necessary

Disposal of Waste

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

- confidential waste is collected by certificated specialist firms.

Section 3.8 - Catering and Food Hygiene

Food Hygiene

The school's catering contractor is Aspens.

- the caterer has a food hygiene management system (HACCP) in place
- catering staff are appropriately trained in food hygiene.
- if external contractor: contractors have access to competent health and safety advice.
- the provider of the food business (contractor) is registered with the Local Authority (Gloucester City Council)
- food hygiene inspection reports are shared with the school

Section 3.9 – Health and Safety Advice

Information

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

NB - If SHE services are not used, your source of competent advice should be stated.