



Health and Safety Policy

This policy was reviewed in April 2024
and will be reviewed annually.

HEALTH & SAFETY POLICY DOCUMENT

STATEMENT OF INTENT

PART 1

The school's Governing Body and Headteacher 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 Headteacher. To assist in this process and to provide advice when required the school buys back the services of Gloucestershire County Council Safety, Health and Environment (SHE) unit.

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 school's 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 school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Signed:	Signed:
Headteacher's name:	Chair of Governors' name: Anita Masters
Date:	Proposed review date: Term 4 2023

PART 2 - ORGANISATION

<p><i>Organisation – Introduction.</i> In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.</p>	
<p><i>The Duties of the Governing Body</i> The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<ul style="list-style-type: none"> • Chair of Governors • Safeguarding Governor • Headteacher / Ex-Officio Governor <p>Health and Safety Compliance Audits are undertaken annually by members of the Governing Body, Headteacher, School Business Manager (SBM) and Site Manager</p>
<p><i>The Duties of the Headteacher</i> The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<ul style="list-style-type: none"> • In the absence of the Headteacher, the Senior Management Team are responsible for the day-to-day management of Health and Safety • In addition, the Headteacher will sometimes delegate responsibilities as outlined in this document to the School Business Manager.

<p><i>The Duties of Employees</i></p> <p>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.</p>	<p>Members of staff should report any concerns or incidents as follows:</p> <ul style="list-style-type: none"> • Heads of department to Headteacher • Teachers and Teaching Assistants to their Head of Department • Admin staff to the School Business Manager • Site Manager to School Business Manager • Cleaning Staff to the Site Manager or School Business Manager • Mid-Day Supervisors to Heads of Department or School Business Manager
<p><i>Pupils</i></p> <p>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.</p>	<ul style="list-style-type: none"> • Children are clear about expectations in relation to Health & Safety • Health & Safety is discussed at School Council meetings, during OPAL assemblies and fed back to classes • Personal safety, the safety of others, safety rules and appropriate use of equipment are addressed through the curriculum
<p><i>Temporary Staff / Supply Staff</i></p> <p>Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<ul style="list-style-type: none"> • All temporary and supply staff must sign in and are required to wear a 'Visitors Badge' for the duration of their time on site. The 'Visitors Badge' has Health & Safety guidance printed on the badge
<p><i>Teaching Staff</i></p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of</p>	<ul style="list-style-type: none"> • Heads of Department have an important line management responsibility in relation to Health & Safety • Subject Leaders are responsible for ensuring that the storage of equipment and resources in their subject complies with Health & Safety guidelines. They inform all staff of any potential hazards in the use of equipment or

<p>the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>materials</p>
<p><i>Teaching Assistants</i> Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i> The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.</p>	<ul style="list-style-type: none"> • The Offsite Visit Coordinator (OVC) is Headteacher. Completed GCC training in the e-visits system (01.12.19)
<p><i>The Duties of Site Manager</i> The Site Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p>is the school Site Manager and:</p> <ul style="list-style-type: none"> • ensures that any defects in the buildings or grounds are reported to the School Business Manager/Headteacher immediately • undertakes regular checks to the fire alarm system, water temperatures, emergency lighting etc. • undertakes regular checks of the grounds including outdoor play equipment
<p><i>Volunteer and Parent Helpers</i> 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.</p>	<p>All volunteer and parent helpers must sign in and are required to wear a 'Visitors Badge' for the duration of their time on site. The 'Visitors Badge' includes Health & Safety guidance printed on the badge. Those who may work with children unsupervised or who may come into school on a regular basis will be required to complete a DBS clearance</p>

PART 3 – GENERAL ARRANGEMENTS

<p><i>Arrangements</i> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Title</p>	<p>Action/Arrangements</p>
<p><i>Communication</i> The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Headteacher School Business Manager School Administrator Site Manager</p>	<ul style="list-style-type: none"> • New staff are briefed on Safer Working Practices, Health & Safety and Child Protection by their Department Head and DSL • Visitors, volunteers and parents are made aware of the school's Health & safety procedures when signing in • Contractors are made aware of Health & Safety arrangements by Headteacher, School Business Manager or Site Manager. This includes access to the Asbestos Site Register
<p><i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Headteacher School Business Manager Heads of Department</p>	<ul style="list-style-type: none"> • Information regarding Health & Safety matters are shared at weekly Departmental Meetings where relevant • Staff meetings are used for staff discussion / feedback e.g. following a fire drill • Training is provided where appropriate during Inservice sessions and staff meetings

<p>Section 1 - RISK ASSESSMENT</p>		
<p><i>Risk Assessment</i></p> <p>The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>Headteacher (OVC)</p> <p>Heads of Department</p> <p>Classteachers (for school trips / visits)</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>Headteacher (OVC) Classteachers Heads of Department / Headteacher</p>	<ul style="list-style-type: none"> • Oversees risk assessments for all off-site visits • Classteachers responsible for trips completes the risk assessments • Heads of Department with the Headteacher complete risk assessment for residential activities liaising with the SHE Unit
<p><i>Working at Height</i> 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>Headteacher School Business Manager Site Manager</p>	<ul style="list-style-type: none"> • The school has developed a risk assessment for 'Working at Height' • 'Kick-Stools' are available for staff to use e.g. mounting displays • Site Manager has received training for working at height • All ladders / steps are stored in the boiler house and may be used following discussion with the Headteacher / Site Manager and on completion of the 'Ladder Log'. • High level maintenance work is normally undertaken by contractors • High level cleaning is undertaken by a specialist team contractor during the summer holidays
<p><i>Noise</i> 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>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • Protective equipment is provided for the Site Manager as necessary
<p><i>Violence to Staff</i> The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near</p>	<p>Headteacher School Business Manager</p>	<ul style="list-style-type: none"> • The school reception area is designed with a holding area for the public and visitors • There is a Code of Conduct for visitors and parents which outlines the process for dealing with violence towards staff.

misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise system.	Governors	
<i>Security Arrangements Including Dealing with Intruders</i> Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.	Headteacher School Business Manager Site Manager Governors	<ul style="list-style-type: none"> • Gates locked evenings and weekends • Clear site signage and locked external doors • Visitors Badges issued to all approved visitors following completion of Log • ADT intruder alarm system • Anti climb paint on certain key areas • Spiked plastic on key areas with appropriate signage as given by the PCSO's 2019.
<i>Personal Security/Lone Working</i> The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.	Headteacher School Business Manager Governors	<ul style="list-style-type: none"> • The school has developed a policy for Lone Working Policy and risk assessments highlighting procedures and control measures
<i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i> 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 subject specific risk assessments (e.g. in D&T) relating to the specific activities in that area of the curriculum.	Headteacher Subject Leaders Governors	<ul style="list-style-type: none"> • Copies of data sheets are kept in the Site Manager's room

<p><i>Personal Protective Equipment (PPE)</i> Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	Headteacher School Business Manager Catering Manager Site Manager OPAL Play Leader Governors	
<p><i>School Transport</i> The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>	Headteacher Jason Brentley (OVC) Classteachers Governors	<ul style="list-style-type: none"> • The school only uses GCC approved coach companies • Risk assessments are completed when pupils are transported off-site • The school has a motor vehicle policy (Royal Sun Alliance) covering all staff and Governors that transport children using their own vehicles. • The school is developing a process to check driver details such as Driving Licence etc
<p><i>Manual Handling (typical loads and handling pupils)</i> The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	Headteacher School Business Manager Site Manager Governors	<ul style="list-style-type: none"> • The school has developed a risk assessment for Manual Handling • The SHE unit offer the school specific advice when required • Manual Handling advice is also included in the risk assessment for pregnant workers
<p><i>Curriculum Safety (including extended schools activity/study support)</i> 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,</p>	Headteacher SMT Subject Leaders Governors	<ul style="list-style-type: none"> • Indoor and outdoor PE equipment is checked annually by a consultant through the GCC traded services.

maintained and stored correctly.		
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<p><i>Work Experience Placements</i> 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>Headteacher Governors</p>	
<p><i>Display Screen Equipment</i> 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>.</p>	<p>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • DSE assessments are made when planning any workspace changes. Staff can request assessments where necessary.
<p><i>Parent Teacher Association</i> The school offers support to the Friends of Heron (FoH) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for FoH run events e.g. school discos and adequate insurance is in place.</p>	<p>Headteacher Governors</p>	<ul style="list-style-type: none"> • FoH risk assessments are held in the Headteacher's office and committee members of the FoH have copies.
<p><i>Playground Supervision/Play Equipment and Maintenance</i> 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. A Risk Benefit analysis has been completed regarding the new OPAL scheme as per their guidance.</p>	<p>Headteacher School Business Manager Site Manager Governors</p>	<ul style="list-style-type: none"> • MDSA receive training including emergency first aid • Protocols are in place for emergencies on the playground • Use of outdoor equipment is not permitted after school • MDSA's (Play Team members) have completed significant training in managing pupils in OPAL. • The PE equipment in school is subject to an annual safety assessment by GCC.
<p>Section 2 - PREMISES</p>		
<p><i>Mechanical and Electrical (fixed and portable)</i> The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware</p>	<p>Headteacher</p>	<ul style="list-style-type: none"> • The main electrical cupboard has appropriate signage and is kept locked • All distribution boards are labeled and a location

<p>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 Site Manager's room.</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>Site Manager</p> <p>Governors</p>	<p>plan of all utilities, including isolation valves, is available to the emergency services as part of the school's 'Emergency Plan'</p> <ul style="list-style-type: none"> • Records of PAT and fixed wire inspections are kept in the Site Manager's room and main office. • All records are checked as part of the GCC Annual Premises Liaison Meeting
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<p><i>Maintenance of Machinery and Equipment</i> The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p>Headteacher School Business Manager Site Manager Governors</p>	
<p><i>Asbestos</i> 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>Headteacher Site Manager Governors</p>	<ul style="list-style-type: none"> • Copies of the Asbestos Register are kept in the main office • Contractors are given access the Asbestos Register before any work is undertaken
<p><i>Service Contractors</i> 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>Headteacher Site Manager School Business Manager Governors</p>	<p>All contractors report to the main office:</p> <ul style="list-style-type: none"> • Limbird Electrical – Fixed wire & emergency lighting • John Clancy – Boiler plant and kitchen equipment • Omega Red Group (under review) - Lightning protection • Mitchells – Air conditioning • CDS – Fire alarms & fire equipment • Gas Alarms – Boiler house gas detection • ADT – Intruder alarm • Decibel Fire and Security – Access control • Countrywide Group – Grounds maintenance

		<ul style="list-style-type: none"> • T Howells – Tree Management • Kilbury Construction – General building/plumbing
<p><i>Building Contractors</i> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	Headteacher School Business Manager Site Manager Governors	<ul style="list-style-type: none"> • Wherever possible work is programmed for school holidays or out of school hours

<p><i>Small Scale Building Works</i> This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p>Headteacher School Business Manager Site Manager Governors</p>	<ul style="list-style-type: none"> • Contractors report to the school office • Logged in and issued with visitors badge • Informed of fire precautions and of any site specific information in the working area e.g. location of data cables etc.
<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. All hirers receive a copy of the Lettings Policy.</p>	<p>Headteacher School Business Manager School Administrator Governors</p>	<p>Hirers are informed of the following:</p> <ul style="list-style-type: none"> • Fire evacuation procedures • Access to telephone • Location of first aid box • Telephone number of Site Manager who can contact Headteacher/SBM where appropriate
<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, SBM or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Headteacher School Business Manager Site Manager SMT Governors</p>	<ul style="list-style-type: none"> • Incidents are recorded using the SHE Enterprise online system.
<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</p>	<p>Headteacher Site Manager Governors</p>	<ul style="list-style-type: none"> • The school's cleaners are monitored by GCC Cleaning and Catering services. • The Kitchen staff undertake the cleaning of the kitchen • Clancy's cleans the extractor filters, hoods and ducting

safe and healthy workplace.



<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>	<p>Headteacher School Business Manager Site Manager Governors</p>	<ul style="list-style-type: none"> • Access to the site by vehicles is restricted to staff, governors, deliveries and visitors on school business between 8.15am – 4.00pm. Parents/carers with a disability may apply for a parking permit.
<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>Headteacher School Business Manager Site Manager Governors</p>	<ul style="list-style-type: none"> • The school 'buys back' traded services by GCC to monitor ground maintenance and cleaning and catering.
<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. GCC M&E Inspection of the above annually.</p>	<p>Headteacher School Business Manager Site Manager Governors</p>	<ul style="list-style-type: none"> • Limbird Electrical – Fixed wire & emergency lighting • Gas Alarms – Boiler house gas detection • John Clancy – Boiler plant and kitchen equipment
<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>Headteacher School Business Manager Site Manager Governors</p>	<ul style="list-style-type: none"> • Kilbury Construction • Alfram • GCC Inspection (last inspected October 2019)
<p><i>Water Supply/Legionella</i> An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members</p>	<p>Headteacher</p>	<ul style="list-style-type: none"> • The Site Manager undertakes monthly water temperature tests and flushes the system at the

<p>of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Site Manager School Business Manager Governors</p>	<p>end of each school holiday</p> <ul style="list-style-type: none"> • The school buys support from GCC to support all aspects of school maintenance including Legionella management.
<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>Headteacher School Business Manager Site Manager Governors</p>	<ul style="list-style-type: none"> • Wherever possible, salt is applied to paths prior to snow falling. The school ensures that appropriate supplies are maintained. There is suitable storage for salt. • The school has a range of tools, including a wheeled salt spreader, to aid staff in clearing the site.

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
<p><i>Infectious Diseases</i> The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>	<p>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • Health Protection Guidance Poster located in the Office. • NHS 'Spotty Book'
<p><i>Dealing with Medical Conditions</i> The school accommodates pupils with medical needs wherever practicable and makes reference to <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>Headteacher Nursing Team SENDCo Admin Team SMT Governors</p>	<ul style="list-style-type: none"> • Care Plans are produced by Victoria Churchill with support from the relevant nursing team • Pupil Care Team meets regularly to discuss vulnerable children including those with medical needs
<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>Headteacher School Nurse Admin Team SMT Governors</p>	<p>As a general rule, medicines administered to children during school time should be restricted to pupils who suffer from a chronic complaint and who could not otherwise attend school. Medicines can be given where there is a compelling need to administer short-term medication. Parents/carers may come into school at midday to give antibiotics. In exceptional circumstances medicines can be administered providing that parents/carers complete the relevant form indicating dosage and giving permission. Please also see the supporting pupils with medical conditions policy.</p>
<p><i>First Aid</i> The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance</p>	<p>Headteacher Governors</p>	<p>The school arranges first aid training for all staff every three years.</p>

<p>issued by the DfE on first aid for schools SHE/Pro/8 <i>First Aid</i> is followed.</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 Assure 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 relevant completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.</p>	<p>Headteacher School Business Manager Governors</p>	<p>Minor bumps sustained by pupils are recorded by the first aider on duty in the medical file located in the Medical room. Accidents reported by staff and visitors are recorded in the Accident Book located in the school office. Accidents, incidents and near misses are reported by the Headteacher, or SBM in their absence who, where this incident meets criteria, inputs the information into the SHE Enterprise accident database..</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>Headteacher School Business Manager Site Manager Governors</p>	<p>The most recent FRA was completed in January 2023. GCC are in the process of arranging a new visit.</p>

<p><i>Crisis and Emergency Management</i></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</p>	<p>Headteacher</p> <p>Chair of Governors</p> <p>Vice-Chair of Governors</p> <p>Other members of SMT</p> <p>Governors</p>	<ul style="list-style-type: none"> • The school has developed an Emergency Plan and Business Continuity Plan • Copies of the Emergency Plan are held off-site, including Abbeymead School
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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>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • This is completed by the Headteacher, SBM, Governors and Site Manager
<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 Inspection</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>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • Regular inspections are undertaken by the Site Manager (monthly) • Heads of Department undertake visual checks of their area as do classteachers of their classrooms • The Catering Manager checks equipment (weekly)
<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>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • The Health & Safety Policy Document will be reviewed annually and approved by the Governors. This may include any accident trends identified
<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>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • A SHE Adviser audits the school's systems every 3 years as part of the GCC SHE traded service

Section 5 -TRAINING		
<p><i>Staff Health & Safety Training/Competence</i> The school is committed to ensuring 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>Headteacher SMT Governors</p>	
<p><i>Supply and Student Teachers</i> The school's expectations are made clear to any supply and student teacher through the provision of Staff Handbook. Teachers on supply and student teachers have access to the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>Headteacher (Staff Induction Tutor) Governors</p>	

<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. All volunteers that may be alone with pupils, for example reading volunteers, are DBS checked.</p>	<p>Headteacher</p> <p>Governors</p>	<p>Designated Safeguarding Leaders:</p> <p>Harriet Milsom Matt Kitson Rebecca Price</p> <p>Relevant Safeguarding documentation and policies are kept in the staff room.</p> <p>A separate Volunteers Policy is being developed.</p>
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Section 6 - HEALTH AND WELLBEING		
<p><i>Pregnant Members of Staff</i> The staff room has resting facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</p>	<p>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> • A risk assessment is carried out with each pregnant member of staff. A copy is given to the staff member and a further copy kept on their personal file.
<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>	<p>Headteacher SMT Governors</p>	<ul style="list-style-type: none"> • The Governing Body takes the health and well being of all staff very seriously • The school buys back the services of Occupational Health through GCC Traded Services
<p><i>Smoking on Site</i></p>		<ul style="list-style-type: none"> • Smoking or vaping is not permitted on site

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>	<p>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> Smith's Group removes waste that is not able to be recycled
<p><i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	<p>Headteacher School Business Manager Governors</p>	<ul style="list-style-type: none"> Medical waste is collected and disposed of by Citron Hygiene
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>	<p>Catering Manager</p>	<ul style="list-style-type: none"> The school provides runs catering in house. The school buys back catering support through GCC Traded Services The school had an Environmental health inspection in September 2023 and had the best outcome rating, 5.

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