

BEECH GREEN PRIMARY SCHOOL

HEALTH AND SAFETY POLICY DOCUMENT 2016/17

PART ONE

STATEMENT OF INTENT

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

The school's Governing Body and 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 Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;

- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Signed:	Signed:
Headteacher's name: Richard Woolston	Chair of Governors' name: Carl Beech
Date:	Proposed review date:

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PART TWO - ORGANISATION

<p>Organisation – Introduction.</p> <p>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 Policy Document.</p>	<p><i>Headteacher responsible for overall Health & Safety Management. Risk assessments reviewed annually by Carole Phillips (School Business Manager) and Kevin Morris (Site Manager) with the Health & Safety Governor (Christian Hickman)</i></p>
<p>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety 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>	<p><i>Health & Safety Governor – Christian Hickman</i></p>
<p>The Duties of the Headteacher</p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this Safety 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>	

<p>The Duties of Employees</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 and 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><i>All staff should sign in the staff register daily.</i></p>
<p>Pupils</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>	<p><i>Parents are advised of any issues via the weekly newsletter.</i></p>
<p>School Health and Safety Representatives</p> <p>The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and 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. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	

<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Health and 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>	<p><i>All temporary staff should sign in either at the reception desk or in the staff signing in register (depending on the length and status of their employment)</i></p>
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	
<p>Teaching Assistants</p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p>The Duties of Off Site Visit Coordinators (OVC)</p> <p>The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. The school refers to SHE webpages.</p>	<p><i>Offsite Visit Co-ordinator – Jenny Simmonds.</i></p>
<p>The Duties of Premises Manager (School Business Manager, Business Manager, Site Manager)</p>	<p><i>Kevin Morris</i></p>

<p>The Premises Manager has a day to day responsibility for ensuring compliance with the School 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>Volunteer and Parent Helpers</p> <p>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>	

PART THREE - 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 such as staff, visitors, pupils, parents, volunteers, contractors etc:	Headteacher/SLT Teachers Office Staff Office Staff/Headteacher/SLT/ Teachers	<i>Staff – via staff meetings, internal messages, one to one meetings. Volunteers – verbal and H&S notice on signing in desk. Visitors – H&S notice on signing in desk, Asbestos register for contractors if applicable. Pupils and Parents – Newsletters, Assemblies, Electronic Mail</i>
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Headteacher/SLT	<i>Staff Meetings, one to one meetings as and when required.</i>
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:	Headteacher/School Business Manager/Site Manager/H&S governor School trips/off site visits DT equipment use/condition PE activities/equipment use	<i>Premises and general risk assessments Visits Co-ordinator Technology Team Leader PE Team Leader</i>

<p>School Trips/Offsite Visits</p> <p>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 County Council Guidance.</p>		<p><i>Visits' Co-ordinator Jenny Simmonds</i></p>
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. 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 pre-existing 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><i>Step Ladders not to be used without appropriate training. The site manager has had this training and will train any staff needing to use 2 to 3 tread step ladders only. The step ladders will be checked regularly and details of these checks recorded by the site manager. Ladders only to be used by the Site Manager who has received "Working at Height" training. Staff advised that standing on tables and chairs are not permitted.</i></p>
<p>Noise</p> <p>The school is aware of their 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>Violence to Staff</p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise System.</p>		<p><i>Continuous ringing of school bell alerts staff to problem in the office. If there is a likelihood of a problem staff not to meet visitor alone.</i></p>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>		<p><i>See Intruder Policy. Security system maintained by Security 1.</i></p>
<p>Personal Security/Lone Working</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>		<p><i>Lone Working not permitted – see lone working policy – with the exception of the Site Manager and Headteacher who should ensure that someone is aware of their whereabouts at all times if working alone.</i></p>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>		<p><i>COSHH sheets filed in COSHH file in Site Managers Office. All cleaning staff should have COSHH training.</i></p>

<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>		<p><i>Disposable gloves, aprons and masks available in first aid room – and cleaning cupboard.</i></p>
<p>School Transport</p> <p>The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>		<p><i>DFE suggested letter issued to all parents likely to be transporting children on an annual basis.</i></p>
<p>Manual Handling (typical loads and handling pupils)</p> <p>The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.</p>		<p><i>See Physical Intervention Policy and Guidance on Manual Handling document.</i></p>

<p>Curriculum Safety (including extended schools activity/study support)</p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>		<p><i>All activities fall within the national guidelines, which are followed where appropriate'.</i></p>
<p>Work Experience Placements</p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>		<p><i>Work Experience Co-Ordinator is Sue White.</i></p>
<p>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>		<p><i>Office staff have worked through the Display Screen assessment</i></p>

<p>Parent Teacher Association</p> <p>The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>		
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>		<p><i>All playground breaks are supervised by adults. There is a timetable for use of play equipment. Play equipment is checked on an annual basis by an outside agency and staff are instructed to do a visual check on the equipment whenever they are supervising children using it. Reports in Site Managers Office.</i></p>

<p>Section 2 - PREMISES</p>		
<p>Mechanical and Electrical (fixed and portable)</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in:</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><i>Reports of checks are kept in the fire folder in the Site Managers office. Staff are advised not to bring in electrical equipment from home.</i></p> <p><i>The Site Manager (Kevin Morris) trained to carry out portable appliance testing: results stored in fire folder.</i></p> <p><i>Last fixed installation test carried out February 2015 (next one due February 2020) portable appliance testing completed August 2016 – rolling program.</i></p>
<p>Maintenance of Machinery and Equipment</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>		<p><i>See Routine Testing and Inspection list in Site Manager's Office.</i></p>
<p>Asbestos</p>		

<p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none">• complying with all regulations and County Policy 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.		<p><i>Asbestos register, management plan and reports in Site Managers office. Last report December 2015.</i></p>
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<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>		<p><i>Regular contractors used from the LA approved list</i></p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>		<p><i>Project specific information stored in School Business Managers/Site Manager's office when applicable.</i></p>
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>		<p><i>Contractors report to business manager/site manager on arrival. Workmen should not be left unattended if not DBS checked .</i></p>
<p>Lettings (shared working – playgroups etc)</p> <p>The school follows the Asset Management and 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 hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>		<p><i>Letting agreement used for casual lettings. Nursery and Out of School Clubs have their own insurance and risk assessments.</i></p>

<p>Slips/Trips/Falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>		<p><i>Appropriate signage used whilst cleaning taking place.</i></p>
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<p>Cleaning</p> <p>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 ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		<p><i>Site Manager – Kevin Morris. Cleaner-in-charge – Andrea Webb. Cleaning monitored by Support Services and reports discussed with Cleaner-in-Charge/Site Manager.</i></p>
<p>Transport Arrangements (on-site)</p> <p>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><i>Parents asked not to use school car park – gate closed during school day. Pedestrians asked to use pedestrian gated to access school.</i></p>
<p>Bus Duties (supervision of pupils boarding school buses)</p>		<p><i>N/A</i></p>
<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the GCC SHE General Risk Assessment Toolkit.</p>		<p><i>See Risk Assessment File</i></p>

<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>		<p><i>Heating and kitchen equipment serviced annually and maintained by Clancy's through LA support services.</i></p>
<p>Glass and Glazing</p> <p>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 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations 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>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>		<p><i>Water temperatures taken and recorded by Site Manager on a monthly basis. Systems run through at beginning of each term and infrequently used taps on a monthly basis.</i></p>

<p>Snow and Ice Gritting</p> <p>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>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases</p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>		<p><i>Poster displayed in School Secretary's office.</i></p>
<p>Dealing with Medical Conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>		<p><i>A year group list of medical conditions is given to teachers at the beginning of the academic year and is also inserted in the year book first aid file stored in the first aid room with the Medical Emergency permission slips in case a child needs to be taken to hospital.</i></p>

<p>Changing children’s soiled clothing</p> <p>In normal circumstances it is the responsibility of the appropriate class teacher or teaching assistant to help a child if they have soiled themselves during a lesson.</p> <p>At lunchtimes it is not in the child’s best interests to be changed or cleaned by a midday assistant, as the child is unlikely to be familiar with her and might become further distressed. In such situations either:</p> <p>i) A member of the child’s staff team will help, if available;</p> <p>Or:</p> <p>ii) The child’s parents will be contacted to come into school to clean and change them.</p>		<p><i>If this is known to be a regular or frequent issue with a particular child, an “Intimate Care Plan” may be written and implemented by the school, in consultation with the child’s parents/carers and other key members of staff.</i></p>
<p>Drug Administration</p> <p>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><i>If medicine needs to be taken during the school day parents must complete a permission letter detailing the name of the medicine, the dosage and timing and giving permission for a member of staff to administer it.</i></p>
<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed</p>		<p><i>Designated First Aiders – Mrs Brindley and Mrs Simmonds. Mr Morris also trained in First Aid. Paediatric First Aiders – Mrs Frost, Mrs Wellington and Miss Lynn. Nursery staff are also Paediatric First Aid trained.</i></p>

Reporting of Accidents, Hazards, Near Misses

The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure *SHE/Pro/4 Accident Reporting and Investigation*.

In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.

All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.

Minor bumps recorded in year group file and letter sent home to parent (teacher notified if over the lunch hour). More serious incidents/accidents reported on SHE accident database:

- *any accident requiring off-site medical treatment;*
- *any accident requiring off-site medical assessment (e.g. x-ray, CT scan);*
- *any accident occurring during organised activities on-site (e.g. pottery throwing, keep fit classes);*
- *any accident occurring during off-site activities (e.g. trips, visits, supervised shopping in town);*
- *any accident occurring during moving and handling activities involving lifting equipment;*
- *any accident occurring during moving and handling activities not involving lifting equipment i.e. manually handling only;*
- *any accident occurring as a result of a building/property defect;*
- *any accident occurring as a result of an equipment failure;*
- *any accident occurring as a result of a management or supervisory failure.*

Note – some judgement may be needed whether it will always be necessary for staff/managers to consider the cause of an accident prior to determining whether or not it should be reported using the GCC procedure or merely recorded at local level only.

It is recommended that typically the following are recorded locally rather than centrally:

Accidents requiring simple, on-site first aid only, provided that these arisen as follows and fall outside the above criteria:

- *during informal, self-managed activities*
- *during normal, everyday living activities e.g. eating, resting, circulating through the building, playing in the playground*

and in both cases where this is due to the careless actions of the injured person, lack of awareness, care and attention, due to no particular reason or the inherent state of the individual (e.g. unsteady on feet, impaired mobility).

<p>Fire Safety and Emergency Evacuation</p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place</p>		<p><i>All information relating to drills etc is filed in the Fire Folder in the Site Manager's Office. 3 fire drills minimum per academic year.</i></p>
<p>Crisis and Emergency Management</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 the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>		<p><i>See Crisis Management Plan. (Reviewed September 2016)</i></p>
<p>Section 4 - MONITORING AND REVIEW</p>		
<p>Monitoring</p> <p>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>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the <i>Good Stewardship Guide</i> and the GCC <i>SHE Governors Guide - Workplace Inspections</i> of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>		<p><i>Headteacher and School Business Manager check on an ad hoc basis as they walk around. Site Manager makes daily check and records any issues found if they are not immediately rectified. Staff also encouraged to report any issues they notice in the course of their day. Health & Safety Governor to schedule checks/walk around site.</i></p>
<p>Review</p> <p>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 un-planned checks and inspections.</p>		<p><i>See above</i></p>
<p>Auditing</p> <p>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><i>SHE unit audit (Visit from Local Authority Officer 18.11.14 – see report in file.</i></p>

<p>Section 5 -TRAINING</p>		
<p>Staff Health and Safety Training/Competence</p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>		<p><i>Training File outside Headteacher's office</i></p>
<p>Supply and Student Teachers</p> <p>The school's expectations are made clear to the Supply and Student Teacher through an induction talk where they are shown how and where to access all relevant policies and information on the school network. The student mentor and person booking supply 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><i>Also see induction of new staff</i></p>

<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>		<p><i>All regular volunteers routinely DBS checked.</i></p>
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff</p> <p>The Staff 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 GCC SHE guidance.</p>		<p><i>See Risk Assessment on Pregnant Teaching Staff</i></p>
<p>Health and Well Being Including Absence Management</p> <p>The school refers to GCC SHE <i>Stress Risk Assessment Toolkit</i> and has carried out a risk assessment based on the Health and 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.</p>		<p><i>All members of staff absent with stress/depression are offered the opportunity to be referred to occupation health unit – same applies if absent through sickness for several weeks. Counseling also provided via occupational health if a member of staff requests it.</i></p>

<p>Smoking on Site</p>		<p><i>No smoking on the school site.</i></p>
<p>Section 7 - ENVIRONMENTAL MANAGEMENT</p>		
<p>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.</p>		<p><i>GCC contract through for all waste collections.</i></p>
<p>Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner</p>		<p><i>Canon Hygiene</i></p>
<p>Section 8 - CATERING AND FOOD HYGIENE</p>		
<p>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 (District/Borough Council).</p>		<p><i>Caterlink through GCC contract</i></p>

Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425350		