

**Dinglewell Junior School**  
**Health & Safety Policy**  
**Reviewed: October 2024 (B&P)**  
**Next review: October 2025 (B&P)**

*Dinglewell Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*"We have carefully considered & analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality or opportunity and foster good relations."*

## Policy Statement

The Head Teacher and Governing Body regard the promotion of health and safety at work to be of the utmost importance for all who attend as pupils, staff and visitors to Dinglewell Junior School. **This includes issues related to safeguarding issues and reference needs to be made to the "Safeguarding Policy" where any concerns arise.**

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within school and during out-of-school-activities
- Periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas or responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within school.

Head Teacher .....

Chair of Governing Body .....

# ORGANISATION

## CONTENTS PAGE

PART 1 - ORGANISATION .....	6
Organisation – Introduction. ....	6
The Duties of the Governing Body .....	6
The Duties of the Headteacher .....	6
The Duties of Employees.....	7
Pupils.....	7
School Safety Representatives .....	7
Temporary Staff .....	7
Teaching Staff.....	8
Teaching Assistants.....	8
The Duties of Off Site Visit Coordinators (OVC) .....	8
The Duties of Premises Manager (Bursar, Business Manager, Site Manager).....	8
Volunteer and Parent Helpers.....	8
PART 2 – GENERAL ARRANGEMENTS.....	9
Arrangements .....	9
Communication.....	9
Consultation with Employees .....	9
Section 1 - RISK ASSESSMENT .....	9
Risk Assessment.....	9
School Trips/Offsite Visits .....	10
Working at Height.....	10
Noise .....	10
Violence to Staff .....	10
Security Arrangements Including Dealing with Intruders .....	10
Personal Security/Lone Working.....	11
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) .....	11
Personal Protective Equipment.....	12

School Transport .....	12
Manual Handling (typical loads and handling pupils) .....	12
Curriculum Safety (including extended schools activity/study support).....	12
Work Experience Placements .....	13
Display Screen Equipment .....	13
Parent Teacher Association (FoDJS).....	13
Playground Supervision/Play Equipment and Maintenance.....	13
Section 2 - PREMISES .....	14
Mechanical and Electrical (fixed and portable).....	14
Maintenance of Machinery and Equipment.....	14
Asbestos .....	14
Service Contractors .....	16
Building Contractors.....	16
Small Scale Building Works.....	16
Lettings (shared working – playgroups etc) .....	17
Slips/Trips/Falls .....	18
Cleaning.....	18
Transport Arrangements (on-site).....	18
Caretaking and Grounds Maintenance (and grounds safety) .....	19
Gas and Electrical Appliances .....	19
Glass and Glazing.....	19
Water Supply/Legionella .....	20
Snow and Ice Gritting .....	20
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS .....	21
Infectious Diseases.....	21
Dealing with Medical Conditions .....	21
Drug Administration .....	21
First Aid (incl. Appendix List of First Aiders) .....	21
Reporting of Accidents, Hazards, Near Misses.....	22

Fire Safety and Emergency Evacuation .....	22
Crisis and Emergency Management .....	23
Section 4 - MONITORING AND REVIEW .....	24
Monitoring.....	24
Inspections .....	24
Review .....	24
Auditing .....	24
Section 5 -TRAINING.....	25
Staff Health & Safety Training/Competence .....	25
Supply and Student Teachers.....	25
Volunteer and Parent Helpers.....	26
Section 6 - HEALTH AND WELLBEING.....	26
Pregnant Members of Staff.....	26
Health and Well Being Including Absence Management.....	26
Smoking on Site .....	26
Section 7 - ENVIRONMENTAL MANAGEMENT .....	27
Environmental Compliance .....	27
Disposal of Waste .....	27
Section 8 - CATERING AND FOOD HYGIENE .....	27
Catering and Food Hygiene.....	27
Section 9 – HEALTH AND SAFETY ADVICE.....	27
Information .....	27

## PART 1 - ORGANISATION

<p><i>Organisation – Introduction.</i></p> <p>In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&amp;S Policy Document.</p>	<p>Head Teacher Deputy Head Teacher School Business Manager SLT members</p>
<p><i>The Duties of the Governing Body</i></p> <p>The Governing body has overall responsibility for ensuring compliance with this H&amp;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.</p>	<p>The Buildings and Premises Committee reviews the policy yearly and monitors and evaluates it through regular meetings and school visits.</p>
<p><i>The Duties of the Headteacher</i></p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this H&amp;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.</p>	<p>In conjunction with the Head Teacher, the School Business Manager will monitor and evaluate health and safety within school and work with the SLT to develop safe working practices to ensure standards are maintained.</p>

<p><i><b>The Duties of Employees</b></i></p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health &amp; Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>Staff are aware of their responsibilities and know that they should report all health and safety concerns to the Head Teacher or School Business Manager.</p> <p>This includes: (but not exhaustive)</p> <ul style="list-style-type: none"> <li>• SHE Recording of Accidents</li> <li>• Premises Maintenance</li> <li>• COSHH Reporting (glue/chemicals)</li> <li>• Legionnaires testing</li> <li>• Fire Safety &amp; Awareness</li> </ul>
<p><i><b>Pupils</b></i></p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>Pupils are reminded about being safe in school through lessons and school assemblies</p>
<p><i><b>School Safety Representatives</b></i></p> <p>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).</p>	<p>The Buildings and Premises Committee meet on a regular basis and comprise of the Head Teacher, School Business Manager and a selection of the Governing body. Part of their remit will be to monitor health and safety and to report to the Full Governing Body.</p>
<p><i><b>Temporary Staff</b></i></p> <p>Temporary staff are provided with information and guidance which includes the Health &amp; Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p>Temporary staff are told about emergency procedures upon arrival to the school and are also given guides on what to do if...</p>

<p><i>Teaching Staff</i></p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>Staff are aware of the need to place health and safety as a top priority. Staff make their own risk assessments for all activities of which some are recorded e.g. off site visits</p>
<p><i>Teaching Assistants</i></p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p>Teaching Assistants are reminded about the importance of health and safety and their role in supporting it by the SLT.</p>
<p><i>The Duties of Off-Site Visit Coordinators (OVC)</i></p> <p>The Off-site 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.</p>	<p>The OVC is part of the SLT. School Business Manager is also a Trained OVC</p>
<p><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i></p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the school Health &amp; Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p>The School Business Manager will:</p> <ul style="list-style-type: none"> <li>• Monitor and review current Health and Safety procedures</li> <li>• Ensure compliance with statutory obligations</li> <li>• Arrange appropriate training</li> </ul>
<p><i>Volunteer and Parent Helpers</i></p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p>The School Business Manager is responsible for co-ordination of volunteers and parent helpers.</p>



## PART 2 – GENERAL ARRANGEMENTS

<p><i>Arrangements</i></p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p><b>Responsibility of: Name/Title</b></p>	<p><b>Action/Arrangements (customise to meet your own situation)</b></p>
<p><i>Communication</i></p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Head Teacher School Business Manager</p>	<p>The school uses a variety of communication such as face-to-face, phone, text, email and letter. An induction process is in place so that all new staff receive appropriate information</p>
<p><i>Consultation with Employees</i></p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Head Teacher School Business Manager</p>	<p>Buildings and Premises Committee, emails and Staff Meetings.</p>

<p><b>Section 1 - RISK ASSESSMENT</b></p>		
<p><i>Risk Assessment</i></p> <p>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.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>Head Teacher School Business Manager</p>	<p>School trips risk assessed by Class Teachers. Playground risk assessed by SLT. Additional classroom activities e.g. use of hot glue gun risk assessed by Class Teachers. Use of building risk assessed by School Business Manager. Indoor/Outdoor play equipment inspected annually and monitored by staff prior to use. Outdoor play equipment inspected annually by LA approved contractors.</p>

<p><i>School Trips/Off-site Visits</i></p> <p>The school complies with DfE Guidance and the GCC standards on off-site visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.</p>	<p>Head Teacher School Business Manager</p>	<p>School has two trained Off-site Visits Coordinators</p>
<p><i>Working at Height</i></p> <p>The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Head Teacher School Business Manager</p>	<p>Ladder policy stipulates staff not to use on site unless they have received appropriate training- only to be used by these members of staff and contractors who are skilled in their use. Step ladders should be risk assessed before use by contractors. Only the Site Manager has received working at height &amp; ladder training.</p>
<p><i>Noise</i></p> <p>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.</p>	<p>Head Teacher School Business Manager</p>	<p>Where it is necessary to have works completed when noise would be an issue, these works should be carried out after the end of the school day.</p>
<p><i>Violence to Staff</i></p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>Any violence towards staff is reported to Head Teacher, Police and SHE unit.</p> <p>Aggressive behavior will not be tolerated. Will always be reported (in writing) and will be dealt with by the Head Teacher and/or Governing Body.</p>
<p><i>Security Arrangements Including Dealing with Intruders</i></p> <p>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>In the event of an emergency the Head Teacher should be contacted immediately or the School Business Manager in her absence. The school has a security policy and emergency procedures which include a business continuity plan.</p>

		All visitors to school must sign in at reception and wear a visitor badge whilst on site. Non DBS cleared visitors to site are supervised at all times. Contractors are selected from the LA framework of recommended contractors. Log book numbers are issued for all call out work.
<p><i>Personal Security/Lone Working</i></p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>	<p>Head Teacher</p> <p>Deputy Head Teacher</p> <p>SLT</p> <p>Governing Body</p>	<p>Staff are generally not encouraged to work alone. Where this is the case staff are asked to lock outer doors, have access to a phone and ensure another adult is aware where they are and when they are expected to leave the building.</p>
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i></p> <p>Where hazardous substances are used, risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&amp;S Policy Document is supplemented by a local Departmental Policy (e.g. in D&amp;T) relating to the specific activities of the Department or area.</p>	<p>Head Teacher</p> <p>Deputy Head Teacher</p> <p>SLT</p> <p>Governing Body</p>	<p>CoSHH is applied to the use of batteries which are disposed of at a central point in the school office. Data sheets are kept within the school. The cleaner's equipment is kept in a locked cupboard at all times.</p>

<p><i>Personal Protective Equipment (PPE)</i> Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>Site Manager has the correct PPE for maintenance carried out around school. All other major maintenance works carried out by GCC recommended contractors.</p>
<p><i>School Transport</i> The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>Any staff member who may transport children in their own vehicle for curricular activities must provide up to date driving license, MOT and insurance certification to the School Business Manager. These documents are reviewed annually. All staff are reminded to ensure their insurance covers them for business use. Parents who may offer transport for out of school activities are required to have enhanced DBS clearance and to produce driving license, MOT and insurance certificates.</p>
<p><i>Manual Handling (typical loads and handling pupils)</i> The school refers to the SHE/GN/30 <i>Manual Handling</i> 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. Headteachers and School Business Manager are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>The manual handling involved in the setting up and clearing away of dining tables and chairs is risk assessed and monitored regularly. Relevant staff have received manual handling information.</p>
<p><i>Curriculum Safety (including extended schools activity/study support)</i> Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>School follows good practice guidance as outlined nationally.</p>

head and all tools/equipment/machinery are checked, maintained and stored correctly.		
<p><i>Work Experience Placements</i></p> <p>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 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>Visitors to school including work experience placements are reminded about emergency procedures.</p>
<p><i>Display Screen Equipment</i></p> <p>The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>In place for office staff.</p>
<p><i>PTA (Friends of Dinglewell Junior School)</i></p> <p>The school offer support to the Friends of Dinglewell and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for the Friends of Dinglewell Junior School events and adequate insurance is in place.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>The Friends of Dinglewell Junior School carry out risk assessments for activities posing greater risk and this is checked, amended as required and signed of by the Head Teacher.</p>
<p><i>Playground Supervision/Play Equipment and Maintenance</i></p> <p>Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>	<p>Head Teacher Deputy Head Teacher SLT Governing Body</p>	<p>Play equipment is reviewed as part of the LA support for schools. Levels of supervision are appropriate and children are reminded about safe use of equipment.</p>

<b>Section 2 - PREMISES</b>		
<p><i>Mechanical and Electrical (fixed and portable)</i> The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the School Office.</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>	School Business Manager Site Manager	<p>Site risk assessments are kept in the school office and PAT testing is carried out annually.</p> <p>Fixed wiring tests are carried out every 5 years and the next review is due in December 2022. This is carried out by GCC approved contractors.</p>
<p><i>Maintenance of Machinery and Equipment</i> 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 &amp; Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	School Business Manager Site Manager	<p>In accordance with AMPS testing an inspection of equipment is carried out at specified times - see premises file held in school office.</p> <p>Fire alarms, CCTV, emergency lighting, PAT testing, electrical, mechanical and boiler all done 6 monthly/annually where appropriate.</p>
<p><i>Asbestos</i> To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy</p>	School Business Manager Site Manager	The asbestos survey is held in the school office and updated as and when required.

<p>environment by:</p> <ul style="list-style-type: none"> <li>• complying with all regulations and GCC practices concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>• having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>.</li> <li>• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>		
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<p><i>Service Contractors</i></p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>School Business Manager Site Manager</p>	<p>Contractors should report at the school office to either the School Business Manager or another member of the SLT. Maintenance and servicing of equipment is monitored by the School Business Manager/ Site Manager. Inspections are booked with recommended LA contractors as and when required. Log book is kept with the premises file in the school office.</p>
<p><i>Building Contractors</i></p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>School Business Manager Site Manager</p>	<p>The school operated within LA guidelines and will seek appropriate advice from AMPS. For any larger scale projects (e.g. window refurbishment) the Head Teacher and School Business Manager will attend pre-works meetings, identify timescales, access etc. Contractors are asked to attend out of school hours whenever possible to minimize disruption to teaching and learning (e.g. working during school holidays)</p>
<p><i>Small Scale Building Works</i></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p>School Business Manager Site Manager</p>	<p>All contractors must report to reception and sign into the visitor book. They must wear appropriate identification whilst on site. Contractors must refer to the Head Teacher or School Business Manager before commencing work and be governed by school policies and procedures. If working during the school day, contractors must show current DBS and proof of identify which must include a photograph.</p>



<p><i>Lettings (shared working – playgroups etc)</i></p> <p>The school follows Asset Management &amp; 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.</p>	<p>School Business Manager Site Manager</p>	<p>Lettings agreements and appropriate risk assessments are kept in the lettings file in the school office. All school lettings must have appropriate insurance or "buy back" to the LA insurance. Fire, emergency procedures and security are discussed prior to any letting.</p>
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<p><i>Slips/Trips/Falls</i></p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>School Business Manager Site Manager</p>	<p>The school follows the <i>Good Stewardship Guide</i>. All slips/trips/falls to be recorded in the accident book which is kept in the first aid room.</p>
<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school 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.</p>	<p>School Business Manager Site Manager</p>	<p>The school is part of the <i>GCC</i> contract for cleaning. ECS perform monthly inspections and <i>GCC</i> monitor standards on a regular basis. Deep cleaning occurs during school holiday periods.</p> <p>The school is part of the local <i>GCC</i> contract with Caterlink for school meals.</p>
<p><i>Transport Arrangements (on-site)</i></p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all. Transport access is restricted to times when pupils are not entering or leaving school.</p>	<p>School Business Manager Site Manager</p>	

<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i></p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</p>		<p>All staff are asked to report to the School Business Manager and Site Manager regarding any caretaking/grounds maintenance concerns. Site Manager and School Business Manager are responsible for the regular testing of legionella and these records are kept in the premises file. As part of the school's "buy back" of traded services appropriate Health and Safety audits, water risk assessments, etc. are carried out at the relevant times.</p> <p>Any grounds defects are notified to the Site Manager or School Business Manager who will then seek advice from the AMPS team.</p> <p>The fire alarm system is checked in accordance with regulations and recorded in the documentation held within the fire alarm cabinet.</p> <p>Details of contractor inspections are also held in the premises file.</p> <p>Outdoor play equipment is inspected annually by LA approved contractors.</p>
<p><i>Gas and Electrical Appliances</i></p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>School Business Manager Site Manager</p>	<p>PAT testing is carried out annually - see premises file.</p> <p>The gas boiler is inspected annually - see premises file.</p>
<p><i>Glass and Glazing</i></p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low-level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>School Business Manager Site Manager</p>	<p>Glazing is assessed during health and safety audits and any issues reported via safety committee.</p> <p>All low-level glazing has been risk assessed and as such complies with safety regulations or has been fitted with safety film.</p> <p>The Site Manager makes regular inspections.</p>

<p><i>Water Supply/Legionella</i></p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>School Business Manager Site Manager</p>	<p>The Site Manager and School Business Manager are responsible for monitoring the water supply/legionella. Regular checks are undertaken and records kept in the premises file.</p> <p>The Site Manager and School Business Manager have attended GCC approved legionella training.</p>
<p><i>Snow and Ice Gritting</i></p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>School Business Manager Site Manager</p>	<p>The Site Manager is responsible for making sure site is safe and for gritting site in poor weather.</p> <p>Gritting salts are kept locked away from children in a secure store.</p> <p>School Emergency plans are in place and tested once a year.</p>

<b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b>		
<p><i>Infectious Diseases</i> The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>	School Business Manager Site Manager	Guidance poster on display in school office all guidelines followed.
<p><i>Dealing with Medical Conditions</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	School Business Manager Site Manager	<p>The school will always ensure that adequate and appropriate facilities are provided.</p> <p>The majority of staff have emergency first aid training and we have 4 members of staff fully qualified in first aid at work.</p> <p>Where required pupils have individual care plans and nominated members of staff who work with them with all staff being aware of these pupils and their care plans.</p>
<p><i>Drug Administration</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	School Business Manager	<p>Parents/carers need to complete consent forms should they wish pupils to take medicines within school hours, if required staff members will undertake the necessary training to administer medicines like insulin, Epi pens as and when required.</p> <p>All medicines are kept within the school office locked away from children or when required stored in a separate fridge kept in the first aid room.</p>
<p><i>First Aid</i> 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 SHE/Pro/8 <i>First Aid</i> is followed.</p>	School Business Manager	The school has 4 fully qualified members of staff who are trained in First Aid at Work with the majority of all other staff having a certificate in emergency first aid. List of First Aiders kept in First Aid Room. School books training via St John's Ambulance or through the LA.

<p><i>Reporting of Accidents, Hazards, Near Misses</i>  The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>.  In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.  All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>	<p>School Business Manager  Site Manager</p>	<p>All accidents are logged within school and where appropriate notes sent home all calls made to inform parents/carers.  All serious accidents are reported through the LA SHE procedures.</p>
<p><i>Fire Safety and Emergency Evacuation</i>  The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p>School Business Manager  Site Manager</p>	<p>The school has a separate Fire Safety Policy and risk assessment which all staff are aware of, this is kept in the school office.</p> <p>Notices of fire procedures are fixed to visible sites around the school and in every classroom.  Emergency doors and routes are kept clear at all times.  Fire alarms are tested weekly by the School Site Manager and annual checks are carried out by approved contractors on all firefighting equipment.  The School Business Manager is trained in fire safety and all staff receive regular refresher training on fire safety awareness.</p>

<p><i>Crisis and Emergency Management</i></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</p>	<p>Head Teacher School Business Manager Deputy Head Teacher Site Manager</p>	<p>The school has separate policies for bomb threats, and emergency planning which are reviewed annually.</p> <p>School emergency response team are:</p> <ul style="list-style-type: none"> <li>• Head Teacher Co-Ordinator</li> <li>• Deputy Head Teacher Media/Communications Officer</li> <li>• School Business Manager Facilities Officer</li> </ul>
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<b>Section 4 - MONITORING AND REVIEW</b>		
<p><i>Monitoring</i> Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.</p>	<p>School Business Manager Site Manager Governing Body</p>	<p>Internal monitoring and review of the Health and Safety procedures takes place on an annually basis unless legislation or incidents that occur require a review to take place earlier.</p> <p>External monitoring takes place via the LA who visit school and discuss policy and procedures with School Business Manager</p>
<p><i>Inspections</i> Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide – Workplace Inspections</i>) of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>School Business Manager Site Manager Governing Body</p>	<p>The Site Manager regular inspections the school site and reports any issues to the School Business Manager. The Governor responsible for premises makes an annual inspection of school site and reports any findings. Risk assessments are reviewed annually for the whole school site and amendments made when and where required.</p>
<p><i>Review</i> The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.</p>	<p>School Business Manager Site Manager Governing Body</p>	<p>The Site Manager constantly check different areas around the school site in addition to the planned reviews and monitoring which takes place.</p>
<p><i>Auditing</i> As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>School Business Manager Site Manager</p>	<p>The LA carries out an audit once every three years.</p> <p>Any action points raised from this are then implemented and the schools in house policies and procedures are amended to reflect this.</p>



<b>Section 5 -TRAINING</b>		
<p><i>Staff Health &amp; Safety Training/Competence</i>  The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>	School Business Manager	The School Business Manager keeps records of all training undertaken by staff and arranges for updates, retraining and renewals.
<p><i>Supply and Student Teachers</i>  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 &amp; Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	School Business Manager	<p>School Pastoral Manager is the Safeguarding Lead within school, all supply teachers are arranged through a local agency who perform checks on all staff which are then sent to the School Business Manager to check.</p> <p>Student Teachers are responsible for supplying relevant DBS checks and conformation of identity upon arrival and this is checked by the School Business Manager.</p> <p>All supply and student teachers are given a short induction and all relevant leaflets on school procedures when the first visit school.</p>

<p><i>Volunteer and Parent Helpers</i></p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitor's badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	School Business Manager	<p>All regular parent helpers and volunteers have been DBS checked and have been made aware of school policies and procedures.</p> <p>All visitors to sight report to the school office upon arrival and are signed in and given a badge which must be worn at all times, they are also given the school leaflet containing information on what to do in an emergency or if they have any safeguarding issues.</p>
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<b>Section 6 - HEALTH AND WELLBEING</b>		
<p><i>Pregnant Members of Staff</i></p> <p>The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</p>	School Business Manager Site Manager	<p>The school has adequate facilities for pregnant members of staff and completed an individual risk assessment.</p> <p>Following LA guidance pregnant members of staff must inform the school in writing and a copy of this is sent to the LA</p>
<p><i>Health and Well Being Including Absence Management</i></p> <p>The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health &amp; Safety Executive's <i>Management Standards for Work-Related Stress</i>. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	School Business Manager Site Manager	<p>Staff are aware that we as a school have insurance which covers counseling for all and who they can speak to should they feel the need.</p> <p>Back to work interviews are carried out by line managers to ensure the well being of staff members is taken into account upon returning to work.</p>
<i>Smoking on Site</i>	School Business Manager Site Manager	No smoking on the school site.

<b>Section 7 - ENVIRONMENTAL MANAGEMENT</b>		
<i>Environmental Compliance</i> The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	School Business Manager Site Manager	The Site Manager is responsible for all waste on site and ensures this is carried out within guidelines.
<i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.	School Business Manager Site Manager	Any contractors employed to work on the school site are required to dispose of their own waste and proof of correct disposal is requested by school.
<b>Section 8 - CATERING AND FOOD HYGIENE</b>		
<i>Catering and Food Hygiene</i> 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).	School Business Manager Site Manager	Catering is provided under the LA contract and all staff have the correct registration with the LA and their individual competencies are displayed within the school kitchen.
<b>Section 9 – HEALTH AND SAFETY ADVICE</b>		
<i>Information</i> Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 <a href="mailto:she@gloucestershire.gov.uk">she@gloucestershire.gov.uk</a> <a href="http://www.gloucestershire.gov.uk/she">www.gloucestershire.gov.uk/she</a>		Further advice can be sourced via the LA SHE Unit.

## Appendix - List of First Aiders

Name	First Aid Qualification	Expiry Date of Qualification
Geraldine Brogan, Head	Basic Life Support Child & Adolescent Mental Health First Aider	Certificate May 2024
Tanya Naylor, Deputy Head	Basic Life Support & Emergency First at Work	Certificate May 2024 March 2026
Sarah Baker, Pastoral Inclusion Manager	Basic Life Support Child & Adolescent Mental Health First Aider	Certificate May 2024
Charlotte Barltrop, Student Teaching Assistant	Basic Life Support	Certificate May 2024
Andy Barnett, Head of Maintenance	Basic Life Support	Certificate May 2024
Sinead Barrett, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Sharon Benfield, Teacher	Basic Life Support	Certificate May 2024
Alexis Bright, Teacher	Basic Life Support	Certificate May 2024
Lauren Brooke, Teacher	Basic Life Support	Certificate May 2024
Linda Cave, Teacher	Basic Life Support	Certificate May 2024
Rachel Conforti, Teaching Assistant	Basic Life Support	Certificate May 2024
Jenny Deichen, Teacher	Basic Life Support	Certificate May 2024
Taryn Doolin, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Wenda Ederveen, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate December 2023 Certificate May 24
Kerry Frost, Teacher	Basic Life Support	Certificate May 2024
Rita Gough, Teaching Assistant	Basic Life Support	Certificate May 2024
Vik Halford, Teacher	Basic Life Support	Certificate May 2024
Jen Hayward, Teacher PPA	Basic Life Support	Certificate May 2024
Kate Hazell, Teacher	Basic Life Support	Certificate May 2024
Jenny House, Office Admin	Basic Life Support	Certificate May 2024
Helen Howe, School Business Manager	Pediatric First Aid Emergency at Work First Aid Basic Life Support	Certificate January 2026 Certificate March 2026 Certificate May 2024
Shelley Johnson, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Ben Jones, Teacher	Basic Life Support	Certificate May 2024
Su Kamath, Teaching Assistant	Basic Life Support	Certificate May 2024
Sophie Lavis, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate November 2026 Certificate May 2024

Laura Lyons, Teacher	Basic Life Support	Certificate May 2024
Rachel Moorhouse, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Beki Odurny, Teaching Assistant	Basic Life Support	Certificate May 2024
Amanda Pope, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Sarah Powis, Teacher Year 6	Basic Life Support	Certificate May 2024
Kelly Price, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Simon Randell, Teacher	Basic Life Support	Certificate May 2024
Sophie Richardson, Teacher	Basic Life Support	Certificate May 2024
Caroline Sargeant, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Megan Short, Teacher	Basic Life Support	Certificate May 2024
Pauline Sellwood, Teaching Assistant	Basic Life Support	Certificate May 2024
Jane Sinclair, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate December 2023 Certificate May 2024
Amy Stanley, Teacher	Basic Life Support	Certificate May 2024
James Sullivan, Teacher	Basic Life Support	Certificate May 2024
Judith Symons, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate September 2024 Certificate May 2024
Michelle Wherton, 1-1 Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate November 2026 Certificate May 2024
Nicky Wilkes, Teacher	Basic Life Support	Certificate May 2024
Debbie Wyatt, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024

As at 24<sup>th</sup> November 2023