

# **Castle Hill Primary School Health and Safety Policy**



Reviewed on: September 2021

Next Review date: September 2022

Reviewed by: Headteacher and Governing Body

Review frequency: Annually

This policy should be read in conjunction with:

- Keeping Children Safe in Education
  - Early Help Offer
  - The school Behaviour and Cyberbullying Policy
  - Anti-Bullying and Hate Incidents Policy
  - Relationships and Sex Education Policy
  - Staff Code of Conduct
  - The safeguarding response to 'Children who go Missing in Education'
  - Specific guidance about the role of designated safeguarding lead
- (including the identity of the designated safeguarding lead and deputies)
- Working Together to Safeguard Children
  - Guidance for Safer Working Practice
  - Safe Recruitment Good Practice Guide
  - Attendance Policy
  - Acceptable Use Policy
  - Data Protection Policy
  - Safeguarding Policy
  - Complaints Policy

## Part 1 - Statement of Intent

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

The school's Governing Body and Head Teacher 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 Head Teacher.

In particular the Governing Body and Head Teacher are responsible for:

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

- ensuring safe use, handling and storage of substances at work

In addition to the above commitment, the *Governing Body* and *Head Teacher* 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 *Head Teacher* will ensure adequate resources, including finance to implement the Policy.

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

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

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

Signed	Signed
Headteacher:	Chair of <i>Governor's</i> Name:
Date:	Proposed review Date:

# Part 2- Organisation

## Introduction

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

An organisational chart for H&S Management is attached at Appendix One.

## 1. 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 Head Teacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Governing Body will:

- Make itself familiar with the Local Authority's corporate 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;

i. the required safety and protective equipment and clothing together with information on its use;

ii. 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:

i. this policy;

ii. all other relevant health and safety matters;

iii. 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.

## **2. The Duties of the Headteacher**

The Head Teacher has day to day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Head Teacher 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 Head Teacher 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.

In particular, the Head Teacher 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 or 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.

### 3. The Duties of the 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 and Safety Policy Document and procedures at all times, cooperate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces, report all incidents in line with current incident and 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.

As part of day-to-day responsibilities all staff 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.
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- 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.
- They report any health and safety concerns to the Head Teacher.

#### Teaching Staff:

Have a day to day responsibility for ensuring compliance with this Health and Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in their classroom. 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.

### **Temporary Staff:**

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

### **Teaching Assistants:**

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

### **Pupils:**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

## **5. School Safety Representative (School Business Manager)**

The Governing Body and Head Teacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable outside teaching/working time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher and Governing Body.

As part of their day to day responsibilities they will:

- Coordinate and manage the annual risk assessment process for the school.
- Coordinate the annual general workplace monitoring inspections and performance monitoring process.
- Make provision for the inspection and maintenance of work equipment throughout the school.
- Manage the keeping of records of all health and safety activities.
- Advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- Carrying out any other functions devolved by the Head Teacher or Governing Body.

## **6. The Duties of the Off Site Visit Coordinators (OVC- Mrs Hickey)**

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

## **7. The Duties of Premises Manager**

SBM - Premises Manager, Lloyd Johnson - Caretaker

The Premises Manager has a day to day responsibility for ensuring compliance with the school Health and Safety Policy Document and taking effective action and /or immediately referring to the Head Teacher 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.

The Site Manager (Caretaker) is responsible for day to day site inspections and checks reporting to the Premises Manager any issues or practices which are considered unsafe.

## **Part 3- General Arrangements**

### **Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

#### **Communication**

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc. New staff/work experience attend an induction meeting at the start of their employment, where health and safety is covered. Staff meetings are expected to cover the subject of health and safety.

#### **Consultation with Employees**

The school recognises the importance of consulting with employees on health and safety matters. Regular governors' committee meetings are held to review and check that the school is complying with health and safety regulations; led mainly by the school safety representative (School Business Manager). A regular schedule is reviewed termly.

### **1. Accident Reporting, Recording and Investigation**

- The school will report and investigate any accident, 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 SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify an implement means to prevent a recurrence.

- All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database. All staff should report any accident to the School Business Manager, who will contact the SHE unit and process the forms.

### **Reporting of Accidents, Hazards and Near Misses**

The school reports and investigates all accidents, incidents and near misses and adheres to SHE/Pro/4 Accident Reporting and Investigation. In line with the SHE procedure, all staff are encouraged to report accidents, 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.

A log of incidents must be recorded and reported to Mrs Hickey who will process the information onto the database. All minor bumps to be recorded in either KS1 or KS2 books kept in the office. The books are taken out during playtimes and lunchtimes.

## **2. Asbestos**

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- complying with all regulations and county policy concerning the control of asbestos.
- removing asbestos containing materials where the risk to building users is unacceptable.
- to have a named officer (School Business Manager- Safety Representative) who will have responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance.

## **3. Contractors**

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. These include:

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required).
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc.
- having clearly identified personnel who are points of contact for contractors and visiting workers.
- having all significant and unusual hazards and risks on site clearly identified.
- exchanging information on hazards and risks.

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of traffic and pedestrians.
- segregation of contractors and occupants of the school (where possible).
- safe systems of work 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 alarms.

- system and routes of evacuation.

The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers such as the asbestos register
- telling visitors about hazards on site.
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes).
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes).
- 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 by contractors and visiting persons.

#### **4. Curriculum Safety (including extended schools activity/study support)**

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work a balance must be achieved between independent learning and the necessary supervision to ensure safety.

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 CLEAPS (Consortium of Local Education Authorities for the Provision of Science Services). AfPE (formally BAALPE) DATA (Association for Physical Education) and county procedures and guidance.

All Teaching Assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities 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

#### **5. Drugs & Medications**

The school accommodates pupils with medical needs wherever practicable and makes reference to the DfE Guidance Managing Medicines in Schools and Early Years Settings.

- Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition.
- Parents should obtain details from their child's General Practitioner (GP) or pediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.

- There is no legal duty requiring school or setting staff to administer medicines. However, the school recognizes that children with medical needs have the same rights of admission to a school or setting as other children.

## **6. 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 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. The school has an appointed SENCO - Ms Sarah Banner who is the responsible person for ensuring the school provides support to various stakeholders.

## **7. Infectious Diseases**

The school follows the guidance produced by the Health and Protection Agency, which is summarised on the poster, *Guidance on infection Control in Schools and other Child Care Settings*. This poster is displayed in the school office.

## **8. Gas and Electrical Appliances [fixed and portable]**

The School Business Manager is the responsible person for overseeing these works.

- 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.
- Portable appliances are checked annually each year by a trained person (PAT testing) and reports kept in file in the office.
- Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.
- Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.
- 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.

## **9. Fire Precautions & Procedures**

The guidance *Fire Safety Risk Assessment - Educational Premises* issued by The Department for Communities and Local Government (DCLG) has been adopted.

The named competent person - Business Manager/Committee Governor has responsibility for implementing the Fire Management Plan by:

- detailing of any significant findings from the fire risk assessment and any action taken

- The Caretaker for testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- testing of fire-warning systems, testing of emergency lighting systems including weekly alarm tests and recording of false alarms;
- Periodic maintenance by Severnside Security to check the following:
  - testing and maintenance of emergency lighting systems;
  - testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
  - testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems.

H&S representative - Mrs Durkin will:

- Record training of relevant people and fire evacuation drills;
- Planning, organising, policy and implementation, monitoring, audit and review.
- Record all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
- Fire drills are undertaken each term. The assembly point is on the infant playground. Busy Bees have their own assembly point in the KS2 playground. Issues are highlighted and recorded in the fire system book.
- Fire risk assessments are undertaken as the need arises e.g. roof works when this has blocked off an exit around the building.
- Fire fighting equipment is maintained through Severnside Security. They visit school quarterly to undertake various tests including break glass, equipment, alarm and smoke detectors.

## 10. First Aid

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfES on first aid for schools SHE/Pro/8 First Aid is followed. First aid certificates are held by relevant staff and most staff attended a first aid training day in September 2016. First aid boxes are kept in each classroom and in the staffroom.

## 11. Crisis and Emergency Management

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 is kept in an orange ring file in the office. All personnel are listed with contact numbers, known as the SERT (school emergency response team); the file also contains the CERT (county emergency response) telephone number and flow chart.

## **12. Glass and Glazing**

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 are carried out. (Inspections/risk assessments are carried out frequently by Mrs Scrivens any glass which is deemed dangerous and needs replacing is addressed urgently by the Premises Manager. All glazing on site complies with current safety standards. All low level glazing (below 8mm) is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film.

## **13. 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 is adhered to when necessary and data sheets are given to the relevant personnel with the product. The Caretaker keeps relevant data sheets in her room.

## **14. Health and Safety Advice (where the school buys the service)**

Health and safety advice is obtained from Gloucestershire County Council SHE Unit 01452 425349/50 [SHEunit@gloucestershire.gov.uk](mailto:SHEunit@gloucestershire.gov.uk)

## **15. Handling & Lifting**

The school refers to the SHE/GN/30 Manual Handling and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The school is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE and Occupational Health as necessary. All class teachers have a general risk assessment for manual handling.

## **16. Monitoring/Inspections/Review**

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. Regular safety inspections are carried out by the caretaker regarding premises/departments/furnishings/fittings and grounds. All hazards and risks associated with the premises, departments and grounds are monitored and controlled.

Governors also have a system for monitoring/review by ensuring that the premises monitoring schedule is an agenda item at each meeting which takes place each term (x 6).

## **17. Auditing**

As a means of confirming that the necessary systems comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons last done 2015 by SHE unit GCC, the audit was scheduled as part of a three year rolling programme and is designed to examine arrangements for managing health and safety by evaluating the

systems and procedures in place. The action points identified through the audit form part of the school development plan.

## **18. Lettings/shared use of premises**

The school follows Asset Management and Property Services (AMPS) guidance and uses a casual hiring agreement form. The school ensures that the hirer has public liability insurance in place in order to indemnify the school from all such hirers' claims arising from negligence. If any part of the school is let, the Head Teacher is satisfied via the agreement that the hiring organization will use the premises in a safe manner. A signed written letting agreement is completed and copies are kept and a risk assessment is undertaken.

The Premises Manager completes a checklist with the hirer's regarding H&S i.e. fire exits etc. before the hiring commences. The hirer is also expected to undertake their own risk assessments related to the activities undertaken. Security procedures are expected to be adhered to if the hirer is given the responsibility for securing the school. Other times the Caretaker has responsibility for ensuring the school is secured.

## **19. Legionella/Water Supply**

An effective water hygiene management plan is in place to control the risk of legionellosis to staff and members of the public. The Caretaker and premises manager has a clear understanding of their duties. The Caretaker 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, which is undertaken by an external body employed by the GCC. 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.

## **20. Personal Security/Lone Working**

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety:

- Staff ensure that another person knows that they are on the premises and all staff carry their own mobile phone.
- Staff themselves, have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

## **21. Maintenance of Machinery and Equipment**

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependent on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

## **22. Cleaning**

A cleaning schedule is in place, which is monitored by the School Business Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken

on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Deep cleaning of the kitchen is the responsibility of the catering contractor who is Caterlink; school staff monitors the kitchen area.

## **23. Caretaking and Grounds Maintenance (and grounds safety)**

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process. The Caretaker records information regarding legionellosis and fire system checks using the relevant log book on a regular basis. Daily inspections are undertaken of the grounds and premises including the play equipment and trees in the grounds. The caretaker reports to the School Business Manager any issues that may need addressing.

## **24. Personal Protective Equipment (PPE)**

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

This school is low risk for PPE equipment.

## **25. Risk Assessments**

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. Activities led by individual staff are risk assessed e.g. Wildwood Club and Cookery Club.

## **26. Playground Supervision/Play Equipment and Maintenance.**

Risks are assessed using the SHE information Sheet 14 Playground supervision. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken, hazards and controls have been considered within the risk assessment process. A scrap-store play pod is used during lunch time play, this has been risk assessed separately from normal use of the playground and an extra member of staff is used to coordinate the play pod during this time.

## **27. 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 inspections of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the School Business Manager or Head Teacher. All staff are expected to be vigilant and aware of possible hazards. The check sheet identified in the *Good Stewardship Guide* is used to risk assess the school premises. The Caretaker is responsible for a daily overview and will report concerns to the School Business Manager or Head Teacher for action.

## **28. Snow and Ice Gritting**

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and the school undertakes advice from GCC regarding severe weather forecasts. There is suitable storage for salt/grit and tools on site and a sufficient supply of grit/salt is available. The Head Teacher in consultation with the Caretaker will make a decision based on any adverse weather condition if the school should be closed for pupils and staff safety. GCC will be informed and the local media to inform parents of the decision.

## **29. School Trips/ Off-Site Activities**

The school complies with DfES and LA guidance on educational visits and school journeys. The named competent person nominated as Educational Coordinator is Mrs Hickey. She has undertaken training as a trips coordinator and has responsibility for:

Supporting staff that organise their own class trips/visits. This will include ensuring first aid and hazard awareness is embedded.

Organising the emergency arrangements and ensure there is an emergency contact for each visit;

Review systems and, on occasion, monitor practice.

## **30. School Transport**

The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as off site visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities. Where staff are required to drive as part of their job, line managers will detail any significant findings from the risk assessment and any action taken; check that on an annual basis that drivers hold a current and valid licence. School has purchased a whole school motoring policy to cover all staff and some stakeholders whilst on school business. This is renewed annually.

## **31. Staff Communication/Consultation**

The school recognises the importance of communication to such, as staff, visitors, pupils, parents, volunteers, contractors etc. Inductions of newly appointed staff, work experience and voluntary staff is undertaken, which covers all health and safety aspects within the school. The school recognises the importance of consulting with employees on health and safety matters

through regular meetings between the Head and School Business Manager, between School Business Manager and Caretaker, staff meetings and termly meetings of the governors' premises committee.

### **32. Staff Health and Safety Training/Competence**

The school is committed to ensuring staff are competent to undertake the roles expected of them. The Head Teacher and School Business Manager/Governors ensure that appropriate training is delivered and training records held centrally. The training needs are assessed annually or on the introduction of new legislation and areas of concern are addressed.

The school's expectations are made clear to supply/student teachers/teaching assistants/voluntary and work experience staff through the induction process and school handbook. The Head Teacher is responsible for safeguarding throughout the school. Staff are given or directed to the Health and Safety Policy document and other relevant policies. The Head Teacher 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 Head Teacher or responsible person gives guidance on the work to be covered.

Volunteers 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 documents to which volunteer/parent helpers may have access are strictly confidential and are treated as such. The school's Child Protection Officers' are Mrs Broadhurst and Ms Banner and Mrs Blake.

### **33. Staff Well-being / Stress**

Health and wellbeing 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 and Safety Executive's Management Standards for Work-Related Stress. The school endeavours to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, 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 using all available means within GCC to manage stress and assist staff.

Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to the SHE guidance.

### **34. Use of VDU's / Display Screens**

The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5-Working with Display Screen Equipment. Head Teachers/Line managers to 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.

### **35. Noise**

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.

### **36. Vehicles on Site**

The school segregates access traffic, vehicular and vulnerable pedestrians and cyclists. The school has automated gates into the staff car-park ensuring that parents do not drive into the staff car park. Gates are on a time clock for various lettings and an override switch can be used.

### **37. Violence to Staff / School Security**

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 ensures appropriate control measures are put in place. Staff will report any incident of aggression or violence or near misses directed to them through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise system.

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Head Teacher and Governing Body, who will liaise with their local Crime Prevention Officer.

Staff must 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.

### **38. Working at Height**

The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discusses and agrees arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Line Managers/Heads of Department 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. The Caretaker ensures risk assessments are in place for themselves and their cleaning team. All classroom teachers have a general risk assessment for working at heights.

### **39. Environmental Management/Waste Disposal**

The school seeks to fulfil its waste management objectives through using only what is needed, seeking alternatives where possible, recycling as much as practicable and disposing of as little as necessary. Biffa collects cardboard and paper for recycling. Other waste is also disposed of through Biffa. Kitchen waste is currently separately dealt with through the GCC contract. All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

### **40. 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).

### **41. Work Experience**

The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 Employers Questionnaire and Risk Guidance. The school also takes into account the safeguarding of its pupils whilst commencing a work placement. School induction is undertaken by the School Business Manager using the school's own checklist sheet which includes all aspects of health and safety.

#### **Duties of Students:**

Students participating in work experience have the same duties as other employees in the workplace.

Students have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their actions and co-operate with the placement provider in complying with the provider's legal duties.

### **42. Workplace Inspections and Premises Risks**

The Caretaker will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

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.

### **43. Curriculum Safety (including extended schools activity/study support)**

All staff ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published activities a risk assessment is carried out. There is a central record kept of identified risks which is reviewed frequently.

## 44. Parent Teacher Association

The school offers support to the Parent Teacher Association ('Friends') and provides a forum (meetings) through which parents can become more involved in the education of their children. A designated member of staff will attend all meetings and act as a communicator between 'Friends' and school. Risk assessments are carried out for all events organised and run by the 'Friends' and adequate insurance is in place. Risk assessments are undertaken by the designated committee member; copies of any risk assessments undertaken are kept in the risk folder in the school office.

## 47. COVID compliance

For COVID related Health & Safety information please see the separate COVID-19 Risk assessment.

## Information:

Health and safety advice is obtained from Safety, Health and Environment (SHE) 01452 425350.

[she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk)

[www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)

## Appendix 1:

