Tutshill C Of E Primary School

Woolaston Primary School

Forest Edge Federation

Governing Board

Health and Safety Policy (Tutshill C of E Primary School)

Signed: _____

Co-Chairs of the Governing Board

Date: **Autumn 2024**

Review: **Autumn 2025**

Ethos

The school strives to achieve the highest level of academic, social and spiritual development in a safe, caring and inclusive environment. We encourage respect and tolerance for each other, supported by our Christian values.

PART 1
STATEMENT OF INTENT

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

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

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

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

The Governing Body and Executive 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 Executive 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.

Relationship to other policies
Anti-Bullying Policy
Attendance Policy
Behaviour and Discipline Policy
Safeguarding/Child Protection Policy
Complaints Policy
Confidentiality Policy
E-Safety Policy (Acceptable Usage)
RSE Policy
Safer Recruitment Policy
SEND Policy
Staff Code of Conduct Policy
Whistleblowing Policy

Equality / Inclusion
The school recognises that it has to make special efforts to ensure that all groups prosper regardless of their sex or gender, age, sexual orientation, marital or parental status or other family circumstance, race, ethnic or national origin, colour, creed, disability, it includes those with special educational needs; those who have difficulties accessing the school or services; those who speak English as an additional language; those who have frequent moves and lack stability leading to time out of school (e.g. children in care); those who as children are caring for others; who come from homes with low income and/or inadequate home study space; those who experience bullying, harassment or social exclusion; those with low parental support or different parent expectations; those with emotional, mental and physical wellbeing needs; those who exhibit challenging behaviour and those who come from ethnic minority groups including travellers, refugees and asylum seekers. ***Policy reviewed in accordance with DDA.***

PART 2 ORGANISATION

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The Duties of Employees All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.	*Employees are provided with policies and are required to sign to acknowledge reading and compliance.* *Certain subjects have explicit guidance in classrooms e.g. science.* *Staff are expected to keep central resource areas clean and safe with instruction available on how to use certain equipment.* *Staff to report any findings to School Business Manager and record in Site Manager's log book*
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.	*Pupils to comply with school uniform guidelines.* *Fire evacuation drills held termly.* *Pupils encouraged to report any findings to staff members.*

School Safety Representatives The Governing Body and Executive Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher or Governing Body.	*Support available from GCC SHE Unit.*
Temporary Staff Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Executive Headteacher whilst on the school site.	*Supply staff provided with visitor's information on arrival and informed of procedures should emergency situation arise.*
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 their classroom. 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. It is also the responsibility of teachers to report any concerns over health and safety issues to the School Business Manager or Executive Headteacher promptly to ensure a speedy resolution.	*Any changes to policy or procedure are explained at staff meetings and communicated via email.* *Risk assessments for specific activities have been completed and are available on the T Drive/Sharepoint.* *All staff report to the Site Manager through a record book of any maintenance issues or requests.*

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. It is also the responsibility of teaching assistants to report any concerns over health and safety issues to their class teacher in the first instance and also the School Business Manager or Executive Headteacher promptly to ensure a speedy resolution.	*Class teachers pass on any changes to policy or procedure.* *All staff report to the Site Manager through a record book any maintenance issues or requests*
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.	*Leader has provided training for all staff to ensure that all trips and risk assessments are carried out before submitting to her.* *All staff complete the SHE forms prior to conducting a visit. A hard copy is presented to the Executive Headteacher to sign along with an itinerary.*
The Duties of School Business Manager The School Business 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 Executive 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.	*School Business Manager to prioritise any issues to ensure they are dealt with effectively.* *Assign jobs to Site Manager to source appropriate professionals to undertake remedial works to ensure site 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. which are included in the Visitor Leaflet. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.	*Induction meetings have been conducted with volunteers. Volunteers are required to take note and sign policies e.g safer working practice, confidentiality, child protection, mobile phone policy.* *Executive Headteacher delivers in line with GCC*

PART THREE – GENERAL ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	**Responsibility of: Name/Title**	**Action/Arrangements (customise to meet your own situation)**
Communication The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc:	Executive Headteacher SBM Administrator	*The Parent Handbook provides information on pupil security during the school day.* *SBM briefs new employees on Health & Safety Policy as part of Induction Procedure and employees are required to sign induction sheet.* *SBM ensures Governors are informed through the Governors' Premises Committee.* *Visitors provided with visitor information leaflet with relevant safety information.* *Contractors required to sign in premises log book*
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Executive Headteacher SBM	*SBM liaises with the cleaning staff and Site Manager to draw attention to any H&S issues whilst the Executive Headteacher briefs teaching staff at staff meetings. This information is then cascaded to teaching assistants.*

Section 1 - RISK ASSESSMENT		
Risk Assessment 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. The following staff are responsible for completion of risk assessments within the following areas:	SLT Executive Headteacher Deputy Headteacher SBM	*Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits is the responsibility of the Executive Headteacher and SBM.* *Risk Assessments for classrooms and premises have been completed and can be found in the Health & Safety folder on Sharepoint.* *All staff are responsible for working within the risk assessments for that subject in question.* *Subject leaders are responsible for ensuring their subject risk assessment is up to date and on the T drive/Sharepoint.*
School Trips/Offsite Visits The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.	Executive Headteacher Educational Visits Coordinator	*The person with the delegated role of Off-Site Visits Coordinator (OVC) has responsibility for trips.* *The school uses the SHE site.* *Executive Headteacher signs hardcopy of visit and itinerary.* *Teachers are presented with consent form of the class when on a trip.*
Working at Height The risks associated with working at height are identified through risk assessment using SHE/GN/5 *Working at Height*. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to	Caretaker Teachers Teaching Assistants	*The ladders are stored in the boiler room and are numbered to enable a ladder register to be maintained and checked by the caretaker on a regular basis. The Site Manager has attended ladder training and staff are briefed on safe working with ladders when putting up displays. The Site Manager is discouraged from using ladders whilst lone working.*

ensure their own health and safety and assist in the operation of any systems designed to provide for their safety		
Noise The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.	Peripatetic Music Teachers	*Noise is not a particular issue. Music lessons are undertaken within the Music Room.*
Workplace Violence to Employees and Behaviour Management The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.	Executive Headteacher Deputy Executive Headteacher SBM	*The school office staff are protected to the extent that visitors and parents are unable to access the site unless admitted through the secure door. There is also a panic button located in the school office in the event of a serious incident occurring. There are usually two members of staff in the office at any one time enabling one person go seek assistance if required. Any incidents of violence to staff should be reported to the Executive Headteacher or, in her absence, the Deputy Executive Headteacher or SBM.* *Pupils have behavior management plans where required.* *Employees have Team Teach training.*

Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.	Executive Headteacher Deputy Executive Headteacher SBM Administrator School Crossing Patrol	*The security of the site is of paramount importance. All access gates are locked throughout the day unless access is required. Gate keys are held in a secure key cabinet, access to which is provided by the office staff.* *The main school gates are unlocked at the beginning and end of day to provide access to pupils and parents by the School Crossing Patrol and School Administrator .* *All visitors must report to the school office as there is no other way of gaining access to the site during the school day. All visitors including parents, governors and contractors must sign in and out of the visitors' book and wear a visitor sticker/badge whilst on site. Contractors are supervised by the School Administrator/Site Manager whilst on site. Any unidentified persons are challenged on site.* *In the event of an emergency, the Executive Headteacher would be the first point of contact followed by the SBM and Deputy Executive Headteacher. The office staff would be responsible for contacting the emergency services if necessary. Security Risk assessment completed with SHE unit*
Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.	Executive Headteacher Deputy Executive Headteacher SBM Site Manager	*LONE WORKING IS AVOIDED, WHERE POSSIBLE.* *Staff are first aid trained.* *All staff know where to find medical resources.* *All staff, when on site alone, are expected to carry a mobile phone in case of an emergency, where they are to phone the emergency service.* *All staff are expected to leave site by 6pm* *SBM aware if any staff on site alone. Designated days during school holidays when staff are allowed to be on site.*

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. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.	Executive Headteacher Deputy Executive Headteacher SBM Cleaners Site Manager	*CoSHH data sheets are retained in the cleaners' cupboard for all chemicals used. Cleaners receive CoSHH training.* *Risk assessments completed for specific subjects*
Personal Protective Equipment (PPE) Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.	Executive Headteacher Deputy Executive Headteacher Site Managr School Crossing Patrol	*The School Crossing Patrol wears fluorescent uniform whilst on duty which is supplied via the Road Safety Unit.* *The caretaker is provided with PPE for use when needed.*
School Transport The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.	Executive Headteacher Administrator	*The school hires coaches or minibuses and carries out appropriate checks, ie. Insurance, DBS checks.* *School has purchased business insurance for staff driving on school business although it is staff responsibility to ensure the vehicle they drive on business has Tax and MOT and valid license. Parents do not drive on behalf of the school unless they enter into a private arrangement with other parents which falls outside the scope of this policy.*

Manual Handling (typical loads and handling pupils) The school refers to the SHE/GN/30 *Manual Handling* and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Executive Headteacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.	Executive Headteacher Deputy Executive Headteacher SBM Caretaker	*Manual Handling training is provided to all teaching and teaching support staff.* *Handling of disruptive pupils will also require a personal plan relevant to that pupil which is signed by pupil, parent and school.* *The Site Manager is responsible for moving heavy loads around the site, within his capability, by using the trolley provided. Loads broken down for easier movement.* *Agreed methods for setting up and taking down tables at lunchtime.*
Curriculum Safety (including extended schools activity/study support) Subject Leaders ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.	Executive Headteacher	*Lessons that contain risk due to task are risk assessed prior to being carried out by class teacher.* *DT risk assessment is conducted by subject lead.* *Science risk is conducted by subject lead.* *Individual subject risk assessments are conducted when needed, if not covered in the generic risk assessment.*
Work Experience Placements The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 *Employers Questionnaire and Risk Guidance*. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.	Executive Headteacher Work placement coordinator	*Coordinator will liaise with necessary institutions to ensure that paperwork and correct checks are complete.* *Executive Headteacher will meet to carry out safer recruitment checks.* *Work placement coordinator will provide induction to student including health and safety.*

Display Screen Equipment Executive Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.	Executive Headteacher SBM	*The majority of employees within the school are not considered to be DSE users.* *Office staff are invited to review DSE assessments annually and where equipment changes or office layouts change or when there are staff changes.*
Parent Teacher Association The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place which are retained by PTA.	PTA Chairperson nominated school representative on PTA Executive Headteacher	*The school has provided permission to the PTA to use the school facilities for their events.* *PTA are responsible for their own public liability insurance.*

Playground Supervision/Play Equipment and Maintenance Risks are assessed using the SHE Information Sheet 14 *Playground Supervision.* A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.	Executive Headteacher Deputy Executive Headteacher Lead Lunchtime Supervisor Lunchtime Supervisors	*Playground Supervision (including lunchtime cover requirements)* *Sports Field* *Adventure Playground* *Soft Play Areas* *Equipment:* *Trim trail* *Adventure playground* Gym equipment *Gardens* *Climbing wall* *Tyres* *Willow shelter* *Talking posts* *Conservation area.* *There are two separate playgrounds: one for KS1 and the other for KS2 pupils. Rotas are produced by the lead member of staff for use of the playground equipment and football pitch.* *Staff Pupil ratios are:* *1 supervisor per 30 KS1 pupils ie a minimum of 2 on KS1 playground* *1 supervisor per 60 KS2 pupils ie a minimum of 2 on KS2 playground* *The same ratios apply to playtimes.* *A member of the Senior Leadership Team (SLT) would be*

		available at all time during playtimes and lunchtimes when the pupils are using the playground. *There is a Lead member of staff to ensure all lunchtime staff are aware of whole school behaviour approaches and protocol. This lead member of staff liaises with Lunchtime Supervisors.* *EYFS 12.15-13.15* *KS1 Lunchtime 12.15-13.15* *KS2 Lunchtime12.00-13.00* *Play equipment safety checks are carried out by external auditor. Pre equipment use undertaken daily.*

Section 2 – PREMISES		
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 in the school office. Reference is made to AMPS *Technical Briefing Note EM005 Portable Appliance Testing)* and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.	Executive Headteacher SBM Site Manager	*PAT testing is undertaken by the Site Managr on a rolling programme. Records are kept in the Premises folder on the G drive.* *The Site Manager is fully trained in Portable Appliance Testing* *Fixed wiring inspection undertaken by Hewers in August 2022*
Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.	SBM Site Manager	*Emergency Lighting – Decibel – six monthly* *Fire Alarm – Decibel – six monthly* *Fire Extinguishers – Decibel - annual* *Intruder Alarms – Decibel - six monthly* *Lightening Protection – Lightning Defence Services– annual* *Car Park Barrier – Severnside - annual* *Exterior doors – Alfram – annual* *Boiler – P&R Heating – annual*

Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: • complying with all regulations and GCC practices concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with *The Management of Asbestos in County Council Occupied Premises Guidance*. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.	Executive Headteacher SBM	*Asbestos register stored in Premises log book and Office filing cabinet. Contractors are required to sign in premises log book to confirm they have seen register if necessary.*
Service Contractors Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.	SBM Site Manager	*All contractors should report to the Site Manager/SBM for works undertaken during school holidays.)* *Contractors should complete the log book retained in the school office to record details of their visit and the work undertaken.* *Caterlink are responsible for the servicing of all kitchen appliances in the school kitchen.* *See above for specific details of contractors and equipment.*

Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.	Site Manager	*Wherever possible, the Site Manager arranges for contractors to undertake work during the school holidays to minimise risk to the students and facilitate easier access arrangements for contractors.* *The Site Manager is responsible for contractors whilst they are on site during the school holidays.*
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.	SBM Administrator Site Manager	*All contractors have to report to the school office as there is no other access route into school. Contractors are required to produce ID, sign in and out of school and are provided with visitor badge, H&S information, Fire exits and procedures, information about school site and accompanied by 'Site Manager who monitors contractors whilst on site. Where necessary, the working area would be cordoned off from pupils. The Administrator would be responsible for contractors in absence of SBM or Site Manager. Contractors are required to complete the school log book and acknowledge site of asbestos register. Site Manager would brief contractors on work required and specific arrangements relating to the work to be undertaken, equipment and services available. The Site Manager would provide contact details if required and agree timescales for completion of work and be responsible for approvals prior to the commencement of work.*

Lettings (shared working – playgroups etc) 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. Hirers' without their own public liability insurance buy into the GCC policy. If any part of the school is let, the Executive Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.	Executive Headteacher SBM Site Manager Cleaner	*The SBM is responsible for ensuring all hirers are aware of fire and emergency procedures which are included in the lettings agreement pack. The Site Manager is responsible for securing the site after all lettings and in his absence one of the cleaners would undertake that role.* *The exception is ProStars who are provided with keys and have been given permission to access the site independently. Joint use risk assessment has been produced and stored on G Drive* *Bi-Annual review of policy and hire fee.*
Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Executive Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.	Executive Headteacher Site Manager Lunchtime Supervisor	*The Site Manager is expected to ensure the safety of the site as part of the opening and closing routine.* *The checklist contained in the Good Stewardship Guide is used as part of the annual Governors' H&S Premises Audit. The Good Stewardship Guide is retained in the log book in the school office.* *Food spills are cleared immediately at lunchtime.* *Cleaners are briefed not leave hazards such as wet floors without warning signs*

Cleaning A cleaning schedule is in place which is monitored by the Executive Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.	Executive Headteacher SBM Cleaner	*The school employs three cleaners. Caterlink staff are responsible for all cleaning of the kitchen. Cleaning is monitored by the SBM. Support is provided by GCC Contract services who audit the cleanliness of the site and provide guidance as to working practices, materials and equipment. The cleaners report directly to the SBM.*
Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.	SBM Administrator Kitchen staff	*Access to the school car park is restricted by the automatic barrier to prevent parents and pupils accessing the site via the car park. The school can only be accessed during the school day by contacting the school office who can allow vehicular access into the school car park, if required, without risk to the pupils as it is completely separate from the school site. Deliveries can be accepted during the school day under supervision from the school office staff. Deliveries to the kitchen are made via the side gate which the kitchen staff unlock and relock.* *There is an emergency vehicle access point leading from the main road on the playground. Once on site this allows the vehicle to access all areas of site; forest school and football pitch.*
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/GN/46 *Caretaking Duties Risk Assessment Toolkit*.	Executive Headteacher SBM Site Manager Premises Governor	*Whilst the Executive Headteacher has overall responsibility, the day to day maintenance issues are dealt with by the Site Manager who liaises accordingly with the SBM.* *The Site Manager maintains records of:* • *Water Temperature/Legionella Tests* • *Gas/Electricity/Water meter readings* • *Weekly fire alarm tests*

		Electronic records are kept on the G Drive under the Premise folder *Outdoor play equipment and PE equipment safety checks undertaken annually by GCC nominated contractor.* *Reports are retained in Executive Headteacher's filing cabinet. Site plan is held in log book in SBM's office and displayed on office wall.* *Regular site and grounds inspections undertaken by Executive Headteacher, SBM and Site Manager. Responsibility of Site Manager/SBM to resolve issues as they arise.* *All staff have a duty to report concerns to the Site Manaer/SBM for resolution as they arise.* *Contracts held with P&P Pest control to deal with pest problems.* *GCC premises services are used and conduct audits and site walks* *Governors produce a report aside of the GCC report so the school has 6 monthly site audits.*
Gas and Electrical Appliances 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.	Teachers Teaching Assistants Parent Helpers PTA	*It is the responsibility of all staff and parent helpers to undertake a visual inspection of appliances before use.*

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.	Executive Headteacher SBM Site Manager	*The Site Manager undertakes regular site inspections and any defects reported to the SBM or Executive Headteacher. The Site Manager is responsible for ensuring the speedy resolution of any defects. It is the responsibility of all staff to report any defective glass to the Site Manager for resolution.* *Glazing survey undertaken in September 2017 and remedial works actioned*
Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionella to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.	Executive Headteacher SBM Caretaker	*The Site Manager undertakes regular water temperature/legionella checks which are stored on the G Drive* *.*
Snow and Ice Gritting 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	Executive Headteacher SBM Caretaker	*There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and the SBM ensures a sufficient supply of grit/salt is available. It is the responsibility of the Site Manager to ensure all pathways are adequately cleared to enable access to the site and*
type of action needs to be undertaken during adverse weather conditions.		*around the site.*

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
Infectious Diseases The school follows the guidance produced by UK Health Security Agency which can be found at the following link: https://www.gov.uk/government/publications/healthprotection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-andresources	Executive Headteacher SBM Administrator	*Poster displayed in medical room.* *The SBM and Administrative staff are responsible for alerting parents to outbreaks of infectious conditions.*
Dealing with Medical Conditions The school accommodates pupils with medical needs wherever practicable and makes reference to https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf which sets out the legal framework for the health and safety of pupils and staff which is displayed in the Medical room. 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.	Executive Headteacher SENDco Appropriate Teacher and Teaching Assistant	*Regular training is provided to all teaching staff for asthma awareness and anaphylaxis shock treatment.* *Healthcare plan for pupils with medical needs are completed by parents/carers and First Aid Lead Practitioner is responsible for maintaining plans.* *The school holds* • *Defibrillator* • *Epi-Pens* • *Inhalers* *All in case of an emergency*

Drug Administration The school accommodates pupils with medical needs wherever practicable and makes reference to https://www.gov.uk/government/publications/first-aid-inschools/first-aid-in-schools-early-years-and-furthereducation 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.	Executive Headteacher First Aid trained staff	*Staff are only permitted to administer medicine prescribed by a GP, provided the appropriate forms are completed by the parent. Staff complete form when medicine is administered and completed forms are kept on child's record* *The Administering Prescribed Medicines Policy is available on the school website. A copy is kept in the Policy file in the school office/medical office.*
First Aid 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 followed. https://www.gov.uk/government/publications/first-aid-inschools/first-aid-in-schools-early-years-and-furthereducation	Executive Headteacher Lead First Aider All First Aid trained staff	*All Teachers/Teaching Assistants and Lunchtime Supervisors receive basic first aid training. The Early Years staff are trained in paediatric first aid.* *Certificates are displayed in the medical room and retained in the training record file in the school office.* *Medical supplies are stored in the Medical Room and a medical kit is taken onto the school playground at lunchtime to enable speedy application of treatment when injuries occur.* *After school clubs are responsible for administering their own First Aid.*

Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses to staff, visitors and contractors and serious injuries to pupils, visitors and members of the public (e.g. where medical treatment is required), along with other types of incidents, such as near misses, occupational diseases, dangerous occurrences on the electronic SHE Assure system operated by GCC.	Executive Headteacher Lead First Aider All First Aid trained staff SBM	*All accidents are recorded in the carbonated accident book and a slip sent home to parents with pupils detail nature of accident and first aid treatment applied. In the case of head bumps a phone call home is made to the parent/carer to ensure they are aware.* *Parents are contacted by Administrative staff or first aider. Administrative staff would be responsible for contacting the emergency services if required.* *More serious accidents are reported on the electronic SHE Assure system by the SBM and reported to the Executive Headteacher who may undertake further investigation. Further detailed investigations would take place if a trend was noticed when dealing with particular accidents.*
Fire Safety and Emergency Evacuation The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.	Executive Headteacher SBM Site Manager	*The Fire Risk Assessment is retained in the Fire ring binder in the Office filing cabinet and is reviewed annually. Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (eg. By keeping fire doors closed, keeping radiators etc clear of paper etc) Fire drills are undertaken termly and recorded in the Fire file.* *Fire extinguishers are located throughout the site and a map of the school site is contained within the Fire Policy.* *Fire Extinguishers are serviced annually by Decibel.* *A fire risk assessment is undertaken every 3 years by the SHE unit at GCC or where there have been any major*

		changes to site. *The fire alarms are tested weekly by the Site Manager and a full service is undertaken by Decibel six monthly.* *Fire safety and emergency evacuation procedures are communicated to all those hiring the school facilities and to all new employees as part of the induction procedure. The fire assembly point is on the main playground and classes line up in the same way as on arrival to school. Regular fire training is provided to all staff during INSET. Executive Headteacher, SBM, Site Manager and Administrator have received Fire Warden Training.*
Emergency Management / Business Continuity An Emergency/Business Continuity plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss 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 decisionmaking body for the management of any 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.	Executive Headteacher Deputy Executive Headteacher Premises Governor SBM	*The Emergency Response plan is kept in the filing cabinet in the office.* *A copy is given to all those named in the plan and stored off site for use in emergency.*

Section 4 - MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.	Executive Headteacher SBM	*Finance and Premises Committee review the policy annually.* *Changes and updates are communicated as necessary.*
Inspections Regular safety inspections are carried out by the nominated person(s) (using the format found in the *Good Stewardship Guide* and the SHE *Governors' Premises Committee H&S Inspection checklist* of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All	Executive Headteacher SBM Premises Governor	*Governors' Premises H&S Inspections are undertaken annually.* *Regular site inspections undertaken by Executive Headteacher & SBM. It is the responsibility of the SBM to ensure all remedial actions are passed for completion to the Caretaker and undertaken.*
hazards and risks associated with the premises/departments/grounds are monitored and controlled**.**		*GCC Property services complete annual inspection of site to ensure relevant servicing and inspections are completed*
Review The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.	Executive Headteacher SBM	*The health & Safety performance is presented to the Governing Body which includes a statistical breakdown of accidents and a review of risk assessments as part of the Executive Headteacher's Report to Governors.* *The Health & Safety Policy is reviewed annually and approved by the Finance & Premises committee.*
Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.	Executive Headteacher Premises Governor	*Audits undertaken every 3 years by SHE unit at GCC.* *Advice sought from SHE unit on any issues if needed.*

Section 5 -TRAINING		
Staff Health & Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them. The Executive Headteacher undertakes 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.	Executive Headteacher	*Staff training arranged as and when needed and as appropriate.*
Supply and Student Teachers The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Executive 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 Executive Headteacher/Deputy Executive Headteacher gives guidance on the work to be covered.	Executive Headteacher Deputy Executive Headteacher SBM Administrator	*The SBM and administrative staff are responsible for ensuring safeguarding guidelines are met on entry.* *The Executive Headteacher is responsible for ensuring that the Code of Conduct is followed.* *Visitor information leaflet highlights relevant health and safety information to be followed in emergency*

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.	Executive Headteacher SBM Designated Safeguarding Lead	*All volunteer and parent helpers are required to sign the Confidentiality Policy and undergo an enhanced DBS check.*

Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff The Medical room has rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.	Executive Headteacher	*The Executive Headteacher will carry out appropriate risk assessments following the checklist contained in SHE and make reasonable adjustments*
Health and Well Being Including Absence Management The school refers to SHE/GN/31 *Stress Risk Assessment Toolkit (Schools)* and has carried out a risk assessment based on the Health & Safety Executive's *Management Standards for Work-Related Stress*. The school 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.	Executive Headteacher	*The Executive Headteacher is responsible for stress risk assessment and absence management amongst staff. A return to work form is completed by all staff on their return to work from absence and a return to work undertaken by the Executive Headteacher who may make referrals to Occupational Health.* *Wellbeing package included as part of the school's absence insurance scheme which all staff have access to. Governors also have a standing item on the personnel agenda to discuss staffs wellbeing.*
Smoking on Site	All	*The school is a no smoking site and visitors and contractors are required to conform to this status.* *This include vaping.*

Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	All	*Separate food waste and recycled waste bins are provided by Smiths as part of the Gloucestershire County Council contract and separate bins for recyclable waste are provided in classrooms. The Site Manager and cleaners are responsible for ensuring the waste is disposed of appropriately.* *The school has purchased recycling bins for goods and plastics.*

Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.	SBM	*Waste is stored carefully onsite to avoid escape within the grounds or elsewhere* *Fire safety is considered eg, bins are stored away from building and are lockable* *Smiths licensed waste contractor is used* *SBM will contact Smiths hazardous waste to arrange for appropriate collection and disposal.*
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene 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.		*Caterlink policies and procedures in place as contract held with GCC.* *Food hygiene inspection reports are shared with the school and parents.*
Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Safety, Health and Environment (SHE), Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TG Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.go.uk		