



A FAMILY, A FOUNDATION, A FUTURE

**Whitminster Endowed C of E
Primary School
Health and Safety Policy**

Written by :



**Agreed by Governors: School
Development**

Reviewed: Autumn 24

Review Date: Autumn 25

**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.

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 Head teacher's commitment to continuous improvement in the school's health and safety performance. For the policy document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Signed: 	Signed:
Headteacher's name: Miss A Parry-Jones	Chair of Governors' name:
Date: 3/10/24	Date:

Part 2 Organisation

Organisation – Introduction

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 Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document through the School Development Committee. 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.

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 SDC 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.

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.

Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

School Safety Representatives

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

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching Assistants

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

Temporary Staff

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

The Duties of Off Site Visit Coordinators (OVC)

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

Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Part 3 General Arrangements

Part 3.1 – Risk Assessment

Risk Assessment

- Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of the headteacher and the SDC.
See General Risk assessments carried out annually during Autumn term 2
- School Trips/Offsite Visits - The Off-Site Visits Coordinator (OVC) has responsibility to oversee risk assessments for trips; this role has been delegated to Miss A Parry-Jones. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
See offsite Visit Policy
- Curriculum Safety Subject leader teams 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.

Part 3.2 - Specific Risks

Communication

Staff and Volunteers:

All staff are made aware of important Health and Safety policies including Safeguarding and are asked to read and sign acknowledgement of policies. There is a standing item for Health and Safety at the weekly staff meeting

Parents and Pupils:

All relevant policies are published on the website and a paper copy is available in the school office.

Communication with contractors:

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

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by a standing item included on weekly staff meeting agendas and the School Development Governors' Committee agenda

Display Screen Equipment

- The majority of employees within the school are not considered to be DSE users; Office staff using computers will have appropriate (e.g. adjustable) equipment
- The school refers to SHE guidance
- Headteachers/Health and Safety Governor ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

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. Safety data sheets are used for hazardous materials. All COSSH data sheets are kept in a file in the school office and in the cleaner's cupboard.

Lone Working

The school manages the risk of lone working by:

A text message to be sent to Head Teacher/ Deputy Head to alert time working during holidays or weekends (arrival and departure)

Lone working at the end of school day. Last pair to check all exits are secure and lights etc are turned off.

Two sets of lights to be kept on when working alone at night and back gate to be locked.

Manual Handling

- loads broken down for easier movement
- site staff assist with handling operations
- use manual handling aids e.g. trolley or sack truck
- agreed methods for regular tasks e.g. setting up tables at lunchtime

Moving and Handling Pupils

- included in pupil behaviour/ care plans
- employees trained in correct moving/ handling techniques
Please refer to Guidance for Safer Working Practice

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.

Friends of Whitminster School

- School supports committee with risk assessments for events.
- School insurance covers events held in school.

- No events are held not on school premises.
- All licenses are applied for, for raffles or selling alcohol

Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Employees are responsible for ensuring that they use PPE where it is provided.

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
- Miss Alison Parry-Jones, Head Teacher, Mrs Sally Francis, School administrator responsible for organising maintenance of equipment
See playground Policy and associated risk assessments

School Trips/Offsite Visits

- The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
- The OVC is Miss Alison Parry-Jones.
See Offsite visit policy

School Transport

- use of SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures
- risks associated with driving are evaluated within assessments for activities.
- checks made that employees who drive 'at work' have the correct documents and business cover insurance
Policy for Drivers Transporting Young People can be found in the offsite visits policy – Appendix B
All risk assessments can be found on the SHE pages

Security Arrangements

- Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:
- Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing body who will liaise with their local Crime Prevention Officer.
- It is important that everyone at Whitminster Primary School recognises the role they play in ensuring the safety of children and staff whilst on site.
- Members of staff, when on duty, are to make sure they are at the lobby door from 8.45 am to supervise entry through to the classrooms. A TA is responsible for closing and locking the back and side gate.
- The front gate is now access controlled by the school office and timer to allow for access to school at the beginning and end of the day. School staff to override the timer during the school holidays.

- Fire exits to the classrooms should be kept closed and hazard free
- Signs are labelled clearly encouraging visitors to report to the School Office. Official visitors on site will be asked to sign in and given a badge to identify themselves. If any member of staff is aware of any person on site (except known parents) without an official visitor's badge, they should request that they report to the School Office. If there is any problem, the Headteacher should be informed immediately.
- The school is alarmed when not in use. Members of staff needing to know the security code will be shown the procedure for disarming/arming the alarm.
(*Information from Staff Handbook*)

Working at Height

- The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height.
- Frequent documented checks take place to ensure the safe working condition of access equipment.
- Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.
- The school discuss and agree arrangements with employees.
- 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.
- Employees 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 (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, scaffold towers and high step ladders)

Workplace Violence to Employees and Behaviour Management

- CCTV
- secure monitored/manned access to building
- entrance visible from reception
- single point of access with other doors locked
- staff present supervising pupils during lessons and outdoor play or learning
- procedure for reporting 'incidents' in playground
- visitor passes and signing in process
- supervised visitors
- use of approved contractors
- site perimeter fencing
- staff presence
- DBS vetting and barring for staff, volunteers etc
- arrival and handover procedure at beginning and end of day
- clear communication to parents when pupils will be supervised
- Team teach training provided when necessary
- Lone Working procedure
- well lit car parking area
- sharing of information and team debrief following occurrences of aggression from parents etc

Part 3.3 – Premises Risks

Asbestos

There is no known asbestos on the school site (see asbestos registers in the school office)

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations and GCC practices concerning the control of asbestos;
- where necessary communicating to all employees and visitors where asbestos containing materials are located within the school site.

Building Contractors

- work where part of the site is handed over to the contractor - hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of students and contractors whilst on the school site;
- 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 control 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.

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 Caretaking Duties Risk Assessment Toolkit.

Cleaning

- a cleaning schedule is in place which is monitored by the Headteacher (*see Cleaner in charge job description*)
- 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.

Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances is carried out by qualified, accredited contractors. Gas and electrical appliances are subject to appropriate formal inspection. *See log book*

Glass and Glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe

immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

Lettings

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

See hiring agreement and associated documents for Buddies and Atlas

Mechanical and Electrical (fixed and portable)

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in school log book kept in school office.

Reference is made to AMPS Technical Briefing Note EM005 Portable Appliance Testing) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.

Maintenance of Machinery and Equipment

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

Slips/Trips/Falls

- the school recognises the main cause of accidents is slips, trips and falls.
- it is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- a responsible person ensures regular inspection of communal areas.
- all hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process.
- all employees are expected to be vigilant and aware of possible hazards.
- food spills are cleared immediately.
- cleaners are briefed not to leave hazards such as wet floors without warning signs.

See general risk assessment carried out annually but Head Teacher and Health and Safety governor. SDC carry out a Health and Safety walk each term following their meeting.

Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions.

The school consults the SHE Guidance on Snow and Ice.

The cleaner in charge, who lives in the village, will be responsible to inform the Head teacher about school site condition and village roads. If the roads are clear, then the main pedestrian and vehicle routes on the premises will be cleared and gritted. (A path across the playground and access to the main building back and front and Class 3 and 4.) A note in the diary in the autumn will remind staff to check stocks of materials and the location of tools. Re-briefing the plan will also be done at this time. Briefing: Parents are reminded of the school closure policy during the Autumn term via a newsletter and on the website.

Staff are briefed during a staff meeting under standing item 'Health and Safety'.

In the event of severe weather, the Head Teacher will contact teaching staff to ascertain whether it is possible for them to travel to school. The Head teacher will also contact Cleaner in charge to ascertain the safety of the school site. If the decision is to close the school, the Head teacher will contact GCC and add school's name to the closure list before 7.45. The closure will then be reported via local radio stations, school social media and website

Transport Arrangements (on-site)

The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site.

All visitors/staff/parents/contractors are encouraged to park their car at the back of the school, signposted 'Whitminster Pavilion and playing field'. Children use either the front pedestrian gate or the back gate leading to the car park. The back gate is locked from 9.00 – 3.15.

Water Hygiene

- a water hygiene risk assessment has been documented.
- an effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.
- a site log book is used to record checks
- a process is also in place to deal with any actions should they arise.
- the named responsible person, Miss Parry-Jones has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.

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 for the health and safety of pupils and employees. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is

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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.

Drug Administration

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

Medicines in School

Children should not bring any medicines to school nor should parents ask staff to administer them or look after them. However, if there are any long-term medical conditions that require treatment, please contact the Headteacher who will discuss with you the best approach to take. If your child has a prescription which needs to be taken four times per day, then a letter stating this needs to be given to the office together with the medication in its original packaging with the prescription clearly stated on it. We will not give any paracetamol or aspirin type medications or prescriptions that need to be taken less than four times per day.

If your child needs to have an inhaler in school for asthma, please ensure that it is named and either given to the class teacher for safekeeping or the child may keep it in their pocket. Children will always be allowed access to their inhaler if needed. An emergency inhaler is kept in the school office.

(School prospectus)

Emergency Management/ Business Continuity

An Emergency/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team is in place to act as the decision-making body for the management of any incident. 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 emergency, 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 periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

See emergency response plan

Fire Safety

- the school has a fire risk assessment undertaken by a competent body every 3 years
- The school reviews the fire risk assessment and any actions within it at least annually
- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)

- arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

Fire Procedures

When the fire alarm sounds continuously the children must stay with their teacher until they are told to move – in silence, in single file – out of the classroom or hall into the playground. The class teacher should close as many windows as possible and the classroom door when leaving

The Secretary is responsible for taking all the registers to the assembly point.

The classes will line up in single file at the assembly points in the playground. The Secretary will give out registers. Class teachers will do a head count and do the register to check that their class is present and safe before informing the Headteacher.

Only when it is safe to do so will the classes be allowed to return to their classrooms. At least one practice is held every term (Autumn, Spring and Summer) and the staff are not always warned!

It is the responsibility of all staff to make themselves familiar with the fire exits, fire alarms and fire policy immediately that they join the school

See Fire policy, Fire Risk Assessments

First Aid

- the school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders [including paediatric trained staff for EYFS].
- the guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work is followed.

See First Aid Policy

Health and Well Being Including Absence Management

- the school endeavour 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 limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc...

Infectious Diseases

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-Notes on infectious diseases in schools'.

Guidance on Infection Control in Schools and other Child Care Settings is displayed in the staff room. Reference is also made in the school prospectus.

Pregnant Members of 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
- The checklist contained in SHE is used and reasonable adjustments made

Reporting of Accidents, Hazards, Near Misses and their investigation

- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book kept in the first aid cupboard in the corridor outside the school office.
- Parents are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013(RIDDOR), some accidents must be reported to the HSE.
 1. Involving employees or self-employed people working on the premises.
 2. Involving pupils and visitorsThe Head is responsible for ensuring this happens.
- All near misses or incidents not involving accident are discussed under the 'Health and Safety' standing item of the weekly staff meeting.

See *First Aid Policy*

Smoking on Site

The school is a no smoking site and visitors and contractors are required to conform to this status.

Part 3.5 – Monitoring, Review and Audit

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

Inspection

Annual review of school risk assessment and fire risk assessment. Termly walk around by School Development committee members as agenda item

Monitoring

Annual review of H and S policy referring to SHE website for up to date information and guidance – School Development committee

Review

All policies are reviewed on a rolling programme by teachers and governors
See policy reviews and School Development committee policy reviews and Governor yearly planner

Section 3.6 – Training

Employee Health and Safety Training/Competence

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis through performance management or on the introduction of new legislation.

Supply and Student Teachers

The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant material. The deputy Headteacher/ITT co-ordinator is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

See Student handbook

See supply information leaflet

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitor's badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Volunteers information leaflet

Adult Volunteers Policy

Section 3.7 - Environmental Management

Environmental Compliance

The school fulfils its waste management responsibilities by:

- seeking to minimise 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

Disposal of Waste

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

Section 3.8 - Catering and Food Hygiene

Food Hygiene

The school uses an external contractor, Caterlink

- contractor has access to competent health and safety advice.
- the provider of the food business is registered with the Local Authority
- food hygiene inspection reports are shared with the school

Section 3.9 – Health and Safety Advice

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she