

KEMBLE PRIMARY & SIDINGTON CE PRIMARY SCHOOLS



HEALTH & SAFETY POLICY

Member of staff responsible	Carol Dougill
Governor responsible	-
Sub-Committee responsible	Asset Management
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Glossary of Terms Used in this Document

Term	Meaning
AfPE	Association for Physical Education
ACoP	Approved Code of Practice
AMPS	Asset Management & Property Services
Audit	An independent evaluation of a safety management system
CLEAPSS	Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
CoSHH	Control of Substances Hazardous to Health
D&T	Design and technology
DATA	The Design and Technology Association
DfE	Dept for Education
Inspection	A check of physical conditions and practices/behaviours usually undertaken in a school by Governors
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
MiDAS	A minibus driver awareness training scheme
OVC	Off-Site Visits Co-ordinator
PAT	Portable appliance testing
PPE	Personal protective equipment – used to give protection when in contact with a hazard e.g. gloves, boots etc
Safety Representative	A member of staff usually appointed under the <i>Safety Representatives and Safety Committees Regulations 1977</i>
SHE Enterprise	The GCC database for recording workplace accidents
SHE/Pro and SHE /GN	Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc.
VA	Voluntary Aided

Contact Details

For more information or in the event of inquiries, please contact Safety Health & Environment (SHE) tel. 01452 425350 or she@gloucestershire.gov.uk

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

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

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to

support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Signed:	Signed:
Headteacher's name: Mrs Carol Dougill	Chair of Governors' name: Mrs Jane Lloyd
Date:	Proposed review date:

**PART 2
ORGANISATION**

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PART 2 - ORGANISATION

<p><i>Organisation – Introduction.</i> 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.</p>	<p><i>Siddington is a C of E VC School Kemble is a county Primary School</i></p>
<p><i>The Duties of the Governing Body</i> The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p><i>A governor checks all Health & Safety provision, policies and procedures on an annual basis each Term 1.</i></p>
<p><i>The Duties of the Headteacher</i> The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<p><i>Health & Safety will remain an agenda item to be reported by the head teacher each meeting of the Asset Management meetings 6 times per year. At the end of each academic year in the final head teacher report to governors the Health & Safety policy & procedures will be assessed and noted.</i></p>

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<p><i>The Duties of Employees</i> 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.</p>	<p><i>Both schools follow the She and HSE guidance.</i></p>
<p><i>Pupils</i> Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p><i>Children from reception class (age 4 years onwards) are taught health & safety guidance and as children progress through the school, this level of knowledge and expectation increases so that in Years 5 and 6 (ages 10 and 11) we prepare them for further independence and responsibility ready for their secondary education.</i></p>
<p><i>School Safety Representatives</i> 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</p>	<p><i>The head teacher and a nominated governor will investigate any serious incidents and will Gloucestershire County Council.</i></p>

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<p>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><i>Temporary Staff</i> Temporary staff 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. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p><i>The staff handbook and pertinent health & safety information is given to all temporary staff and is available at the office. First aid & fire procedures are clearly visible in each area of the schools sites.</i></p>
<p><i>Teaching Staff</i> 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.</p>	<p><i>All teaching staff are required to make sure that they comply with the set out health & safety procedures, they carry our risk assessments when necessary and follow HSE and SHE guidelines for curriculum and extended curriculum activities.</i></p>
<p><i>Teaching Assistants</i> Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are</p>	<p><i>All staff are treated equally and we have the same training and expectation for all our staff to ensure the health and safety of all our pupils and employees.</i></p>

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<p>immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i> 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.</p>	<p><i>Each school has a named OVC who checks all documentation before it is passed to the head teacher for final agreement. The OVC and the head check that the correct guidance has been followed prior to the assessment signing.</i></p>
<p><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i> The Premises Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p><i>Due to both schools being small and not having a premises manager, bursar, business manager or site manager, the office staff, cleaners and head teacher coupled with regular health & safety checks carried out by the nominated governor – cover all the necessary recommendations.</i></p>
<p><i>Volunteer and Parent Helpers</i> 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><i>Volunteers are each given a booklet or information sheet which tells them all the procedures they are likely to need. However, parents work with teacher guidance and are not expected to take the lead in any health & safety situation – the teacher is responsible at all times.</i></p>

PART THREE – GENERAL ARRANGEMENTS

<p><i>Arrangements</i> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (customise to meet your own situation)</p>
<p><i>Communication</i> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Office staff, the head and the deputy & staff as required</p>	<p><i>The head teacher & office staff are responsible for ensuring that each new member of staff reads all key information – this is signed off. The head teacher arranges induction for teachers & the deputy arranges support staff induction. Newsletters and the school websites are used for relaying information to parents. Key documents are displayed in the public areas in both schools.</i></p>
<p><i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.</p>		<p><i>One day per year is set aside for all staff & governor training on whole school issues. The office staff arrange individual training for staff when it is timetabled. Union details are displayed in the staff rooms. H & S posters are displayed in key school areas and comply with current recommendations.</i></p>

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Section 1 - RISK ASSESSMENT		
<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>The head teacher, deputy and senior staff in each school are responsible for ensuring the completion of risk assessments.</p>	<p><i>There is a folder in each school which has all the necessary risk assessment procedures and guidance in for all the key areas needed by staff. These are updated annually by the head teacher & office staff.</i></p>

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<p><i>School Trips/Offsite Visits</i> 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.</p>		<p><i>The school follows the county recommendations and the OVC ensures that the head teacher or deputy signs off all risk assessments.</i></p>
<p><i>Working at Height</i> 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><i>No members of staff use ladders for working at height outside. We only allow companies to work at height that are qualified to work at height. All staff are provided with quick steps and there is a safe ladder (stored away from children) which can be erected by two staff in each school. A working at height risk assessment is contained in the risk assessment file (16)</i></p>
<p><i>Noise</i> 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><i>N A</i></p>

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<p><i>Violence to Staff</i> 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><i>Both schools have secure entrance areas and locked gates and areas around the school. Staff follow SHE guidance (section 23 in risk assessment file) There have been no acts of violence recorded – very low risk.</i></p>
<p><i>Security Arrangements Including Dealing with Intruders</i> Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>		<p><i>Both schools have secure entrance areas and locked gates and areas around the school. There is a sign in and badge system in place.</i></p>
<p><i>Personal Security/Lone Working</i> The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>		<p><i>We encourage staff not to work alone, however if there are times when one member of staff is working late – they are encouraged to phone a colleague or person at home. SHE guidance is followed (section 6 in file)</i></p>
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i> 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&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.</p>		<p><i>The only substances that are held in the schools are in the locked cleaning cupboards – CoSHH guidance is followed.</i></p>

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<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>NA</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><i>The office staff check the licenses & insurance documents of staff who transport children. If parents help with child transportation they sign a letter to say they agree to another parent driving their child.</i></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 are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>		<p><i>NA – but training will be provided if needed – but is rare in both schools. Staff follow the She guidance – sections 21 and 22 in the file.</i></p>
<p><i>Curriculum Safety (including extended schools activity/study support)</i> Heads of Departments ensure that risks related to</p>		<p><i>Each teacher is responsible for all curriculum areas – the risk assessment & health & safety file contains information to follow: Art – section 29</i></p>

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<p>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 head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>		<p><i>PE – section 30 Science & Dt section 31</i></p>
<p><i>Work Experience Placements</i> 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><i>The office staff sign off the insurance documents from work experience placements. No casual or volunteers are left alone with the children.</i></p>
<p><i>Display Screen Equipment</i> 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><i>Office staff follow SHE guidance.</i></p>

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<p><i>Parent Teacher Association</i> The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>		<p><i>The head teacher & chair of the PTA groups carry out risk assessments together.</i> <i>At Kemble for the larger events (Bonfire Night & Fun Day) a health & safety briefing is carried out with all staff / marshals & first aiders.</i></p>
<p><i>Playground Supervision/Play Equipment and Maintenance</i> 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><i>All playground equipment is inspected annually.</i> <i>Children from the ages of 4.5 to 11 play on the playgrounds. 2 members of staff supervise the children at playtimes and 3 - 4 MDSAs supervise children at lunchtimes.</i></p> <p><i>All staff have clear guidelines on playtimes – ‘Happy Playtimes Sheet’, behaviour charts are positioned in all areas of the school and halls, there are clear guidelines of what to do in the case of falls, slips, trips and first aid.</i></p>

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<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. 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 [state location]. 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 <i>Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection</i>.</p>		<p><i>The risk assessment file is kept in the head teacher's office – all other health & safety files are located in the main offices.</i></p> <p><i>Portable Appliance testing is carried out by a qualified tester at the appropriate time intervals.</i></p> <p><i>All tests in school are routinely carried out and recorded – all records are held in the school offices.</i></p> <p><i>Please see the appropriate spreadsheet in each school for the timings and who carried out the testing in the schools.</i></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 & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>		<p><i>Boilers are inspected and maintained annually (county). Fire extinguishers, fire alarms & burglar alarms are maintained and inspected annually (quotes are sourced so the companies may vary from year to year – but all are county recommended or local known companies used).</i></p>

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<p><i>Asbestos</i></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations and GCC practices concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 		<p><i>The asbestos surveys are kept in the main office of each school – red file – so that it is readily available for contractors who come on site.</i></p> <p><i>The register is checked on a regular basis by county property services.</i></p>
<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><i>Each school has a file kept in the school office or head's office that contains records of the following:</i></p> <ul style="list-style-type: none"> <i>Fire risk assessment</i> <i>Primary School Health, Safety & Welfare Audit</i> <i>Legionella testing</i> <i>Disability Access Report</i> <i>Surveyors Inspection</i> <i>Annual Property Return</i> <i>Energy Survey</i> <i>Property Care Audit</i> <i>Asset Management</i> <p><i>These are checked and updated annually</i></p>

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<p><i>Building Contractors</i> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>		<p><i>All building works are regulated by the requirements of the Construction (Design and Management) Regulations 2007 (CDM)/school exercises the duties of the client as contained therein. For all larger scale projects county plans with the school and then the Headteacher/Governors and contractor work together. There would be clearly identify timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible). Plans would be in place for access requirements, emergency access requirements etc.</i></p>
<p><i>Small Scale Building Works</i> 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><i>Contractors are expected to report to the school offices prior to start of work. Approvals prior to start of work are agreed by governors. Details of responsible person(s) are held in the office. Detail controls such as visitors badge and advice provided to contractors whilst on site. Contact details should a problem arise are agreed. Timescales & equipment and services available e.g. access to services are planned in advance. Fire precautions/procedures and any particular problems on school site such as overhead cables/access etc) are planned for.</i></p>

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<p><i>Lettings (shared working – playgroups etc)</i> 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.</p>		<p><i>Kemble - The school lets a room to the playgroup daily. The school also lets the hall and / or playground / field on a casual basis. County letting forms and insurance is gained and signed for. Clients sign for keys and there is a robust system for this.</i></p> <p><i>Siddington do not let any part of the school.</i></p>
<p><i>Slips/Trips/Falls</i> The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>		<p><i>We follow county guidance for trips, slips and falls. – the Good Stewardship Guide is used if required. Serious incidents are reported on line to county level.</i></p>

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<p><i>Cleaning</i> 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><i>Siddington – Cleaner is Kay (company Interserve – 078 509 22258)</i></p> <p><i>Kemble – Cleaner is Mel Piesing – 07920 449 430</i></p> <p><i>Both schools have a clear cleaning schedule and high standards are insisted upon.</i></p> <p><i>No dangerous chemicals are used.</i></p> <p><i>Waste disposal is arranged through Sita 01285 868 057</i></p>
<p><i>Transport Arrangements (on-site)</i> The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>		<p><i>There is a staff car park in each school that is locked at 8:30am.</i></p> <p><i>Both schools have drop off and pick up issues due to narrow lanes – this is managed carefully by parents by vigilant and through reminders of parking carefully in newsletters.</i></p> <p><i>The head teacher responds to local concerns.</i></p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>		<p><i>N / A</i></p>

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<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i> 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><i>Both schools do not have caretakers – the office staff, the head teacher and the cleaning staff manage issues using county guidance. Records of all areas are carried out as above.</i> <i>Grounds maintenance is bought in using county contractors.</i></p>
<p><i>Gas and Electrical Appliances</i> Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>		<p><i>We buy in county maintenance for all our boiler equipment and regular visual checks are carried out by cleaning staff. Annual checks are carried out and recorded.</i></p>
<p><i>Glass and Glazing</i> 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><i>Windows are checked weekly by cleaning staff & the head teacher and governor carry out termly health & safety checks to ensure all areas of the school are checked.</i></p> <p><i>See section 17 of the risk assessment file.</i></p>

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<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><i>Siddington – The office staff carries out the monthly water legionella checks and Property Services carry out the annual check – all records are kept in the school office.</i></p> <p><i>Kemble – Mel Piesing carries out the monthly water legionella checks and Property Services carry out the annual check – all records are kept in the school office.</i></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><i>The office staff, cleaning staff and head teacher work together to grit pathways and areas of the playground when it is icy.</i></p> <p><i>School closure plans are made and shared with all staff each September.</i></p> <p><i>Sections 21 & 22 of the risk assessment file deals with manual handling.</i></p>

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<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<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>		<p><i>Siddington – the poster is displayed in the school office on the medical board.</i></p> <p><i>Kemble – the poster is held in the medical file in the cupboard in the school office.</i></p>
<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>		<p><i>All information is available in our Medical Conditions Policy.</i></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</p>		<p><i>Both schools use the county form for administering medicines. Parents have to sign to say they agree for a member of staff to administer their child's medicine – only the office staff administer medicines or senior staff. Records of medicine administration are held in the office.</i></p>

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<p>their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>		<p><i>Asthma cards are filled in by parents and a list of children who need inhalers are shared with all staff so that children can access their inhalers at all times.</i></p> <p><i>Parents are encouraged to check the dates on inhalers and at the end of each year school inhalers are sent home to be changed.</i></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>		<p><i>All staff hold first aid training certificates and we have a rolling program so that all staff keep up to date.</i> <i>There are 2 pediatric trained staff in each school.</i> <i>There are staff responsible for checking first aid kits in each school. Procedures are displayed in each class.</i></p>
<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><i>The office staff use the SHE Enterprise sheets to report accidents, hazards and near misses.</i> <i>The office holds the accident book for minor incidents.</i> <i>Children take home a note and have a sticker if they have a bump.</i> <i>Parents re informed of any serious incidents or bumps to the head immediately by the office staff or class teacher.</i></p> <p><i>See section 11 of the risk assessment file.</i></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><i>Fire drills are carried out each term. Assembly points are clearly marked (Kemble – by forest school, Siddington behind Owls class).</i> <i>Fire risk assessments are all in place in folder.</i></p>

Crisis and Emergency Management

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

The head teacher heads the crisis management team followed by her senior staff in each school.

The office staff are in charge of the details and write an annual continuity plan that is updated each academic year.

The chair of governors will be informed as will county of any incidents – all numbers and details are in the plan.

A grab bag is situated in the office which has emergency telephone numbers and a first aid kit.

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Section 4 - MONITORING AND REVIEW		
<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><i>The asset management committee and nominated governor, will monitor health and safety and the impact of the policy annually.</i></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><i>The head teacher and governor carry out health & safety walks 3 times per year Autumn, Spring & summer – these are recorded with actions that are shared with the governing body.</i></p> <p><i>Kevin Maybank – property care services carry out an audit and review after an annual inspection. Findings are discussed and action plans in place via the asset management committee.</i></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><i>Health & safety is a named area on the asset management committee – 6 times per year – incidents are discussed and actions put in place.</i></p> <p><i>All health & safety policies and risk assessment reviews are carried out by the head teacher yearly – (Summer Term) – the head reports to the governing body with any trends of accidents or how the policy and risks have been managed.</i></p>

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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.

*Health & Safety audits are carried out annually by county and the head teacher.
Next one is January 2018*

Section 5 -TRAINING		
<p><i>Staff Health & 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>		<p><i>Staff training is carried out on a regular basis. Certificates are display on the board in the office at Siddington and held in the training file in the office at Kemble.</i></p>
<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 & 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>		<p><i>When supply teachers or student teachers work in either school, the office staff ensure they see the staff handbook, code of conduct and that they know the safeguarding guidance (leaflets in each office) and the first aid and fire procedures are pointed out.</i></p>

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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 visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

All volunteers are given a child protection leaflet, guidance about fire and first aid and they have a guidance booklet that they are expected to read and sign.

<p>Section 6 - HEALTH AND WELLBEING</p>		
<p><i>Pregnant Members of Staff</i> 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>		<p><i>County guidance is followed, as and when needed.</i></p>
<p><i>Health and Well Being Including Absence Management</i> 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 & 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>		<p><i>Staff well-being & work / life balance is raised during performance management / appraisal meetings. Guidance is used from county – but our schools work closely together and peer support is often used.</i></p>
<p><i>Smoking on Site</i></p>		<p><i>No smoking is permitted on the school sites.</i></p>

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Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><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.</p>		<p><i>Staff separate all waste into recycling & not (paper, card, tins, plastics are sorted). Cleaning staff dispose correctly and schools pay for recycling through their waste management companies – staff also use the local tip and recycling companies for ink cartridges, batteries etc.</i></p>
<p><i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>		<p><i>N A</i></p>
Section 8 - CATERING AND FOOD HYGIENE		
<p><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).</p>		<p><i>We use county catering and both schools have good hygiene ratings. School staff who handle food have taken the correct food hygiene training and have certificates.</i></p> <p><i>Guidance is given to the breakfast & after school club leaders.</i></p>

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