



HEALTH & SAFETY POLICY

Governor Committee Responsible:	Full Governing Body	Staff Lead(s):	Site Manager /SBM
Status <i>(Statutory / Advisory)</i>	Statutory	Review Cycle	Annual
Last Review	November 2024	Next Review Date	January 2027
Headteacher	Dani Brayshaw dbrayshaw@coneyhill.gloucs.sch.uk		
Chair of Governors	chair@coneyhill.gloucs.sch.uk		

HEALTH & SAFETY POLICY DOCUMENT

PART 1

STATEMENT OF INTENT

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

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

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

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

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the 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 members of 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: Dani Brayshaw	Chair of Governors' name: Ceri Davies
Date:	Date:

PART 2

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Acronyms

CCTV	Close Circuit Television
CLEAPPS/AfPE	Consortium of Local Education Authorities for the Provision of Science Equipment / Association for Physical Education
COSHH	Control of Substances Hazardous to Health
H&S	Health & Safety
D&T	Design & Technology
DfE	Department for Education
DSE	Display Screen Equipment
GCC	Gloucestershire County Council
LA	Local Authority
MDS	Mid-day Supervisor
MIDAS	Minibus Driver Awareness Scheme
OVC	Offsite Visit Co-ordinator
PAT	Portable Appliance Testing
PPE	personal protective equipment
PTFA	Parent Teacher & Friends Association
R&D survey	refurbishment and demolition survey
SBM	School Business Manager
SEN	Special Educational Needs
SENCo	Special Educational Needs Co-ordinator
SHE	Safety, Health & Environment
SMT	Senior Management Team
TP	Teaching Partners

Part 2 Organisation

Organisation – Introduction

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

The Duties of the Governing Body

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

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are

effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Pupils

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

School Safety Representatives

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

Temporary Staff

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

Teaching Staff

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

Teaching Partners

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

The Duties of Off Site Visit Coordinators (OVC)

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

The Duties of Site Manager

The Site 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

Volunteer and Parent Helpers

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

Part 3 General Arrangements

The subjects below are typical areas to be covered and can be deleted if not applicable or additional items added if appropriate. The notes provide guidance on the content but schools must summarise their own local practices and not leave generic statements under headings. Signposting to separate school policies will suffice and avoids duplication of detail. Reference is made to SHE Guidance; if a school buys the SHE service this guidance may be cited otherwise schools must refer to their separate source of advice/ guidance.

The School arrangements are based on risk assessments and chosen control measures.

Part 3.1 – Risk Assessment

Risk Assessment

- Risk assessment process is part of the LA SHE unit advice and guidance
- The Site Manager has responsibility for undertaking risk assessments
- Risk assessments are brought to the attention of employees via email and covered if appropriate at Inset training days
- Risk Assessments will be reviewed annually or as a result of an incident
- Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of the Site Manager.
- School Trips/Offsite Visits - The person with the delegated role of Off-Site Visits Coordinator (OVC) has responsibility to oversee risk assessments for trips; this role has been delegated to Y6 Teacher TA. 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.

Site specific risk assessment are:-

Guinea Pig RA
Outdoor Learning RA
Breakfast Club RA
Holiday Club RA
Coney Club- RA
Choking RA

Part 3.2 - Specific Risks

Communication

Summarise how you communicate with:

- employees - emails, staff meetings(including Inset days), performance reviews, CPOMS, staff room noticeboard
- visitors – signing in is via the electronic signing in system
- pupils – lesson plans, school council, assembly
- parents/ carers – admissions process, school prospectus (Video on website), website, news letters, text messages, emails, Facebook, Twitter, noticeboards in playgrounds.
- volunteers – simple induction
- contractors – part of work planning

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by Staff meetings and discussions on an as needed basis. INSET training, staff noticeboard

Display Screen Equipment

Typical text might include:

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

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials.

Lone Working

The school manages the risk of lone working by:

- School opens at 6:30 am weekdays during term time (2 members of staff on site)
- Staff are off site by 5:30pm weekdays during term time.
- The Site Manager must be notified if a member of staff is in the school alone.
- The Headteacher will be the second contact for the Site Manager when working alone on site.
- Anyone working alone should have access to a 'phone
- The Site Manager informs staff of designated days in the holidays when staff can come in
- Holiday Club run 3 weeks of the year during the holidays and there are 2 members of staff on site

Manual Handling

- Loads are broken down for easier movement by the Site Manager
- Site Manager assists with handling operations
- Site Manager uses manual handling aids e.g. trolley or sack truck
- Catering staff and staff use the foldable canteen tables with care.

Moving and Handling Pupils

- All care plans for pupils with special education needs or disability (including pupil behaviour) are updated by the SEN co-ordinator. This includes regularly reviewing and updating when circumstances or need changes.
- Staff are trained in correct moving/ handling techniques of pupils by Teamteach
- Medical training for staff who look after pupils with specific medical needs is arranged by the SEN co-ordinator.
- The medical room is no longer in use.

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally noise risk is managed by keeping the dose (exposure time) low.

Site Manager to use equipment such as petrol mowers or strimmer's when classes are not in session.

Parent Teacher Friends Association

- Risk assessments are carried out for PTFA run events and adequate insurance is in place.
- Measures used during events include adequate supervision, food hygiene, controlling vehicle movements.
- PTFA are covered under the School Insurance for fundraising events and also have their own separate insurance with Parent Kind

Personal Protective Equipment (PPE)

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

Playground Supervision/Play Equipment and Maintenance

- Risks are assessed using the SHE Playground Supervision
- A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken
- Staff supervise pupils at break, Lunch and after school.
- Measures to manage the risk include 4 staff at playtime plus 6 staff linked to EHCP pupils, 6 staff at lunchtime plus 5 staff linked to EHCP Pupils
- Walkie Talkies are used to effectively communicate before school, during break times, lunch times and at the end of the school day.
- Fixed Play indoor and outdoor equipment is inspected annually
- Any Accidents are recorded in the Accident book and report sent home with the pupil.

School Trips/Offsite Visits

- The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
- The Off Site Visit Co-ordinator (OVC) is TA Year 6 Teacher
- RA for Off site Visits are all completed online via eVisit the educational visits planning and approval system managed by the SHE team. and.
- Access to details of visits is available to the office team...
- The OVC has received training in the eVisits planning and approval process.
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School Transport

- Use of SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures
- SHE guidance and risks associated with driving are evaluated within assessments for activities see OVC and eVisits.
- See School Minibus Policy
- All staff who wish to drive the school minibus have to present their driving license to be recorded and undertake MIDAS training.

- Staff are required to report any changes to their driving license immediately.
- Any members of staff who drive on behalf of the school (apart from driving the Minibus) are required to provide relevant documentation to the SBM (evidence of current MOT and up to date business insurance).

Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:

- The school has a lockdown procedure, which is tested and reviewed termly (see Lockdown policy)
- Entry to the school building for staff is maintained through the Paxton Access Control entry system.
- The main school gate to the car park is shut during school hours.
- The main school Pedestrian side gate is now on an electronic timer and locked during the school day. Pedestrian visitors are required to identify themselves before access is granted by office staff. There is a security CCTV camera facing this gate and can be viewed in the office.
- Clear signing in and out procedures (via Electronic Inventory System) are in place to monitor staff, pupils, visitors and contractors. Pupils who arrive late for school or leave early for appointments are signed in/out via Inventory
- Visitor badges are printed and the lanyard system for Red and Green visitors is in place.
- As part of safeguarding challenging any strangers on site is everyone's responsibility
- Staff are requested to vacate the building by 6.00 pm, when there are no after school activities or functions, in order to secure the premises.
- CCTV is operational 24hrs on the outside of the building .A monitoring screen is located in main Admin Office during school hours.
- Security lighting sensors illuminate the outside of the building and Car Park in hours of darkness.
- All portable Assets on the inventory are smartwatered and new assets marked with UV pen with Postcode
- The site manager checks all fences, hedges and gates are secure.
- For the start and end of school only the gate going to Druids Lane is opened and manned by staff (with walkie talkies) for parents to drop and pick up their children

Work Experience Placements

- Work experience placements are organised in advance by their organisation
- Organisation brief placements before and afterwards
- Organisations are responsible for reviewing risks and assessing the schools insurance and health and safety procedures.
- All work experience placements are given a health and safety briefing at induction

Working at Height

- The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height.
- Frequent documented checks take place to ensure the safe working condition of access equipment.
- Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.
- The school agrees arrangements with employees.
- Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place.
- Employees also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)

- The site manager has training in the use of access equipment (e.g. for ladders, scaffold towers and high step ladders)

Workplace Violence to Employees and Behaviour Management

- School security measures – controlled site access during the school day and fob access before and after school for staff
- Any meeting with parents that is likely to be difficult would be Risk Assessed and measures would be taken to eliminate any violence to staff
- Reporting incident to SHE Assure and CPOMS
- Incidents reported to Coney Hill Combined Committee - follow-up to incidents
- Pupils with behaviour management – plans are co-ordinated by SENCo
- 5 employees have Team teach positive handling

Part 3.3 – Premises Risks

Asbestos

The school maintains a safe and healthy environment

There is no Asbestos in the fabric of the school building (built 2005)

All efforts will be made to prevent materials containing Asbestos from entering the school site.

The Site Manager has attended Asbestos Awareness course June 2024

The Site Manager will take advice from GCC

Building Contractors

- work where part of the site is handed over to the contractor - hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of students and contractors whilst on the school site;
- small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are controlled by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition. See contractor Health and Safety Checklist.

Caretaking and Grounds Maintenance (and grounds safety)

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

Grounds maintenance is completed by Countrywide (LA contract) and Gardening plus.

The LA are contracted to monitor the School Grounds and the Contract through regular site visits.

The School requires all ground works staff on site to wear PPE.

Defects & issues identified are reported to the Site Manager.

The site has a tree survey completed every 3 years.

Test undertaken by Site Manager Legionella – monthly

The Site Manager attended Legionella training in March 2024

Fire Alarm - weekly

External fixed play indoor and outdoor equipment is inspected annually via GCC.

Cleaning

The school cleaning is contracted to Cleanshield and is undertaken at the end of the school day.

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- A cleaning schedule is in place which is monitored by the Site Manager and Clean Shield
- The LA are contracted to monitor the cleaning at the school through regular site visits

- 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 adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.
- Staff are encouraged to report any concerns they have in relation to cleaning and Health and Safety to the site manager

Gas and Electrical Appliances

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

PAT testing is undertaken by Site Manager.

Boiler testing by MIH

Gas Sensors by Gas Alarm Systems Ltd.

School Kitchen appliances are the responsibility of Caterlink-
P & R Heating for servicing
Caterlink for Breakdowns and repairs

Glass and Glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors 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. School was built in 2005 and additional work/ buildings would have complied with standards at that time.

All cracked or damaged glass should be taped immediately and made safe and then reported to the Site manager.

Broken or damaged Glass to be replaced as a matter of urgency by glazing contractor.

Glazing is also assessed during Governors regular site inspection.

Lettings

The school follows Asset Management & Property Services (AMPS) guidance and has a 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.

Mechanical and Electrical (fixed and portable)

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

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

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 Site Managers office.

PAT testing is carried out annually by the Site Manager .The PAT testing machine is recalibrated every year.

Fixed wiring checks are carried out every 5 years was completed 2025

Mechanical Doors are serviced by Bolton Gates and Alfram depending on door mechanism

Any defects should be reported immediately to the Site Manager.

CO2 – indicators are in each class as directed by the DFE

Maintenance of Machinery and Equipment

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

Fixed play equipment indoors and outdoors are checked monthly by Site Manager and annually by GCC

Mini Bus – weekly safety checks by Site Manager & 12 weekly checks by Fire & Rescue Service and RCP

Fire Alarm Panel – twice a year CIA

Fire Extinguishers- A & E Fire Equipment

CCTV – annual check by CIA

Boilers, annual check MIH

Air Conditioning unit checked annually by Mitchels

Slips/Trips/Falls

- The school recognises the main cause of accidents is slips, trips and falls.
- It is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- The site manager is responsible for ensuring regular inspection of communal areas.
- All hazards, obstructions, spillages, defects or maintenance requirements are reported to the site manager.
- All employees are expected to be vigilant and aware of possible hazards.
- Food spills are cleared immediately.
- Cleaning staff are the responsibility of Cleanshield who brief their staff not to leave hazards such as wet floors without warning signs in place.
- Any defects or maintenance issues to be reported to the site manager or recorded in the site managers book in the School Office.
- Governors carry out site inspection regularly and report findings to the school.

Snow and Ice

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

The Headteacher will determine whether the school needs to be closed in adverse weather conditions – a procedure is in place to close the school in emergencies.

Swimming Pool/Hydrotherapy Pool

There is no swimming / Hydrotherapy Pool on site at present – However when the Hired Swimming Pool is on site please see separate Risk Assessment by Elite Swimming.

Transport Arrangements N/A (as on-site)

At the start of the school day pedestrians enter school through pedestrian gates and proceed into school via the relevant footpaths.

The school has a car park for staff and parents/visitors.

- The main school gate to the car park is shut during school hours.
- The main school Pedestrian side gate is now on an electronic timer and locked during the school day.

Pedestrian visitors are required to identify themselves before access is granted by office staff

At the end of the day parents can enter and exit via Druids lane pedestrian gate.

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 has a Road Safety RA

Minibus – All staff who wish to drive the school minibus have to present their driving license to be recorded and undertake MIDAS training. All drivers are medically assessed by OHU .

Staff are required to report any changes to their driving license immediately.

The site Manager is responsible for the minibus checks weekly but drivers are responsible for basic pre checks before leaving site and for reporting any defects to the site manager.

The Minibus is maintained by

RCP

and

Fire and Rescue Service

Please see Minibus Policy for more details.

Water Hygiene

- A water hygiene risk assessment has been documented and produced on behalf of the LA for the school.
- In effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.
- The site manager undertakes weekly flushing and monitors water temperatures monthly throughout the school.
- These records are held in the site managers office
- The site manager should be notified of any issues so that action can be taken if required.
- The site manager is the responsible person who has a clear understanding of their duty, has undertaken training in water system management (March 2024) and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.
- The staff room water dispenser is serviced annually by Water Logic

Part – 3.4 Health and Wellbeing

Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and employees. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is 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.

Any child with a severe medical need would have an Education Health and Care Plan in place which would lay out all of their specific needs and how to address them. Staff will undertake appropriate training.

Information about Pupils who suffer from an allergy is available in the Class School, Office and kitchen. Individual Care Plans will be completed by the School representative (SEN coordinator), Parent and other professionals involved with the child.

Drug Administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for employees.

Administration of prescribe drugs will be carried out only by First Aid/ trained staff once parental consent and a relevant medical form has been completed.

If medicines need to be administered on residential trips a medical form will need to be completed and consent given

Emergency Management/ Business Continuity

An Emergency/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team is in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Fire Safety

- The school has a fire risk assessment undertaken by the LA every 3 years
- The school reviews the fire risk assessment and any actions within it at least annually
- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

All staff received fire awareness training in September 2023

Weekly alarm testing is recorded by Site Manager

Testing and maintenance of:

Fire Alarm Panel – CIA

Fire Extinguishers –A & E

Emergency Lighting – CIA

Fire Procedures are displayed in all rooms

Fire assembly point is at the far end of the playground.

First Aid

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

- All Staff have online training Annually for basic First Aid in Educational settings

Please see First Aid Policy



Health and Well Being Including Absence Management

- The school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress.
- Whole school stress RA has been completed and individual plans are in place as required.
- The absence policy is managed by the Headteacher and return to work interviews are carried out according to the policy
- The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- The School are part of GCC Occupational Health and staff have access to Employment Assurance 24/7
- Whole School well-being session took place January 2024 and April 2025
- Other practices used include Termly Feel Good Fridays for Staff and limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc...

Infectious Diseases

The school follows the guidance produced by Public health England, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings' and the Public Health England booklet 'The Spotty Book'.

Pregnant Members of Staff

- Members of staff who are pregnant are required to inform the school so that an appropriate risk assessment of their work routines can be carried out
- The checklist contained in SHE is used and reasonable adjustments made on an individual basis.

Reporting of Accidents, Hazards, Near Misses and their investigation

- The school records all accidents in the accident book
- Accident forms are sent home with pupils and any bangs to the head parents/carers are phoned as soon as possible after the incident
- The office administrator is responsible for reporting accidents including near misses on line via SHE Assure' and is aware of the RIDDOR for reportable accidents.

- More significant accidents are investigated to identify the root causes, review of trends and reported to the Governing body by the Headteacher

Smoking on Site

The school is a no smoking site (including e cigarettes) and visitors, contractors and hirers are required to conform to this status.

Part 3.5 – Monitoring, Review and Audit

Auditing

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

Inspections

Local inspections are a valuable way to check on unsafe acts/ unsafe conditions. Health Safety Governor

twice yearly walk around.

Site Manager undertakes daily checks around the site.

All staff to be vigilant in their classrooms regarding fixtures and fittings and report any problems to the Site Manager immediately.

Arrangements will then be put in place for repair or replacement

The LA conduct an annual visit as part of the school premises buyback and are available all year round for advice and guidance

The LA conduct a 3 year annual audit of the school premises

Monitoring

Monitoring is carried out by the Health & Safety Governors and Site Manager.

Review

- The school has a programme for review, updating and reissue of policies
- The Governing Body review policies that are statutory.
- The Health & Safety Policy will be reviewed annually in conjunction with the Health and Safety Governor's visits and audits.

Section 3.6 – Training

Employee Health and Safety Training/Competence

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher undertake a training needs analysis to identify the competency requirements of the site managers specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The Headteacher/SBM conduct the performance management process considering health and safety performance and address areas of concern with the Site Manager.

Supply and Student Teachers

Supply teachers are through agency (Thrive) and student teachers through the University of Gloucestershire. These organisation are responsible for Supply and student Teachers professional standards.

The school's expectations are made clear to any supply and student teacher through induction. Teachers on supply and student teachers are given a copy of the Health & Safety Policy induction document, Child protection documents and other relevant material. The Assistant Headteacher is responsible for liaising with the supply/student teacher on general school organisation. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher gives guidance on the work to be covered.

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the Assistant Headteacher for child protection and general health and safety and are expected to wear a visitors badge and appropriate lanyards 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.

Section 3.7 - Environmental Management

Environmental Compliance

The school fulfils its waste management responsibilities by:

- Seeking to minimise waste at source and using only what is needed
- Seeking alternatives where possible
- Recycling as much as is practicable
- Disposing of as little as necessary
- General waste is contracted through the LA Contract (Smiths)
- Paper, card, plastics, tins are recycled through LA Contract (Smiths)
- Food waste is contracted through LA Contract (Smiths)
- Confidential Waste is on an ad hoc basis with Printwaste
- Electrical devices ie Laptops Henplan
- Confidential paperwork is shredded on site
- Cotswold drains are employed to empty the Fat Trap as per Severn Trent waste compliance requirements.

Disposal of Waste

- Waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- Fire safety is considered e.g. security of bins
- An appropriate (licensed) waste contractor (LA contract with Smiths)
- All waste classified as 'hazardous' is collected by specialist firm and disposed of in the approved manner.(PHS)

Section 3.8 - Catering and Food Hygiene

Food Hygiene

- The provider of the food business Caterlink is registered with the Local City Council
- Caterlink has a food hygiene management system (HACCP) in place
- Caterlink staff are appropriately trained in food hygiene.
- Caterlink staff are allergy trained and responsible for managing allergy menus for relevant pupils.
- Caterlink have access to competent health and safety advice.
- Food hygiene inspection reports are shared with the school and the rating is 5 stars (latest inspection date was (23/5/24)

- The LA provide an annual catering check (on behalf of Caterlink) and report back to the school
- Breakfast Club / Teaching Partners/ Holiday club/ Coney Club / Pre School staff have undertaken Food hygiene Training
- Breakfast Club/ Coney Club have an allergy list of food provided.

Section 3.9 – Health and Safety Advice

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