



Trusting in God, together we live, learn and grow.

**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 and is for Haresfield Church of England Primary School.

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, Mrs Rachel Bacon.

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.

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| Signed: R. Bacon | Signed: <i>H. Williams</i> |
| Headteacher's name: Mrs Rachel Bacon | Chair of Governors' name: Mrs Helen Williams |
| Date: 12 / 10 / 2024 | Date: 12 / 10 / 2024 |

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 Assistants

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

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 Premises Manager (Bursar, Business Manager, Site Manager)

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

Volunteer and Parent Helpers

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

Part 3 General Arrangements

Part 3.1 – Risk Assessment

Risk Assessment

The school follows the SHE assessment process when assessing risks at school.

An updated risk assessment linked to Covid procedures has also been produced following the advice from the SHE team.

These risk assessments are shared with governors regularly and updated either yearly or if significant changes are made due to covid restrictions.

Mrs Bacon, the head teacher, has the responsibility for updating these risk assessments and ensuring that staff, governors and all relevant parties have been informed of the changes. This is done through staff meetings, Governor meetings and through newsletters, directing parents to the risk assessment on the school website.

A review is carried out annually or after any incident .

Generic risk assessment

The head teacher, the bursar and the H and S governor use a risk assessment toolkit to manage low level risks around the school to collect information to inform change. This is carried out daily, (visual checks) weekly (alarm checks) and termly for a more detailed walk around with a governor.

School Trips/Offsite Visits

Mrs Bacon, the head teacher, is the delegated Off-Site Visits Coordinator (OVC) and has responsibility to oversee risk assessments for trips. 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.

Curriculum Safety

Subject leaders ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE 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 subject leader and all tools and equipment are checked, maintained and stored correctly.

Part 3.2 - Specific Risks

Communication

The head teacher and governors communicate with staff the changes in policy through staff meetings, INSET training and through email.

Visitors to the school are informed of H&S regulations and any immediate risks when they sign in at reception upon arrival at school. A leaflet on fire safety is shared with all visitors.

Health and Safety is planned across the curriculum to ensure that pupils are engaging with keeping themselves safe at an age appropriate level. A 'keeping yourself safe' workshop is planned every 6 weeks on a range of topics such as road safety, keeping safe in the dark, stranger danger and online safety. Online safety is planned throughout the curriculum in every year group.

A short induction for volunteers is carried out the first time they visit school. All contractors are informed of H&S procedures as 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 a notice board in the office for low level concerns, staff meetings – H&S discussed as part of agenda.

Display Screen Equipment

The majority of employees within the school are not considered to be DSE users; Office staff using computers will have appropriate (e.g. adjustable) equipment

The school refers to SHE guidance for support in this area

The Headteacher ensures that DSE workplace assessments are conducted for any users

DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Cleaning staff are the only users of hazardous substances. 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:

- having everyone off site by 18.00
- a second person knows that a member of staff is in the school alone

Guidance for lone working

While in the building alone:

- **Keep all entrances locked using key pad system**
- Keep mobile phone with you and be aware of where phones are in the building.
- If you realise that there are intruders on the site, causing a nuisance or damage, do not approach them, ring one of the following:

Police: 999

Headteacher Rachel Bacon

Mobile 07512 757 178

Home address: The Camp, Stroud

Manual Handling

The school manage and reduce the risks by

- Having loads broken down for easier movement (e.g. consortium order)
- use manual handling aids e.g. trolley or sack truck for larger items
- agreed methods for regular tasks e.g. setting up tables at lunchtime – only staff trained to carry out this task.

Moving and Handling Pupils

- assessment of risk and how to move a child are always included in pupil behaviour plans
- only staff trained in correct moving/ handling techniques (Team teach) are to move a child

Parent Teacher Association/ Friends of the School

Prior to any event :-

- risk assessments are carried out for PTA run events and adequate insurance is in place.
- measures used during events include adequate supervision, food hygiene, controlling vehicle movements.

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. This is reflected in the school's covid 19 risk assessment.

Playground Supervision/Play Equipment and Maintenance

A separate risk assessment for use of the field has been carried out. At least 2 members of staff need to be on the field prior to children coming onto the field, children identified as a high risk (they could run out of the field as it has no gates) have a supervised playtime on the playground rather than the field to reduce the risk.

- risks are assessed using the SHE Information Sheet 14 Playground Supervision
- a risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken
- measures to manage the risk include 2 staff at playtime, 2 staff at lunchtime

School Trips/Offsite Visits

- the school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
- the OVC is the Head teacher , Mrs Rachel bacon.
- Trips are organised by teaching staff and risk assessments are carried out using the e-visit toolkit online. All trips and risk assessment must be approved by Mrs Bacon before they happen.

School Transport

- use of SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures
- risks associated with driving are evaluated within assessments for activities.

Security Arrangements

a. Access control: Access control needs to carefully balance the need for the school to be an open, welcoming environment for the community with the need to keep the children and staff safe during the school day. To this end all doors are to be locked when the children are in school (unless under the direct supervision of a member of staff). Access to visitors will be restricted to the main entrance door which is controlled by an electric lock and an intercom system. During the Covid pandemic all visitors will wait outside the school gate for a member of staff to attend.

b. Visitor identification: This entrance will be clearly sign posted for all visitors. Only approved visitors will be allowed to access the school site during the Covid pandemic. This will be very reduced and only on the permission of the HT. All visitors are directed to report to the office to sign in and collect a badge to wear around school. Staff are asked to challenge all visitors not wearing a badge but children are not to do so under any circumstances.

c. Playground: Children are particularly vulnerable on the field. All gates are to be kept shut. At playtime the outside toilet doors can be left open to allow access to the toilets but they must be shut again when the children come in. It is the responsibility of the midday supervisors to make sure that these doors are secured. At lunchtime the midday supervisors will station themselves at points where they can oversee an area. All staff on duty need a whistle which they can blow three times in the case of an emergency to summon assistance.

e. Windows: All windows in the classrooms have restricted access and are closed before the end of the day. All staff have responsibility for closing their own windows.

f. Perimeter Fencing: The fencing must be kept maintained if vandalised. The gates will all be locked in the evenings and at weekends and from 9:15 until 3:00 during the school day. Padlocks will be used for the different gates used by classes, Class teachers are responsible for locking these at the end of the day.

KS1 outdoor area: Whilst in use the Foundation stage outdoor area gates will be locked so that the children are secure inside the area, however at playtimes these gates are opened for access to the field.

g. Equipment marking: All audio visual equipment will be security marked with Smart Water and serial numbers will be carefully logged in the inventory.

h. Access codes and keys: Front door keys and codes for the front door and the intruder alarm system will be disclosed to a few named individuals. The list of these individuals is stored securely.

Working at Height

- The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height. There are no times when access equipment is needed across the site.
- The school discuss and agree arrangements with employees for use of low ladders.

- 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)

Workplace Violence to Employees and Behaviour Management

- dealing with difficult parents – notices stating that aggression and violence will not be tolerated are in reception area. Staff are not left alone with an angry or aggressive parent.
- Any incident is reported using SHE Assure
- behaviour management plans are written for individual pupils where required and shared with all relevant staff
- 3 members of staff have Team teach training

Part 3.3 – Premises Risks

Asbestos

Asbestos is only located in the boiler room – an area that is not accessed by staff or pupils. However we also maintain a safe and healthy environment by:

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

Building Contractors

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

Grounds Maintenance

Grounds maintenance is contracted out to an outside agency.

Cleaning

Contracted cleaners are used daily throughout the school.

- a cleaning schedule is in place which is monitored by the bursar.
- 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
- all members of staff adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Electrical Appliances

Any necessary work and testing of electrical appliances is carried out by qualified, accredited contractors. Electrical appliances are subject to appropriate formal inspection. (PAT testing)

Glass and Glazing

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

Mechanical and Electrical (fixed and portable)

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

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

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

Maintenance of Machinery and Equipment

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

Slips/Trips/Falls

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

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 on site and a sufficient supply of grit/salt is available.

Water Hygiene

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

Part – 3.4 Health and Wellbeing

Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and employees. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

Drug Administration

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

No medication permitted into the school unless there is written parental consent stating the name of the pupil, the medication, and the frequency and dosage to be administered.

A log is kept of all medication administered. (in Tracey's office)

Medicines provided in the original container/ labelled with the name of the appropriate pupil. Stored in a secure place. Pupils not given any medicines unless by written parental request.

No child under 16 to be given aspirin containing medicine unless prescribed by authorised Doctor/ nurse. Any specific training required by staff on the administration of medication e.g. epi-pen provided by the school nurse.

All emergency medicines (asthma inhalers, epi-pens etc.) are readily available and not locked away.

Any written agreements between parents and the school reviewed periodically to ensure agreement remains accurate. Pupils' medical needs are catered for on educational visits and school trips.

If a child has a medication plan this will be in force until written, signed and dated instructions of a different nature are given by the parent/nurse/doctor. This includes asthma and diabetes plans.

In the case of an emergency the parent may give instructions over the phone but these must be witnessed (heard) by a second member of staff and the instruction written down immediately and signed by both members of staff.

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 a competent body every 3 years or so.
- 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.

The procedure for emergency evacuation is displayed by each fire alarm call point.

The main alarm indicator panel is situated in the library by the front door. Fire drills are executed by the nominated person via this panel. Usually Mrs Bacon. Evacuation drills are carried out termly.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

In general all staff will assemble at the assembly point, unless the source of the fire makes this impossible. Class teacher and Admin officer will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Head warden/nominated person.

Fire Doors and exits

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

Fire wardens

Debbie Davis-Potter (CT)

Liz Weager (CT)

Rachel Bacon (TB)

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the responsible/competent person will periodically check the Fire Safety Log Book and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised. Please refer to the school fire safety policy for more detailed information.

First Aid

- the school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders including 3 x paediatric trained staff for EYFS.
- the guidance issued by the DfE on first aid for schools SHE/Go36 First Aid at Work is followed.

Please refer to the first aid policy for more information.

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.
- the school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance.

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 in writing so that an appropriate risk assessment of their work routines can be carried out
- The checklist contained in SHE is used and reasonable adjustments made

Reporting of Accidents, Hazards, Near Misses and their investigation

- Accidents are reported and recorded on Cpoms and through 'SHE Assure' for RIDDOR reportable accidents
- Parents are either contacted by telephone immediately or for less serious accidents teachers inform parents at the end of the day when picking up their child. If this is not possible a telephone call is made to the parent.
- more significant accidents are investigated to identify the root causes
- accidents are reviewed to spot trends
- data is used to strengthen arrangements such as playground supervision

Smoking on Site

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

Part 3.5 – Monitoring, Review and Audit

Auditing

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

Inspections

Local inspections are carried out to check on unsafe conditions.

- Head teacher carries out informal walkaround daily, the Health and safety governor carries out a walk around each month to identify and assess potential risks.
- The checklist used is then presented to the finance / H&S committee each term
- follow-up to identified risks are marked as an action on the finance / H&S committee minutes

Monitoring

The school employs outside agencies and the SHE team to monitor and report on items such as safety equipment to manage risks.

Review

- the school has a programme for review, updating and reissue of policies
- the Governing Body review new policies, reports such as safety audits, workplace inspections in the finance committee which is then reported to full governors each term.

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 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. The head teacher conducts the performance management process and considers health and safety performance and addresses areas of concern with employees.

Supply and Student Teachers

The school's expectations are made clear to any supply and student teacher through the provision of Staff Handbook / visitor handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant material. 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 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 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.

Section 3.7 - Environmental Management

Environmental Compliance

The school fulfils its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed
- seeking alternatives where possible
- recycling as much as is practicable
- disposing of as little as necessary

Disposal of Waste

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used

Section 3.8 - Catering And Food Hygiene

Food Hygiene

Haresfield School use a catering contractor through the county provision.

- the caterer has a food hygiene management system (HACCP) in place
- catering staff are appropriately trained in food hygiene.
- contractors have access to competent health and safety advice.
- The catering contractor is registered with the Local Authority (District/Borough Council)
- food hygiene inspection reports are shared with the school

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