

HEALTH & SAFETY POLICY DOCUMENT

PART 1

STATEMENT OF INTENT

This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document. Woodchester Endowed Church of England Primary School is a maintained and voluntary aided primary school.

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 school's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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

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

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

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

Signed: 	Signed: <i>Rod Harris</i>
Headteacher's name: Lynne Loomes	Chair of Governors' name: Rod Harris
Date: 20 th February 2026	Date: 20 th February 2026

Part 2 Organisation

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

The school's Governing Body and head teacher recognise and accept their responsibilities both under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The Duties of the Governing Body

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

In the discharge of its duty, the Governing Body, in consultation with the head teacher, will:

- ◆ Make itself familiar with the Local Authority's corporate Health & Safety Policy and the advice and guidance provided by the LA;
- ◆ Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- ◆ Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- ◆ Identify and evaluate all risks relating to;
 - the premises
 - school activities
 - educational visits
 - school-sponsored events
- ◆ Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- ◆ Create and monitor the management structure to enable the implementation of health and safety.

In particular, the Governing Body undertakes to provide:

- ◆ A safe place for staff and pupils to work including safe means of entry and exits;
- ◆ Plant equipment and systems of work which are safe;
- ◆ Safe arrangements for the handling, storage and transport of articles and substances;
- ◆ Safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance;
- ◆ Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- ◆ The required safety and protective equipment and clothing together with information on its use;
- ◆ Adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the head teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- ◆ This policy;
- ◆ All other relevant health and safety matters;
- ◆ The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headteacher

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

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all, necessary and appropriate, action to ensure that proper health and safety standards are maintained at all times.

In particular, the Headteacher will on a day-to-day basis be responsible for:

- ◆ Ensuring safe working conditions of the school premises and facilities;
- ◆ Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities or services or attending or taking part in school-sponsored activities;
- ◆ Ensure safe working practices and procedures throughout the school so that all risks are controlled;
- ◆ Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- ◆ Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- ◆ Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
- ◆ Collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- ◆ Monitor the standards of health and safety throughout the school, including all school-based activities;
- ◆ Monitor the management structure, in consultation with the governors;
- ◆ Consult with members of staff, including Safety Representatives, on Health and safety issues; and
- ◆ Encourage staff and others to promote health and safety.

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.

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the head teacher or the member of staff nominated by the head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- ◆ Safe methods of working exist and are implemented throughout their area of responsibility;
- ◆ Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- ◆ Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- ◆ New employees working within there are given instructions in safe working practices Risk assessments are conducted in their area of responsibility as required by the head teacher or as necessary;
- ◆ Regular safety inspections are made of their area of responsibility as required by the head teacher or as necessary;
- ◆ Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- ◆ Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- ◆ They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety.

All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Headteacher.

- ◆ Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- ◆ Observe all instructions on health and safety issued by the LA, school or any other person delegated to be responsible for a relevant aspect of health and safety.

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- ◆ Act in accordance with any specific H&S training received;
- ◆ Report all accidents in accordance with current procedure;
- ◆ Co-operate with other persons to enable them to carry out their health and safety responsibilities;
- ◆ Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- ◆ Inform their line manager of any shortcomings they consider being in the school's health and safety arrangements;
- ◆ Exercise good standards of housekeeping and cleanliness;
- ◆ Know and apply the procedures in respect of fire, first aid and other emergencies;
- ◆ Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered; and employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy them that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

Pupils

Pupils, in accordance with their age and aptitude, exercise 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

- ◆ All relevant aspects of safety are integrated for pupils into the teaching and where necessary, special lessons on health and safety are given;
- ◆ Pupils require the use of protective clothing and guards where necessary.
- ◆ Pupils know the procedures in respect of fire, first aid and other emergencies and how to carry them out.

School Health and Safety Representatives

The Governing Body recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. 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. Representatives are entitled to certain information and to paid time away from the workplace to train for and carry out their health and safety functions.

Representatives are not part of the management structure and do not carry out duties on behalf of the head teacher or Governing Body. (Refer to Safety Representatives and Safety Committees Regulations 1977).

The School Health and Safety Co-ordinator (head teacher) has the following responsibilities:

- ◆ To co-ordinate and manage the annual risk assessment process for the school;
- ◆ To co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- ◆ To make provision for the inspection and maintenance of work equipment throughout the school;
- ◆ To manage the keeping of records of all health and safety activities
- ◆ To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- ◆ Carrying out any other functions devolved by the Governing Body.

Temporary Staff Staff are provided with information and guidance which includes the Health and Safety Policy, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are accountable to the head teacher whilst on the school site.	Apart from any specific responsibilities which may have been delegated to them, all employees must: ◆ Act as per duties of employees; ◆ Note that the school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.
Teachers Staff have a day to day responsibility for ensuring compliance with this document and for 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. 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.	Class teachers as per duties of employees are expected to: ◆ Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out; ◆ Follow the particular health and safety measures as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied; ◆ Give clear oral and written instructions and warnings to pupils; ◆ Follow safe working procedures personally; ◆ Require the use of protective clothing and guards where necessary; ◆ Make recommendations to the Headteacher on health and safety equipment; ◆ Integrate all relevant aspects of safety into the teaching; ◆ Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and ◆ Report all accidents, defects and dangerous occurrences to the head.
Teaching Assistants/MDSAs Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy and are accountable to the teacher in charge.	As per duties of employees.

The school does not currently have a caretaker. If appointed, the caretaker would have a day to day responsibility for ensuring compliance with the School Safety Policy and for taking effective action and/or immediately referring to the head teacher any health and safety issues brought to their attention.	Not applicable
The Duties of Premises Manager (Bursar, Business Manager, Site Manager)	The Finance Manager supports the Headteacher with responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.
Volunteers and Parent Helpers Volunteers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteers are directly accountable to the teacher in charge whilst on school site.	For all intents and purposes, they will be regarded as employees (see above). The school mentor ensures that volunteers have received information, instruction, training and supervision for the tasks they will be undertaking.
The Duties of Off Site Visit Coordinators (OVC) The OVC ensures that all educational visits, regulations and GCC SHE standards are followed. The OVC works with leaders to ensure the aim of the visit is achievable and in line with those of the school. The school refers to SHE webpages.	The school complies with the LA guidance on educational visits and school journeys. The Head teacher is the OVC. Risk assessments are carried out by the visit organiser in all cases and submitted to the Head via GCC's electronic visit system (eVisit). All risk assessments are held electronically on the staff shared area.

Part 3 General Arrangements	
Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc. <u>Examples of Communication to particular stakeholders</u> Pupils – curriculum and lessons/School Council/Collective Worship Parents – admissions process, school prospectus/website, newsletters Volunteers – induction pack and process	The school recognises that it is crucial that issues relating to premises works are communicated effectively and reviewed annually. This includes: ◆ Providing visitors with copies of appropriate hazard registers; ◆ Telling visitors about hazards on site; ◆ Asking visitors about the hazards and risks which they are bringing on site; ◆ Asking visitors about any possible interference with normal working practices; ◆ Controlling access so that contractors know who may also be working on site; ◆ Sign-off/safe completion certificates; ◆ Ensuring completion of the Premises Log Book documents by visiting persons. Visitors are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises. Information relating to fire procedures is positioned around the school. The Health and Safety Policy is available to all on the website: https://woodchesterprimary.co.uk
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	The Governing Body, through the Headteacher, will arrange for full and proper consultation with employees on health and safety matters. Any nominated safety representatives of an accredited trade union or staff association may contribute to these consultations. Information can be shared via staff network, staff meetings, performance reviews etc. Staff training and development The Headteacher will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation. Line managers will consider health and safety performance and address areas of concern with employees. Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues will be addressed as a matter of priority.

Part 3.1 – Risk Assessment	
Risk Assessment Risk assessment is the responsibility of the management. Risk assessments are reviewed as appropriate. The following staff are responsible for completion of risk assessments within the following areas	◆ The Head & Governing Body for general site risk assessment (use of SHE Guidance and RA Toolkits); ◆ Class teachers responsible for risk assessments arising from activities they plan outside the classroom and within the room (e.g. CLEAPSS); ◆ Forest School Leader provides a generic risk assessment for forest school activities and travel; ◆ Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area; ◆ Risk Assessments continue to be reviewed and added to the school network so they may be easily accessed by staff.
School 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 County Council Guidance.	The school complies with DfE and LA guidance on educational visits and school journeys. Head teacher is currently nominated as OVC (Off-Site Visits Coordinator) and is responsible for: ◆ Approval and other decisions; ◆ Assessing the competence of leaders and other adults proposed for a visit; ◆ Organising the training of leaders and other adults; ◆ Organising the emergency arrangements and for ensuring there is an emergency contact for each visit; ◆ Review systems and, on occasion, monitor practice.

Working at Height

The risks associated with working at height are identified through risk assessment using the GCC 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 have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable). Training in the use of access equipment will be provided where required (e.g. for ladders)

Line managers will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

- ◆ Displays restricted to head height wherever practicable;
- ◆ Kick stools/steps are available and used to access higher displays;
- ◆ Staff are instructed not to use tables/chairs etc. as make shift steps;
- ◆ Floor surfaces suitable for use of ladders and steps;
- ◆ Staff wear appropriate footwear;
- ◆ Long handle poles or mechanical openers are used to open high level windows;
- ◆ Ladders only used for short duration work < 30 minutes and where three points of contact can be maintained whilst climbing the ladder;
- ◆ Pre-use checks are carried out of ladders and steps;
- ◆ A register of step ladders and ladders is maintained;
- ◆ Faulty ladders or step ladders are taken out of use;
- ◆ Ladder used at correct angle i.e. one metre out for four metres up;
- ◆ Lone working avoided when using ladders;
- ◆ Area where ladder being used is fenced off or coned appropriately;
- ◆ Work not undertaken in adverse weather conditions e.g. high wind/rain etc.

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. SHE are informed of all reported incidents of violence.	◆ Risks to personal security, premises and property will be assessed through a risk assessment. Security is the responsibility of head and Governing Body who will liaise with their local Crime Prevention Officer; ◆ Managers are responsible for assessing the risks of violence to staff; ◆ Where violence is identified, as a significant risk, managers will ensure that appropriate control measures are put in place; ◆ Staff report incidents of violence and aggression in the same manner as accidents.
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.	The side gates are locked during school hours; there is a single point of entry to the school. We have in place: ◆ Entry system access and door security; ◆ Arrangements with playgroup for access to their premises, i.e. locking and unlocking car park gate; ◆ Log Book for visitors and visitors accompanied and wear a visitor's badge; ◆ Un-badged persons are challenged and any intruders reported to the office.
Personal Security/Lone Working Lone working is risk assessed and 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.	◆ Everyone should be off site by 18:00; ◆ Staff have a responsibility to ensure their own health and safety by having their own mobile phones and ensure that someone at home is aware that they are working late; ◆ Staff should tell a colleague if they are leaving and this means the colleague is then alone in the building; ◆ Staff have a responsibility to ensure their own health and safety by having their own mobile phones and text Headteacher (or member of SLT) when entering and leaving the premises during holidays or weekends.
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; ◆ CoSHH regarding cleaning done through contractors;

Personal Protective Equipment	Gloves are supplied, stored in the first aid boxes - checked annually. The need for PPE as a control measure is assessed on the basis of risk assessments and CoSHH assessments. Where it is assessed that PPE is required, PPE is appropriately selected and provided. Gloves are supplied and stored in First Aid boxes. The nominated First Aiders (Mrs Wilkins and Mrs Adams) check all First Aid boxes termly. Employees are responsible for ensuring that they use PPE where it is provided and to refer to the Head for guidance if unsure.
School Transport The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of pupils for offsite visits.	The school places no expectation on staff to drive as part of their duties. Children are only transported by staff if the member of staff is willing and can provide evidence of a current MOT certificate and business car insurance cover. Parents are always consulted for their permission before being driven by a member of staff.
Manual Handling (typical loads and handling pupils) The school refers to the GCC SHE Manual Handling Risk Assessment Toolkit and risks are communicated within general risk assessment. Contact SHE Unit and Occupational Health as necessary.	Teachers and staff are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary. Staff should consider: ◆ Loads broken down for easier movement; ◆ Asking for help from colleagues with handling operations; ◆ Using manual handling aids, e.g. trolley; ◆ Agreed methods for regular tasks, e.g. setting up tables at lunchtime; ◆ Individual pupil risk assessments and training as part of behaviour/care plans where necessary.
Noise	The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the schools ensures appropriate control measures are put in place. Generally, noise risk is managed by keeping the dose (exposure time) low.

Curriculum Safety (including extended school activity/study support) The head ensures that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc	The school recognise that children should be taught how to identify and reduce risks. A balance must be achieved between independent learning and the necessary supervision to ensure safety. Subject Leaders and teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPSS, AfPE (formally BAALPE) DATA and county procedures and guidance. Subject Leaders, supported by teachers, will provide an inventory of equipment and ensure that all tools, equipment, machinery is checked, maintained and stored correctly. All teaching assistants must be told of the safety procedures and practices. Schemes of work will be reviewed in order to determine: ◆ Where close supervision is required; ◆ Suitable group size; ◆ Suitability for whole class participation; ◆ Where particular skills need to be taught ◆ Personal protective equipment (PPE); ◆ Levels of hygiene required.
Work Experience Placements 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'.	The Headteacher co-ordinates work experience placements from the secondary schools. These schools initiate it and complete all relevant documentation in relation to the placements. Work experience pupils/students are briefed before placements begin.

Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC SHE Guidance. The head ensures that DSE workplace assessments are conducted for any users and reviewed where equipment changes or office layouts change or when there are staff changes.	◆ Appropriate furnishing/seating for office staff using computers; ◆ Regular breaks ensured.
PTA/FOWES Risk assessments are carried out for PFA run events and adequate insurance is in place.	◆ The PTA committee are responsible for conducting risk assessments and ensuring adequate insurance is in place; ◆ Measures used during events include adequate supervision, food hygiene, controlling vehicle movements.
Playground Supervision/Play Equipment and Maintenance	We have: ◆ Regular checks of play-ground equipment – LA; ◆ Risks are assessed using the SHE Information ‘Playground Supervision’; ◆ A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken; ◆ Measures to manage the risk include 4 staff at playtime (2 in each playground) and at least 4 staff at lunchtime – SLT to support if necessary; ◆ Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.
Part 3.3 – Premises Risks	
Workplace Inspections and Premises Risks	Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.
Mechanical and Electrical (fixed and portable) The school takes measures to make sure that all electrical equipment is safe and suitable for the purpose	◆ Annual PAT (Portable Appliance Testing) testing; ◆ Annual mechanical and electrical audit undertaken as required (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).; ◆ Five year fixed wire testing takes place;

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.

◆ All records kept within the premises log.

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 and Property Services (AMPS) on servicing, testing and inspection is followed.	◆ Guidance issued by Property Services on servicing, testing or inspected is followed and records kept as detailed above; ◆ The school buys a property services package from the local authority.
Asbestos To minimize risk from asbestos containing materials, the school maintains a safe and healthy environment by: • Complying with all regulations and GCC Policy concerning the control of asbestos; • Removing asbestos containing materials where the risk to building users is unacceptable; • Having a named office who has responsibility for implementing the Asbestos Management Pan in compliance with the Management of Asbestos in County Council Occupied Premises Guidance; • Where necessary, communicating to employees and visitors where asbestos containing materials are located within the school site.	The Headteacher and Governing Body have responsibility for the implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance. Date of last asbestos survey: March 2020 (building project specific) Date of last asbestos survey: August 2020 Asbestos Management Plan: December 2022 Next survey due: 2030

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.	The school: ◆ The school follows the guidance issued by Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring of anyone undertaking works; ◆ Uses approved contractors. Key areas to focus attention are: ◆ Segregation of traffic and pedestrians; ◆ Segregation of contractors and occupants of the school (where possible); ◆ Safe systems to ensure that works undertaken within occupied areas of the premises are adequately controlled; ◆ Implications on fire precautions due to possible increased risk and interference with fire alarm; ◆ System and routes of evacuation.
Building Contractors Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.	Pre-works meetings undertaken by the Headteacher, Governors and the contractor.
Small Scale Building Works This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are controlled by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.	Procedures: ◆ Contractors are expected to report to office prior to start of work; ◆ Details of responsible person/s – LA approved contractors may be used; ◆ All contractors to sign in and wear a visitors badge; ◆ Contractors made aware of fire procedures and shown asbestos log if necessary; ◆ Contact details of Head given to contractors should a problem arise; ◆ Timescales agreed prior to start of work; ◆ Equipment and services available e.g. access to services.
Lettings The school ensures that it has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.	◆ The Governing Body will ensure that the school has public liability insurance and that the letting information to the hirer/tenant gives the necessary information about public liability insurance; ◆ If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisations will use the premises in a safe manner;

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 caretaker. Staff are expected to be vigilant and aware of possible hazards. Food spills are cleared immediately.	◆ The school will report and investigate of accidents, incidents and near misses seriously and the school will adhere to the GCC SHE Procedure she/pro/4 accident reporting and investigation; ◆ In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence; ◆ All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database.
Cleaning A cleaning schedule is in place which is monitored. All waste is disposed of according to appropriate health and safety guidelines.	◆ Cleaning carried out by approved contractors; ◆ Regular checks undertaken by the provider and Headteacher; ◆ Staff are expected to ensure levels of general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc; ◆ All waste is disposed of according to appropriate health and safety guidelines and deep cleaning is undertaken where necessary; ◆ All members of staff and children adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.
Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists as far as possible	◆ Children should not access the car park at any time; ◆ No delivery vehicles on site during pick-up and drop-off of pupils.

Caretaking and grounds maintenance The school recognises risks associated with caretaking and grounds maintenance, however, the school does not currently employ a caretaker and an external contractor provides ground maintenance.	◆ Safety inspections of playground equipment by LA approved contractor. Defects/grounds issues are recorded of work to be undertaken; ◆ Security alarms checked annually; ◆ Water checks regularly carried out monthly; ◆ Smoke alarms checked; ◆ Emergency lighting checked monthly; ◆ At least termly fire drills; ◆ Fire RA conducted by outside agency; ◆ Weekly checks of break glass and the fire alarm system. NB. The school does not currently employ a caretaker and therefore these actions are undertaken by the Head or School Business Manager.
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.	◆ Any necessary work and testing of gas and electrical appliances if carried out by qualified, accredited contractors. Gas and electrical appliances are subject to formal inspection; ◆ Portable electrical equipment inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an annual basis; ◆ Staff should not use their own electrical equipment unless it has been inspected by a competent PAT tester; ◆ Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection; ◆ Boilers checked annually.
Glass and Glazing Glazing complies with current safety standards. All low level glazing (below 800 mm) 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.	◆ All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken.

Water Supply/Legionella

A water hygiene plan is in place to control the risks of legionellosis. The named person understands their duty, has undertaken training in water system management and has the competence and knowledge to ensure that procedures are carried out in an 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 logbook is used. A process is also in place to deal with any actions should they arise.

- ◆ Head/School Business Manager completes legionella temperature checks and these are recorded;
- ◆ Head/School Business Manager flushes water system regularly after periods of inactivity.

Snow and Ice Gritting

Adequate arrangements 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 on site and a sufficient supply of grit/salt is available.

Part – 3.4 Health and Wellbeing

Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework. Responsibility for pupils' safety is defined within the plans where and each person involved with pupils with medical needs is aware of what is expected. Close cooperation between school, parents, health professionals and other agencies provide a supportive environment for those pupils with special needs.

- ◆ Each child who requires care has a care plan;
- ◆ An Individual Care Plan is written for which incorporates a risk assessment;
- ◆ Responsible person/s, receive relevant training and engage with health professionals and advisory teachers on best practice.

Drug Administration 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.	◆ There is no legal duty requiring staff to administer medicines. However, for prescribed medicines we will make the appropriate arrangements. In extreme circumstances, when parents cannot medicate a child during the school day other arrangements can be made. Parents are required to complete a medicine administration form; ◆ The school has adopted the DfES guidance <i>Managing Medicines In Schools And Early Year Settings</i>; ◆ For more complex needs the school works closely with parents and professionals; ◆ Some staff have completed paediatric first aid training.
Emergency Management/Business Continuity A Crisis Management Team in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan. The Team acts as the decision-making influence for the management of an incident. Procedures and practices in place for handling emergency situations and communicating these to staff. All necessary equipment is available for rapid activation during an emergency. A log to records all actions taken during the crisis, necessary office equipment, supplies and appropriate building plans. The emergency plan is reviewed on an annual basis.	Crisis management folder will be reviewed and held in the office.

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	A full risk assessment is carried out by an outside agency. The head teacher and governors will: ◆ Detail any significant findings from the risk assessment and any action taken; ◆ Test and check escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices; ◆ Test fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person; ◆ Record false alarms; ◆ Conduct regular evacuations; ◆ Test and maintain emergency lighting systems; ◆ Test and maintain fire extinguishers, hose reels and fire blankets etc.; ◆ Test and maintain other fire safety equipment; ◆ Train relevant people; ◆ Plan, organise, policy and implementation, monitoring, audit and review; ◆ Maintain and audit systems that are provided to help the fire and rescue service; ◆ Arrange a co-ordinated emergency plan in case there is a fire; ◆ Monitor alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
First Aid 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/G036 procedure is followed.	◆ All staff have at some time received training; ◆ A log is kept of Teaching Assistant training and they update every 3 years; ◆ Several named members of staff have undertaken paediatric first aid training; ◆ Location of first aid boxes are located in named places across the school; ◆ First aid kits are taken on out-of-school visits; ◆ Contents are checked termly by a named Teaching Assistant.
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.	◆ School endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice; ◆ Other practices used include encouraging employees to manage time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events etc..
Infectious Diseases	Information in staff room detailing relevant actions for diseases. See separate Covid 19 risk assessment.

The school follows the guidance produced by Public health England, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings' and the Public Health England booklet, 'The Spotty Book'.	
Reporting of accidents, hazards, near misses The school report and investigate accidents, incidents and near misses and adhere to the GCC She Procedure <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure managers investigate incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Assure system.	◆ The School Business Manager reports to 'SHE Assure' for RIDDOR reportable accidents as soon as possible after the incident; ◆ The Accident Book is held in the main office; ◆ An Incident Log is held in the office; ◆ Parents/carers will be advised of pupil injuries; ◆ In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and these will be investigated in order to prevent a recurrence; ◆ use of data, e.g. to strengthen arrangements such as playground supervision, disposal of waste, local inspections and repairs.
Part 3.5 – Monitoring, Review and Audit	
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.	Monitored and reviewed annually through the Finance & Resources Committee and designated H&S Governor

Inspections Local inspections are a valuable way to check on unsafe acts/unsafe conditions. Regular safety inspections are carried out by the nominated person/s using the GCC format found in the <i>Good Stewardship Guide</i> and the GCC SHE <i>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.	◆ Head, with support from all staff, has overall responsibility for monitoring the buildings and grounds; ◆ H&S Governor – annual check; ◆ Head teacher to carry out regular checks.
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 un-planned checks and inspections.	As above

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 every 3 years. The action points identified through the audit form part of the school development plan.

As above

Section 3.6 – Training

Staff Health and Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them.	◆ Where appropriate relevant training is done; ◆ The Head teacher will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation; ◆ Line managers conducting the performance management will consider health and safety performance and address areas of concern with employees. Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues the head teacher will address as a matter of priority.
Supply and Student Teachers The school's expectations are made clear to the supply and student teacher. The mentor is responsible for liaising with the supply/student on general school organisation and routines. When supply teachers attend the school to cover at short notice the class teacher gives guidance on the work to be covered.	The school ensures safeguarding, code of conduct and all security arrangements are provided to student and teachers All supply and student teachers must: ◦ Act as per duties of employees; ◦ Note that the school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.
Volunteers Volunteers are subject to safeguarding arrangements. Volunteers receive induction from the designated safeguarding lead and general health and safety and are expected to follow the school procedures.	◆ The Headteacher is the Designated Safeguarding Lead; ◆ There is currently one Deputy Designated Safeguarding Lead; ◆ Volunteers are expected to sign in and wear a visitor badge at all times and follow school procedures; ◆ The teacher is the principal point of contact and volunteers are under his/her direction; ◆ Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.
Section 6 - HEALTH AND WELLBEING	
Pregnant Members of Staff The staff room has rest facilities for expectant and nursing mothers. Staff who are pregnant inform the school so that a risk assessment can be carried out with reference to GCC SHE guidance	◆ Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out; ◆ The checklist contained in SHE is used and reasonable adjustments made;

Health, Well Being and Absence Management The school refers to GCC SHE <i>Stress Risk Assessment Toolkit</i> if needed. The school promotes a culture of co-operation and ensures good management practices are in place and staff have access to advice.	◆ The Headteacher will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, job security etc. and implement appropriate control measures, so far as is reasonably practicable; ◆ Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner. The school buys into Occupational Health via the LA.
Smoking on Site	◆ The school is a no smoking site and staff, visitors and contractors are required to conform to this status.
Section 7 - ENVIRONMENTAL MANAGEMENT	
Environmental Compliance The school seeks to fulfil its waste management responsibilities by: - Seeking to minimize waste at source and using only what is needed - Seeking alternatives where possible - Recycling as much as is practicable - Disposing of as little as necessary	We carry out: ◆ Paper recycling; ◆ Plastic recycling; ◆ Cardboard recycling; ◆ Bags2School clothes collection; ◆ Energy and Insolation Survey (Diocese) ◆ Energy awareness; curriculum and pupil voice opportunities.
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	◆ All waste classified as 'hazardous' is collected by a specialist firm; ◆ Sanitary waste disposed of appropriately; ◆ Fire Safety is considered; ◆ Waste is stored carefully onsite to avoid escape within the grounds or elsewhere.
Section 8 - CATERING AND FOOD HYGIENE	
Catering and Food Hygiene Catering contractors have in place a food hygiene management system and competent health and safety advice.	Caterlink catering contractors address catering requirements and has a food hygiene management system (HACCP) in place.

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