



SAINT JOHN'S

# **Policy for Health and Safety**

## **Autumn Term 2018**

# HEALTH AND SAFETY POLICY DOCUMENT

## PART ONE

### STATEMENT OF INTENT

This policy statement is the local supplement to Gloucestershire County Council Corporate Health and 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 this Policy 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: Juliette Moxham	Signed: Jonathan Griffiths
Headteacher's name: Juliette Moxham	Chair of Governor's name: Jonathan Griffiths
Date: 5 <sup>th</sup> February 2019	Proposed review date: 20 <sup>th</sup> September 2019

## CONTENTS PAGE

PART TWO - ORGANISATION .....	8
Organisation – Introduction.....	8
The Duties of the Governing Body .....	8
The Duties of the Headteacher .....	8
The Duties of Employees.....	8
Pupils.....	9
School Health and Safety Representatives .....	9
Temporary Staff .....	9
Teaching Staff.....	9
Teaching Assistants .....	9
The Duties of Off Site Visit Coordinators (OVC).....	10
The Duties of Office Staff, Caretaker and Cleaner.....	10
The Duties of Volunteer and Parent Helpers .....	10
PART THREE - ARRANGEMENTS .....	10
Arrangements.....	10
Communication .....	10
Consultation with Employees .....	10
Section 1 - RISK ASSESSMENT .....	10
General Risk Assessment .....	10
Caretaker and Cleaner Risk Assessment.....	10
Individual Risk Assessment.....	11
Curriculum Activities .....	11
Contractors .....	11
School Trips/Offsite Visits.....	11
Working at Height.....	12

Noise .....	13
Violence to Staff .....	13
Security Arrangements Including Dealing with Intruders.....	13
Personal Security/Lone Working.....	13
Hazardous Substances (Control of Substances Hazardous to Health CoSHH).....	13
Personal Protective Equipment.....	14
School Transport.....	14
Manual Handling (typical loads and handling pupils).....	14
Display Screen Equipment.....	14
Parent Teacher Association.....	15
Playground Supervision/Play Equipment and Maintenance.....	15
<b>Section 2 - PREMISES .....</b>	<b>21</b>
<b>Error! Bookmark not defined.</b>	
Mechanical and Electrical (fixed and portable).....	15
Maintenance of Machinery and Equipment .....	16
Asbestos.....	16
Service Contractors.....	16
Building Contractors.....	16
Small Scale Building Works .....	16
Lettings (shared working – playgroups etc).....	17
Slips/Trips/Falls.....	17
Cleaning .....	17
Caretaking and Grounds Maintenance (and grounds safety).....	17
Gas and Electrical Appliances .....	17
Glass and Glazing.....	18
Water Supply/Legionella .....	18

Snow and Ice Gritting.....	18
<b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS....</b>	<b>19</b>
Infectious Diseases .....	19
Dealing with Medical Conditions.....	19
Drug Administration.....	19
First Aid.....	19
Reporting of Accidents, Hazards, Near Misses.....	20
Fire Safety and Emergency Evacuation .....	21
Crisis and Emergency Management.....	22
<b>Section 4 - MONITORING AND REVIEW .....</b>	<b>22</b>
Monitoring.....	23
Inspections.....	23
Review.....	23
Auditing.....	23
<b>Section 5 -TRAINING.....</b>	<b>23</b>
Staff Health and Safety Training/Competence .....	24
Supply and Student Teachers.....	24
Volunteer and Parent Helpers.....	24
<b>Section 6 - HEALTH AND WELLBEING .....</b>	<b>25</b>
Pregnant Members of Staff.....	25
Health and Well Being Including Absence Management .....	25
Smoking on Site .....	25
<b>Section 7 - ENVIRONMENTAL MANAGEMENT.....</b>	<b>25</b>
Environmental Compliance.....	25
<b>Section 8 - CATERING AND FOOD HYGIENE.....</b>	<b>25</b>
Catering and Food Hygiene .....	25

Section 9 – HEALTH AND SAFETY ADVICE .....26  
Information..... 26

## **PART TWO – 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 Policy Document.

### **The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this Health and Safety 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 Health and Safety 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 and 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 Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and 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. Trade Union 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 staff are provided with information and guidance which includes the Health and Safety Policy, 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.

## **Teaching Staff**

Teaching staff have a day to day responsibility for ensuring compliance with this Health and 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 their classroom. Class 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 and Safety Policy 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), the Deputy Headteacher, ensures that all off-site activities and Educational Visits, Regulations and Gloucestershire County Council (GCC) Safety, Health and Environment (SHE) standards for offsite visits are followed. The OVC works with teachers to ensure the aim of the educational visit is achievable and in line with those of the school.

## **The Duty of Office Staff, Caretaker and Cleaner**

The Office Staff, Caretaker and Cleaner have day to day responsibility to ensure they comply with the School Health and Safety Policy Document and take 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.

## **The Duty of Volunteer Helpers**

Volunteer helpers must ensure they comply with the School Health and Safety Policy and take effective action and/or immediately referring to the class teacher any health and safety issues brought to their attention.

## **PART THREE – ARRANGEMENTS**

### **Arrangements**

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.

### **Communication**

The school recognises the importance of communication regarding health and safety to staff, visitors, pupils, parents, volunteers and contractors. This is conducted through staff and visitor induction, staff meetings, in-service training (INSET) and regarding pupils, during assemblies and/or in lesson time.

### **Consultation with Employees**

The school recognises the importance of consulting with employees on health and safety matters during INSET and staff meetings 'as and when' required.

## **Section 1 - RISK ASSESSMENT**

Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk.

The outcome of the risk assessments should be communicated to those affected and maintained on the records of the establishment. Risk assessments should be reviewed periodically or where there is a change in circumstances.

### **General Risk Assessments**

The school risk assessments (for all activities, including teaching and non-teaching and one off activities) will be co-ordinated by the Deputy Head and are available for all staff to view. They are available on the school server and held centrally in The On-Site Risk Assessment File located in the School Office Admin Cabinet.

### **Caretaker and Cleaner Risk Assessments**

Risk assessments relating to premises work undertaken by the Caretaker and/or Cleaner will be held centrally in the External Audit/Risk Assessment File located in the School Office Finance Cabinet.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member are held on that person's file and will be undertaken by the head teacher. It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the relevant class teacher. They are available on the server and filed centrally in the School Office Admin Cabinet in the On-Site Risk Assessment File.

### **Contractors**

Contractors to provide the school with risk assessments, method statements and appropriate qualifications when appropriate.

### **School Trips/Offsite Visits**

The school complies with DFE Guidance and the GCC standards on offsite visits and school journeys and uses the QES EGO system. The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (Mr A Brown) who will check the documentation and planning of the trip and if acceptable approve the visit. The Head

teacher will check and approve paperwork relating to trips by the Educational Visits Co-ordinator.

## **Working at Height**

All ladders except step-ladders are BANNED at Saint John's Primary School. These include single pole ladders and extension ladders. Any activity that requires high level access such as light replacement, projector maintenance, ceiling decoration etc should be carried out by an externally resourced competent company.

Working at height can present a significant risk and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height. Frequent documented checks take place to ensure the safe working condition of access equipment. The recommendation is every 3-6 months. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discusses and agrees arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place and kept in their personal file. 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. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs/tables. The head teacher will conduct a simple briefing on the arrangements of safe working practices on the INSET day in September.

Within his work in this area, it is the responsibility of the School Caretaker to ensure the following:

- all work at height is properly planned and organised;
- the risks from working at height are assessed and appropriate equipment selected;
- all access equipment is maintained and all equipment is regularly inspected and maintained;
- periodic documented ladder checks are undertaken evidence of which is held in the caretaker monitoring file in the Admin Cabinet in the School Office.

The step-ladders are stored in the Morris Room and outside behind the Barton Room. There is a fixed loft ladder in the library.  
Contractors are not permitted to use the step-ladders.

## **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.

## **Violence to Staff**

The school is aware of its responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensures appropriate control measures are put in place. Staff must report any incident of aggression or violence (or near misses) directed to themselves to the Head teacher. All reported incidents of violence are recorded on the SHE Enterprise System.

## **Security Arrangements Including Dealing with Intruders**

Security arrangements are detailed in the Whole School Security Policy.

## **Personal Security/Lone Working**

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. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone. Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur and when the building has been exited.
- Establish own checking in and out system with either friends, family or work colleagues.
- Ensure they do not put themselves or others at risk. (Refer to Guidance on Personal Safety in the Health and Safety Manual).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

## **Hazardous Substances (Control of Substances Hazardous to Health CoSHH)**

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. The caretaker checks on the storage and use of

hazardous materials on an annual basis (April) Hazardous substances used by the caretaker are logged and records of used-by-dates are kept. Substances will be disposed of after these dates. The information is filed in the Utilities External/Internal Checks File in the School Office Finance Cabinet.

### **Personal Protective Equipment**

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, it 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

### **School Transport**

The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance 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 and document checks are made annually.

### **Manual Handling (typical loads and handling pupils)**

The school refers to the GCC SHE Manual Handling Risk Assessment toolkit 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 is provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.

### **Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – *Working with Display Screen Equipment*. Headteachers ensure that DSE workplace assessments are conducted for all required users. At present the required users are the Headteacher, Office Manager and Secretary. DSE assessments are reviewed

annually and reviewed again where equipment changes, office layouts change or when there are staff changes

## **Parent Teacher Association**

The school offers support to the Parent Teacher Association (PTA) and provides 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. The PTA Co-Chair (Z Forbes and D Jones) are responsible for overseeing the risk assessments which are carried out by the PTA member who is organising that particular event. The PTA risk assessments are held in the PTA File in the Resource Room.

## **Playground Supervision/Play Equipment and Maintenance**

Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken. The LA grounds maintenance department conduct an annual inspection of the Trim Trail.

## **PREMISES**

### **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 the Premises, Maintenance, Servicing and Repair Log Book in the School Office. Reference is made to AMPS *Technical Briefing Note EM005 Portable Appliance Testing* and fixed electrical checks are carried out in accordance with AMPS *Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection*. Portable Appliance Testing is carried out by Coles Electrical Co Ltd or another company considered suitable by the Headteacher and is due annually in February. Fixed Wiring Electricity Test and Inspection is carried out by CF Roberts and due every 5 years.

## **Maintenance of Machinery and Equipment**

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependent on the use and type of equipment. The caretaker conducts a risk assessment before using the school drill, strimmer, hedge trimmer or rotary mower.

## **Asbestos**

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

- complying with all regulations and County Policy concerning the control of asbestos;
- removing asbestos-containing materials where the risk to building users is unacceptable;
- having a named officer, currently the Headteacher, who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance.

When necessary, the Headteacher will communicate to all staff and visitors where asbestos containing materials are located within the school site. The school's own Asbestos Survey is located in the Asbestos File in the Admin Cabinet in the School Office.

## **Service Contractors**

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 contractors should report to the school and enter their details in the school log book which is located in the admin cabinet in the school office. Service contractors are provided with details of our 'keeping children safe' information and all contractors are consulted over emergency arrangements. A copy of this document is provided to them.

## **Building Contractors**

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 contractors whilst on the school site. Headteacher and Contractor will be involved in pre-meetings in which timescales for work methodology (e.g. noisy works, carried out when school is unoccupied wherever possible), access requirements and emergency access requirements are identified.



### **Small Scale Building Works**

This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place. Contractors are expected to report to the school office prior to start of work and approval prior to start of work will be given by SLT, Office Manager or Caretaker, as appropriate according to the time of day. Contractors will be provided with a visitors badge and asked to read the 'Information For Visitors' document.

### **Lettings (shared working – playgroups etc)**

Letting arrangements are detailed in the Whole School Security Policy.

### **Slips/Trips/Falls**

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 Caretaker ensures regular inspection of communal areas. All staff are expected to be vigilant and aware of possible hazards. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher.

### **Cleaning**

A cleaning schedule is in place which is monitored by the Headteacher. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure 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.

### **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 GCC SHE General Risk Assessment Toolkit. The Caretaker is the responsible person and he reports to the Headteacher. The Premises Committee conducts a 'Health and Safety' check on a twice yearly basis and report its findings to the Headteacher. The Headteacher acts on findings as appropriate.

### **Gas and Electrical Appliances**

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. The gas boiler is inspected

annually in October by M.I.H. Mechanical Installation Heating Services. See Mechanical and Electrical above for electrical appliances 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 800 mm), such as glazing in doors is toughened, laminated glass and complies with safety regulations 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 the twice yearly governor 'Health and Safety' check.

### **Water Supply/Legionella**

An effective water hygiene management plan is in place to control the risks of legionella to staff, pupils and members of the public. The named responsible person, the Caretaker, 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 on a monthly basis by the Caretaker and detailed in the Utilities External/Internal Checks File which is kept in the Finance Cabinet in the School Office. A system is in place, where the Office Manager checks the log book on a monthly basis, and ensures an annual check is carried out by GCC. 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.

### **Snow and Ice Gritting**

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.

## **Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS**

### **Infectious Diseases**

The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings' on wall in disabled toilet.

### **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 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. The responsible person collects and stores the care plans in a file located in the school office. The School Administrator (at present Mrs Mayhew will inform Mrs Russell of care plans needed by pupils arriving after the beginning of the academic year.

### **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 staff. Information regarding the administration of medicines is sent to all new parents as part of the 'School Welcome Pack'. Staff who are first aid trained are eligible to administer medication to pupils, strictly with written consent from parents only. The 'Medical and Care Plans' File is situated in the School Finance Cabinet in the School Office.

### **First Aid**

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 GCC SHE procedure is followed. The school has 4 staff who are trained in First Aid at Work, Mrs Kimber, Ms Morrow, Mrs S Russell, Mrs Snow and 4 staff who are trained in Paediatric First Aid, Mrs Russell, Ms Price, Ms Morrow and Miss Russell. The Office Manager holds a photocopy of their certificate and the original is kept in individual staff files. The first aid box is located in the disabled toilet.

See training time-table below

#### First Aid at Work

Name	Valid Date	Training Due
Mrs D Kimber	24/03/2017-18/03/2020	March 2020
Ms S Morrow	09/06/2017-18/03/2020	March 2020
Mrs A Snow	09/06/2017-18/03/2020	March 2020
Mrs S Russell	26/09/2018-25/09/2021	September 2021

#### Paediatric First Aid

Name	Valid Date	Training Due
Mrs S Russell	18/03/2016-17/03/2019	March 2019
Ms A Price	17/11/2016-16/11/2019	November 2019
Ms S Morrow	02/10/2018-01/10/2021	September 2021
Miss E Russell	13/09/2018-12/09/2021	September 2021

St. John Ambulance Training Centre at Staverton, Gloucester Tel: 0844 770 4800

## Reporting of Accidents, Hazards, Near Misses

The school report and investigate all accidents, incidents and near misses and adheres to the GCC She Procedure SHE/Pro/4 Accident Reporting and Investigation.

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 by the Headteacher using the SHE Enterprise accident database.

A pupil accident book located in the Y2 classroom is used to record all minor incidents to pupils, any more significant incidents must be also recorded in the accident book and reported to the Headteacher. Accident slips will be completed by the staff member who first attended the incident. If a pupil has had a bump on the face, nose or head, parents will be informed in the following ways:-

- a. by text if the pupil has received first aid and at that stage requires no further attention; or
- b. by telephone if further attention is required.

The class teacher will inform parents at the end of the day, if their child has been involved in a minor accident. The Inclusion Lead (IL) will hold a meeting three times a

year with Teaching Assistants (TAs) to review and update procedures. A staff/visitor accident book is located in the School Office and is the responsibility of the School Office Manager. School accident reports will be monitored for trends and a report made to the Premises Committee on an annual basis. The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Fire Safety and Emergency Evacuation**

The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place. The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in the Fire Folder in the Finance Cabinet of the School Office and reviewed on an annual basis.

### **Fire Instructions**

These documents are made available to all staff and included in the induction process. An outline of evacuation procedures are made available to all contractors and visitors. Emergency exits, fire alarm call points and assembly points in the infant playground are clearly identified by safety signs and notices.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed in the staff induction file and a summary posted in each classroom. These procedures will be reviewed at least annually. Emergency contact and key holder details are maintained by the School Administrator and updated upon review. The fire alarm is tested on a weekly basis.

### **Fire Drills**

- Fire drills undertaken 3x annually and a record kept in the fire log book in the School Office.

### **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Details of service isolation points are noted on the school plan and a copy is kept in the School Office and Headteacher's Office.
- The Caretaker keeps an inventory of chemicals and flammable substances on site in the Property Risk Assessment File, held in the School Office.

## **Crisis and Emergency Management**

A Crisis Management Team (The SLT) 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. When considered appropriate by the head teacher, a test may be carried out on a basis to ensure that it is feasible and realistic. After a practice, deficiencies will be corrected. The emergency plan is reviewed on an annual basis. The plan and procedures are located in the filing cabinet in the School Office and filed under emergency plans.

## **Section 4 - MONITORING AND REVIEW**

### **Monitoring**

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.

### **Inspections**

Regular safety inspections (2x annually) are carried out by a Governor from Premises Committee using the school check lists and the GCC Governors' Health and Safety Inspection Checklist (SHE Guidance/GO38/V1). Inspections 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. Findings from the safety inspections are sent to the Headteacher who actions the recommendations.

### **Review**

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 un-planned checks and inspections. A regular Health and Safety Report is presented to Governors in the Headteachers Report which includes a statistical breakdown of accidents trends and a review of risk assessments. The Health and Safety Policy Document will be reviewed annually and approved by the Governors.

### **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. If appropriate, the action points identified through the audit form part of the school development plan. The audit is carried out by the SHE unit and undertaken every 3 years.

## **Section 5 –TRAINING**

### **Staff Health and Safety Training/Competence**

The school is committed to ensure staff are competent to undertake the roles expected of them. The Office Manager undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensures that appropriate training is delivered and training records held centrally. The training needs 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.

### **Supply and Student Teachers**

The school's expectations are made clear to the Supply and Student teachers through the provision of The Teacher Induction File. Supply and Student teachers are given a copy of the Induction File, Health and Safety Policy Document and other relevant Policies. The Deputy Headteacher (Mr A Brown) is responsible for liaising with Supply/Student teachers on general school organisation and routines. When Supply/Student teachers attend the school to cover for staff absence at short notice the Deputy Headteacher gives guidance on the work to be covered. The Deputy Headteacher is also responsible for ensuring safeguarding, code of conduct, security arrangements, and fire safety information are provided to Supply/Student teachers.

### **Volunteer and Parent Helpers**

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers must read and sign the volunteer induction file located in the school office before they commence work at school. They are expected to wear a visitors badge at all times and follow the school procedures. The Office Manager 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 6 - HEALTH AND WELLBEING**

### **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 by the head teacher with reference to GCC SHE guidance.

### **Health and Well Being Including Absence Management**

The school takes a proactive approach to staff wellbeing and absence management. The head teacher has an open door policy, teachers have PPA time and the school strives to deliver family friendly working arrangements. The school endeavours to promote a culture of co-operation, trust and mutual respect and to ensure good management practices are in place and staff have access to competent advice and Occupational Health Services.

**Smoking on Site** This is strictly forbidden.

## **Section 7 - ENVIRONMENTAL MANAGEMENT**

### **Environmental Compliance**

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. Grundons Ltd come on a weekly basis (Tuesday) and will dispose of all waste. Print Waste Ltd takes paper and plastic when appropriate, usually on a monthly basis. The Caretaker is the responsible person for this.

## ***Section 8 - CATERING AND FOOD HYGIENE***

### **Catering and Food Hygiene**

All catering contractors have in place a food hygiene management system and competent health and safety advice. The contractors (Caterlink) are registered with the Local Authority (District/Borough Council).

## ***Section 9 – HEALTH AND SAFETY ADVICE***

### **Information**

Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425349/50