



FAIRFORD CHURCH OF ENGLAND PRIMARY SCHOOL

Isaiah 49:16 'I have written your name on the palms of my hands'.

Actively learning together in a safe, happy environment shaped by the certainty that each individual is loved and known by God.

Fairford C of E Primary School



Health and Safety Policy

Reviewed by Resources Committee: Feb 2024

Date of next review: Feb 2025

Vision and Values

Our school vision is: *Isaiah 49:16 "I have written your name on the palms of my hands".*

Actively learning together in a safe, happy environment shaped by the certainty that each individual is known and loved by God.

At Fairford Primary School we have chosen those values that best reflect our thoughts as a school and community

Perseverance

Friendship

Respect

Forgiveness

Trust

Thankfulness

**FAIRFORD C of E PRIMARY SCHOOL
HEALTH & SAFETY POLICY DOCUMENT**

**PART 1
STATEMENT OF INTENT**

1. This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.
2. The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and 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.
3. 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.
4. 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; and
 - ensuring safe use, handling and storage of substances at work.
5. In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and to 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.

6. The Governing Body and Headteacher will ensure adequate resources, including finance, are available to implement the Policy.
7. The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the school's health and safety performance. For this Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.
8. This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
9. 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: <i>CMuir</i>
Headteacher's name: Mrs Julie Fellows	Chair of Governors' name: Mrs Clare Muir
Date: 11 / 06 / 2024	Date: 11 / 06 / 2024

Part 2 Organisation

10. Fairford Primary School is, as of September 2019, classed as a 1.5 entry Primary school with an “in-house” nursery and pre-school which is managed as part of the School’s Early Years Provision. The school has pre and after school facilities. The setting of the school is semi-rural, being sited at the edge of the town of Fairford. In September 2019, the school underwent an extension to the site and remodelling of the existing building adding a pre-school and nursery provision and additional classrooms.
11. The school has an SLT consisting of the Headteacher, the Deputy Headteacher, the SBM and Senior members of the teaching staff.

Organisation – Introduction

12. 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

13. 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 and ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Headteacher

14. 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 and 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 always maintained.

The Duties of Employees

15. 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

16. 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

17. The school does not have an independent school safety representative. If one were to be appointed by a recognised Trade Union, the Governing Body and Headteacher would recognise their role. 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 of the school and do not carry out duties on behalf of the Headteacher or Governing Body.
18. The school does employ the services of GCC to advise and guide the Governors and Headteacher in matters surrounding H&S practices within a school environment.

Temporary Staff

19. Temporary members of staff are provided with information and guidance which includes this Health & Safety Policy Document and details of fire and emergency procedures and other Health and Safety protocols that must be followed. Temporary members of staff will be required to read and sign the Fairford Safeguarding and safety form and complete the attached declaration. This is kept on file by the school business manager. In addition, they are suitably inducted into their role and are directly accountable to the headteacher whilst on the school site. A permanent member of staff or the SLT will always be on hand to answer any questions.

Teaching Staff

20. 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 their classrooms. 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

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

The Duties of Off-Site Visit Coordinators (OVC)

22. The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. They have the responsibility to oversee risk assessments for any activities involving heights or water and advise teaching staff. The OVC works with trip leaders to ensure the aims of the educational visit are achievable, in line with the aims of the school and that health and safety policy and procedures are considered. The school is to refer to the Off-Site Visits Manual on the GCC SHE webpages and if it is a high-risk activity, risk assessments must be submitted and approved by the GCC.

The Duties of Business Manager

23. The SBM has a 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 advising staff of any practices or the use of any tools, equipment etc which are considered unsafe.

The Duties of the School Caretaker Team

24. The School Caretaker Team (consisting of the School Caretaker and Assistant School Caretaker) 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 SBM any health and safety issues brought to their attention. The team will be responsible for PAT testing, water hygiene and required record keeping in respect of fire safety. The Caretaker Team and SBM have up to date asbestos, water and fire marshal training

Volunteer and Parent Helpers

25. Volunteer and parent helpers are provided with information and guidance which includes health and safety guidance, fire emergency procedures and other and other health and safety measures whilst on site. 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

26. The school uses the GCC SHE unit pages on Schoolsnet to access up to date information on compiling and generating risk assessments for both one off and generic activities:

27. School Trips and offsite visits

27.1. Offsite Visits - The SBM has the delegated role of Off-Site Visits Coordinator (OVC) who has responsibility to advise on risk assessments for any activities involving heights or water when required. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.

27.2. Teaching staff are responsible for creating risk assessments for their own activities and trips. They have access to the SHE unit information and use this information to generate new risk assessments appropriately.

27.3. Risk assessments for those pupils with an EHCP or identified specific SEN are written by the SENCO team, in collaboration with the teaching staff concerned.

27.4. Risk assessments for pupils who are not currently recognised with a specific SEN but for whom there may be medical or behavioural issues are written by the teaching staff concerned with input from the Nurture Team.

27.5. The school relies upon recognised organisations and attractions to provide risk assessments in respect of proposed activities. The teacher responsible for coordinating the trip will ask to see associated risk assessments and raise any issues accordingly. If risk assessments are not available, it is the responsibility of the teacher organising the trip to conduct a bespoke risk assessment and preferably a pre visit.

27.6. It is the school policy that one member of staff on the trip has visited the proposed attraction prior to the visit being made and has considered the risk assessment for the overall trip/activity in light of this.

27.7. All such risk assessments are submitted to the Headteacher for approval prior to the trip taking place.

28. Work-based activities

28.1. The SBM is responsible for looking at risk assessments in respect of school housekeeping and use of premises to ensure the safe running of the school and related activities the school uses the GCC Primary School risk assessment toolkit for this process.

29. Overall responsibility

29.1. The Governors and the Headteacher have overall responsibility to ensure appropriate risk assessment are carried out in the school and for individual activities and visits when required. It is the role of any appointed H&S governor to discuss and if required review the use of risk assessments within school on an annual basis, their relevance to the specific activity and any incidents arising from the activity that would result to changes in school practices or procedures. This review should be

recorded in the minutes of the Resources Committee and any matters arising from such a review should be brought to the attention of those member of the Committee for due consideration and appropriate action if needed.

29.2. Risk assessments are also checked by the GCC during the H&S audit process.

Part 3.2 - Specific Risks

Communication

30. Matters around H&S, including safeguarding and welfare, are communicated to stakeholders via several means:

Staff:

- 30.1. Staff communication: staff messaging/emails/various staff meetings/staffroom notices
- 30.2. All new staff are directed to the relevant page on the school website and must read the H&S induction pages and sign that they have done do.
- 30.3. The H&S policy is made available via the school website and staff are asked to read it annually and to sign the declaration form that they have done this.
- 30.4. Records of this are kept by the school business manager and filled against staff records.

Visitors:

- 30.5. All visitors must sign in at Reception onto the school portal.
- 30.6. Visitors are informed verbally of any issues around H&S, safeguarding and welfare, which may affect them during their visit. This is deemed more effective than providing a leaflet to be read.

Pupils:

- 30.7. Pupils are reminded during lessons and assemblies of matters regarding their H&S and the safety of others.
- 30.8. The Home/School agreement also refers to school safety.
- 30.9. Staff must always use opportunities to embed safe practices.
- 30.10. All staff impart to pupils, regardless of age, the relevant information they always need to keep themselves and other pupils safe and healthy.
- 30.11. Pupils are made aware of what to do in an emergency and who to go to seek help and advice.
- 30.12. Pupils are regularly updated as to what they need to do in respect of hand washing and general hygiene.

Parents:

- 30.13. Newsletters, specific letters and the school messaging system are the 3 main means by which parents are informed regarding matters of school health and safety.

- 30.14. The Home/School agreement refers to creating a safe environment for children to learn in.

Volunteers/Work experience/Student Placements/Supply Teachers:

- 30.15. All volunteers, those on work experience or on a student placement or a supply teacher are required to sign the declaration that they have read the appropriate section of the school website providing information around health, safety and safeguarding. This record is kept by the school business manager.
- 30.16. On any given visit they would be informed of any specific issues that may affect their safety whilst on site e.g. restricted areas, equipment out of service.
- 30.17. The lead teacher of any school activity is required to brief any volunteers as to their responsibilities in respect of their own safety and the safety of the children in our care at any time.
- 30.18. All people under this category are encouraged to act upon any issues they deem to pose a safety matter and report such matters to the member of school staff they are working with or to the SBM/School office.

Contractors:

- 30.19. Any contractor who enters the site is required to sign in on the school portal and is issued with an appropriate badge.
- 30.20. The nature of work to be undertaken is discussed with the SBM or a member of the office team and appropriate measures, such as limiting access to the area to be worked in or organising work to be done during a time/place where pupils are not present, will be co-ordinated.
- 30.21. If the work involves anything that may disturb asbestos, then the contractor is given sight of the most current asbestos audit.
- 30.22. If the work is of a complex or specialist nature it is the usual policy of the school to employ GCC recommended contractors for whom it is known must follow GCC guidelines as to working in schools safely.

Consultation with employees

31. The school recognises the importance of consulting with employees on health and safety matters. This is achieved by keeping staff informed of H&S related information in a timely manner, such as directing them to H&S matters published on the school website, staff meetings, staff emails and the school messaging system and school notice boards. Staff are encouraged to bring to the attention of the SBM any matters they feel pose a risk to the safety and wellbeing of those in our school, including themselves, the pupils in their care or any visitors to our school.

32. Display Screen Equipment

- 32.1. The school uses the information provided by the GCC SHE unit as to which members of staff need to be assessed under the Display Screen Equipment (DSE) rules.

- 32.2. Most staff use laptops and move the position of their workspace to suit their teaching needs at any given time.
- 32.3. Most staff within the school are not considered to be DSE users; Office staff using computers will have appropriate (e.g. adjustable) equipment.
- 32.4. The school follows GCC SHE guidance as to DSE use.
- 32.5. The SBM ensures that DSE workplace assessments are conducted for any users.
- 32.6. DSE assessments, where they have been carried out, are reviewed annually and where equipment changes or office layouts change or when there are staff changes.
- 32.7. All staff are reminded, via this policy, that DSE assessment, is their responsibility and that regular breaks should always be taken when using DSE if they have been working continuously for over 1 hour without any form of a break.

33. Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Note: Only substances used by school staff that are classed as hazardous (those with an orange background warning symbol) require CoSSH risk assessments.

- 33.1. Staff/work placements/volunteers are reminded of their responsibilities under CoSHH via the induction process.
- 33.2. All persons are discouraged from bringing in items from home without showing or speaking to the SBM, so checks can be made.
- 33.3. Cleaning in school is mainly through the GCC appointed contractor, Glen Cleaning, and they manage their own policy as to the storage and use of chemicals.
- 33.4. The kitchen uses some cleaning products – these are supplied and monitored by the contractor, Dolce.
- 33.5. Any cleaning materials purchased for school use are kept locked away and usage is monitored by the SBM.
- 33.6. The Caretaker Team has a locked cupboard where items such as paints, varnish and sprays are kept.
- 33.7. The Caretaker Team and the school employed groundsman are the only persons in school regularly using PPE, although all staff/students/work placements are made aware of the availability of PPE as part of their induction.
- 33.8. Items are, in the majority, purchased from reputable suppliers, such as The Consortium, who supply data sheets. If no data sheet is supplied but is needed an internet search is made to try to ascertain any issues around the product in respect of safe usage and storage.
- 33.9. 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.

Lone Working

- 34. The school manages the risk of lone working as follows.

- 34.1. Staff must use the school electronic staff and visitor log when entering or exiting the school. This includes members of staff accessing the school in school holidays or, on the very rare occasion, weekends.
- 34.2. This system can be monitored offsite by the SBM and other key holders.
- 34.3. Key holders to the site are limited to the SLT, the IT consultant, and the school Caretaker Team.
- 34.4. Staff must be off site by 18.00 – the Caretaker Team locks the school at 7pm
- 34.5. Access to the school is via a keypad.
- 34.6. There are several telephones around the school that lone workers would have access to in an emergency, one in each classroom.
- 34.7. Staff are told when and at what time the school will be open during the holidays and are encouraged to let a member of the SLT know when it is their intention to work at the school.
- 34.8. Some members of the office team are contracted to work during the school holidays and communicate with each other as to when they are in.
- 34.9. The school caretaker is contracted to work 52 weeks/2 hours per day – and informs the SBM if he is not going to work any given day.
- 34.10. GCC contracted cleaning company Glen Cleaning, is employed by the school and it has its own Lone Worker Policy to cover its staff.
- 34.11. The school employed Groundsman makes the SBM aware when and where he is working on site so to ensure he is accounted for.

35. Set out below is the schools' guide to staff in respect of lone working:

Ideally staff should not work alone at school, as there are risks involved, such as assault, accident or sudden illness. Indeed, you should consider carefully if you need to be on site at all outside of reasonable hours as it is important to preserve a 'work-life balance'.

Any member of staff wishing to work outside of normal hours or during school holidays, should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers.

However, if you choose to work alone (or are working during a holiday period) on site you should take the following precautions:

- *You must complete the 'Signing In/Out Register' on arrival and departure, which is located in the School office.*
- *Carry a mobile phone with you.*
- *Do not work at heights on a ladder or steps.*
- *Do not go into lofts or any other space in which you may become trapped.*
- *Do not do any tasks involving hazardous tools or materials.*
- *Avoid working outside the main building.*
- *Lock the doors and close the windows to prevent intruders.*
- *Know the location of your nearest fire exit and how to open it in an emergency.*
- *Know the location of the nearest first aid kit.*
- *If working after dark, always carry a torch.*

- *When leaving, limit the amount you are carrying to have one hand free.*
- *Ensure someone knows where you are and your estimated time of arrival home.*
- *If you arrive at school and find any sign of intruders, do not enter the building. Instead call the police.*
- *Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.*
- *When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.*

36. Manual Handling

- 36.1. All members of staff are reminded of the need to consider their safety and to refrain from the moving of heavy objects.
- 36.2. The Caretaker Team have been trained in safer handling techniques and supplied with equipment to assist with such tasks – such as trolleys.
- 36.3. Loads are to be broken down for easier movement and /or the use of the trolley.
- 36.4. Site staff assist with handling operations.
- 36.5. The Midday Supervisors (MDS) involved with lunchtime setting up duties have agreed methods for their regular tasks e.g. setting up tables at lunchtime.
- 36.6. MDS have been issued with an appropriate risk assessment for this task.

37. Moving and Handling Pupils

- 37.1. The moving and handling of pupils is limited and only should occur if included in pupil behaviour/care plans.
- 37.2. Some staff have undergone appropriate restraint training, which is reviewed and renewed if required based on children in school.
- 37.3. If appropriate, staff are trained in correct moving/ handling techniques.
- 37.4. Handling aids such as hoists and lifts are inspected and serviced regularly.
- 37.5. The school has a designated hygiene suite with hoist/adjustable sink and appropriate bars to assist a child's use of the toilet and to cut down on the amount of manual handling when required. No child in school, at present, requires assistance to access hygiene facilities.

38. Noise

- 38.1. 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.
- 38.2. Ear defenders are made available to those pupils where noise issues have been identified as part of their care plans.
- 38.3. When RIAT is on, pupils are encouraged to bring in ear defenders from home and to use them.
- 38.4. The Groundsman uses ear defenders when using equipment such as petrol mowers or strimmer.

39. Parent Teacher Friends Association

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

40. Personal Protective Equipment (PPE)

- 40.1. The need for PPE as a control measure is assessed based on risk assessment and CoSHH assessments.
- 40.2. Where it is assessed that PPE is required, PPE is appropriately selected and provided.
- 40.3. Staff are responsible for ensuring that they use PPE where it is provided.
- 40.4. Risk assessments reflect the need for PPE and what is provided if necessary.
- 40.5. The Caretaker Team and the groundsman are the main users of PPE, although all staff/students etc. are made aware of what PPE is and why it might be used as part of the online school induction process.

41. Playground Supervision/Play Equipment and Maintenance

- 41.1. Guidance on assessing the risks associated with this is taken from the GCC SHE Information Sheet 14 Playground Supervision.
- 41.2. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.
- 41.3. Teaching staff are present to supervise pupils from 8.30 am (school starts at 8.30am) and at playtime.
- 41.4. At lunchtime there are 7 mid-day supervisors (this includes 1 senior supervisor who co-ordinates between the MDS staff and the line manager, the Deputy Head. There are also 2 paid first aiders who are available at lunchtime to cover more major first aid incidents (MDS on the playground, all carry minor injury first aid kits).
- 41.5. Staff always position themselves at various locations on the playground to ensure the good visibility of the play area.
- 41.6. The Trim Trail is risk assessed. During lunchtime play the use of the equipment is limited to 10 pupils at any time for 5 minutes, to allow rotation and safe play. Whole class use is limited to 16 pupils, supervised by a member of teaching staff. Signage clearly states that the equipment is not to be used out of school hours. In all situations of usage, children are not to climb on the top bar nor to climb higher than the shoulder height of the person supervising them.
- 41.7. All pupils take their lunch in the dining hall. Lunchtime is staggered to ensure a steady flow of pupils via the dining hall and on the playground to ensure appropriate ratios in respect of pupil supervision are always maintained.
- 41.8. During lunch time play, staff have use of walkie-talkies to aid communication between staff outside and inside the building.
- 41.9. The Caretaker Team takes responsibility for carrying out visual checks in respect of the play areas for damage, wear and tear and any hazardous rubbish, such as bottles and cans. A full walk around is conducted at least once per week.
- 41.10. The school playing field is inspected by a MDS prior to its use (in season).

- 41.11. The area known as Watkins wood, is used during curriculum time and occasionally by the in house after school club. Staff must check the area prior to usage to ensure it is safe to use and clear of any hazards.
- 41.12. At home time, staff do not let pupils out of the classrooms, unless they are met by a person who is listed as one who can collect that child or a person whom we know on that day has permission to collect the child. The school "System" internal messaging service is used to deliver messages to the classroom in a timely fashion to ensure teachers are made aware of any daily arrangements. This includes which children in Year 6 have permission to walk home on any given day of the week.
- 41.13. Tree Tops, the in house after school club has an electronic registration system and children are collected from the classrooms at the end of the day by a member of the team.
- 41.14. Other, privately run clubs and in-house sports clubs – pupils are collected from the central school atrium by the club leader.

42. School Trips/Offsite Visits

- 42.1. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys and uses the GCC E-Visit guidelines and the online portal to record any visit of a residential nature or which involves water or high ropes.
- 42.2. The OVC is the SBM.
- 42.3. The teacher in charge of any trip/visit/activity/residential stay is responsible for organising the trip, checking the venue, obtaining risk assessments from the venue and creating a risk assessment around the activity. This may be by using a current generic school risk assessment, (with or without amendments), or creating a new one.
- 42.4. Generic risk assessments are available to the teaching staff on their part of the school server.
- 42.5. The SBM is only involved in the process if it is residential/on water/ or involves high ropes.
- 42.6. The Headteacher must sign off all risk assessments and trip/activity proposals prior to the trip/activity date, (in the long-term absence of the Headteacher, the Deputy may sign).
- 42.7. The exception to this is Forest School, which is signed off on the day as the children attend the activity, (the SBM and Deputy Head may sign off).

43. School Transport

- 43.1. The school refers to and follows GCC SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures.
- 43.2. The risks associated with driving are evaluated within risk assessments for activities.
- 43.3. Checks are made to ensure that staff who drive 'at work' have the correct documents and business cover insurance.
- 43.4. Checks are made in respect of parents/volunteers who offer to assist with transport, with sporting fixtures.
- 43.5. The school uses local reputable coach companies for transport on trips.

Security Arrangements

44. 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:
- 44.1. Door security – external entry doors have keypads.
 - 44.2. Visitor signing in/ badges – the school has its own bespoke visitor system. Blue lanyard for school staff, green lanyard for visitors who are recorded on the SCR or have clearance via another organisation and can be allowed to move around the school unaccompanied; Red lanyard for visitors who must be accompanied onsite at all times.
 - 44.3. Smartwater is used in school to “mark” valuable items.
 - 44.4. Staff and pupils are encouraged to challenge any strangers on site – those persons not wearing a school badge are referred to the school office to sign in.
 - 44.5. The school has several gates which are locked during pupil school hours to limit access to the school via the school office.
 - 44.6. Although most of the school is bound by low walls or trees and shrubs there is no historic evidence of a level of unlawful access to cause concern.
 - 44.7. The school has 4 CCTV cameras positioned at the 2 main door entry points of the school and the main admin corridor.
 - 44.8. The CCTV is maintained and monitored by the school ICT contractor,
 - 44.9. The school office and SBM have iPads to monitor movement during the day via the CCTV.
 - 44.10. The school “System” allows for pupils arriving late or those who are leaving with parents to attend appointment to be signed in/out accordingly.
 - 44.11. The classroom registers are taken on “The System” and absentees investigated and recorded to ensure all pupils are accounted for.
 - 44.12. An emergency list is generated every morning from data entered and held on “the System”.
 - 44.13. Contractors are issued with a badge and are only allowed on site with prior arrangement. They may be allowed to work independently during school opening hours if the SBM has carried out a visual risk assessment and they are known contractors/GCC approved, and safeguarding has been considered.

45. Work Experience Placements

- 45.1. Work experience can be for both person under 16 years of age and those over age 16:
- 45.1.1. The former is mainly the pupils wishing to do either a 1-week block of work experience from the adjoining Academy. briefing pupils before placements and reviewing afterwards – in this instance a form as produced by the Academy is completed to meet their requirements and the SBM takes the students through the school safeguarding and safety information as available via the school website.
 - 45.1.2. The latter is either pupils over 16 wishing to undertake a one day/week ongoing placement or graduate students on B.Eds. or PGCE placements. These persons may need to have a DBS check in accordance with the flow chart in

Keeping Children Safe in Education (KCSiE 2023) and will be asked to undertake the full online Induction to Safeguarding and Safety reading on the school website.

- 45.2. All placements are administered by the Deputy Head with assistance from the SBM.
- 45.3. All evidence for student placements is kept by the SBM for 10 years.
- 45.4. The appropriate Health and Safety induction is carried out dependant on the age of the person undertaking the placement and what the placement entails. If the individual is under 16 years of age, the teacher responsible will supervise throughout the training.

46. Working at Height

- 46.1. At present no member of school staff is trained to work at height using high ladders. This type of work is therefore restricted in school and can only be carried out once a visual risk assessment has been made and the ladder is used under the supervision of the SBM or responsible member of staff designated purely for the purpose of that one off activity.
- 46.2. Staff are allowed access to use 3 step stepladders or a “kick stool” for low level work.
- 46.3. The climbing of tables and the use of a chair on a table to reach something is forbidden.
- 46.4. 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 (e.g. wear sensible shoes, don’t misuse equipment, ensure stepladders are stable)
- 46.5. Training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high step ladders).
- 46.6. Staff are directed to the document “Safe use of kick stools and small step ladders” via the staff induction area of the school website.

47. Workplace Violence to Staff & Behaviour Management

- 47.1. The school has a “zero” tolerance policy in respect of violence, aggression and verbal and physical abuse of staff. Any matters arising in this respect should be immediately referred to the Headteacher or Deputy Head who will deal with it accordingly.
- 47.2. Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing body who will liaise with their local Crime Prevention Officer.
- 47.3. Although violence is not identified as a significant risk, line managers will ensure that appropriate control measures are put in place such as mobile phones, training, briefing or other instruction and avoidance of lone working.
- 47.4. Staff must report incidents of violence and aggression in the same manner as accidents. All reported incidents of violence are recorded on the SHE Assure and are followed up.
- 47.5. School has set up limited access to the main building, with door fobs required to open doors.

- 47.6. Teaching staff are trained by their peers in dealing with difficult parents and staff are encouraged not to place themselves in lone situations when dealing with sensitive matters and parents, but to try to place themselves in a visible place or have a co-worker with them or nearby.
- 47.7. Incidents are reported to the GCC SHE Assure database if required.
- 47.8. If required pupils will be issued with a behaviour management plan.
- 47.9. All staff follow the school Positive Relationship and Behaviour policy when dealing with pupil who is aggressive or acts inappropriately.
- 47.10. Some identified members of staff have Team teach training. The need for this is reviewed annually and staff sent on new or refresher training when required.

Part 3.3 – Premises Risks

48. Asbestos

- 48.1. Date of last full survey 1st March 2018, prior to school remodelling works completed in September 2019. Prior survey date: 4th June 2014.
- 48.2. 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 GCC practices concerning the control of asbestos;
 - removing asbestos containing materials where the risk to building users is unacceptable;
 - having an Asbestos Management Plan so that active means are in place to manage the risk;
 - having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance. This is the SBM
 - where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.
 - The SBM and a member of the Caretaker Team completed relevant training on 16th February 2023 (valid for 3 years).

49. Building Contractors

- 49.1. 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 and effective supervision of students and contractors whilst on the school site.
- 49.2. 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, showing the contractor the work site, ensuring the contractor and the school understand what needs to be done and how risks are to be managed and checking the site afterwards to ensure it has been left in a safe condition.

50. Caretaking and Grounds Maintenance (and grounds safety)

- 50.1. The school identifies risks associated with caretaking and grounds maintenance.
- 50.2. The risks for both the school Caretaker Team and the school groundsman are identified through the risk assessment process using the SHE/GN/46 Caretaking Duties Risk Assessment Toolkit.
- 50.3. The school uses GCC appointed ground maintenance contractors for the grass cutting and line marking of the school field.
- 50.4. The school uses recommended contractors for grounds site work such as tree surgery, chemical weeding and dry-stone wall maintenance.
- 50.5. All minor grounds work, including strimming and pruning is carried out by the school Caretaker Team. Members of the team have access to relevant PPE and appropriate tools and equipment to undertake the task.

51. Cleaning

- 51.1. The school buys most of its cleaning services from the GCC appointed contractors.
- 51.2. A cleaning schedule is in place which is monitored by the GCC as part of the school buyback service.
- 51.3. The school employs 1 in house cleaner and the Caretaker Team, all who undertake specific cleaning tasks such as toilet checks at lunchtime, cleaning of fridges/staffroom and cleaning of the floors in the 2 school halls.
- 51.4. All waste is disposed of according to appropriate health and safety guidelines. The school uses the GCC appointed contractors for the disposal of food waste from the kitchen and other waste, including recycling and confidential paperwork.
- 51.5. Any other waste, such as old furniture is disposed of via a local reputable recycling company or skip hire company to ensure correct disposal.
- 51.6. Deep cleaning is undertaken on a regular basis where necessary using the services of the GCC appointed cleaning contractor.
- 51.7. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.
- 51.8. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

52. Gas and Electrical Appliances

- 52.1. 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.
- 52.2. The school boilers are maintained regularly in accordance with the servicing schedule and the school Caretaker Team undertakes regular visual checks of the interior of both plant rooms on site.
- 52.3. The required appliances in the kitchen are regularly serviced as required under the servicing schedule.

- 52.4. The members of the school Caretaker Team are trained to do portable appliance testing and has a rolling programme of testing and monitoring. Staff are informed that they are not to bring in electrical equipment from home to be used in school unless it has been checked by the Caretaker Team first.
- 52.5. Any independent persons, such as after school club providers e.g. Kitchen Club who use electrical equipment as part of their provision must show that it has been PAT tested or have it tested by the school Caretaker Team.
- 52.6. Any school purchases of electrical equipment is done so via a reputable supplier.

53. Glass and Glazing

- 53.1. A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. A GGC appointed contractor, carried out a safety review on the 24th May 2022. The report available and remedials have subsequently all been actioned.
- 53.2. 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.
- 53.3. 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.
- 53.4. Glazing is also assessed during a regular site inspection by the school Caretaker Team.

54. Lettings

- 54.1. The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form.
- 54.2. 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.
- 54.3. 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.
- 54.4. A signed, written letting agreement is completed and copies are kept.
- 54.5. Any persons who hire the premises or part thereof are shown how to raise the fire alarm and how to identify where the fire is from the fire panel.
- 54.6. Any persons who hire the premises or part thereof must undertake their own risk assessment in respect of site security and the activity in which they are partaking.

55. Mechanical and Electrical (fixed and portable) – see also Gas and Electrical Appliances as covered above.

- 55.1. The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.
- 55.2. 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.

- 55.3. 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 school. The Caretaker Team keeps the PAT records and the SBM has the fixed wiring inspection results.
- 55.4. The school uses a GCC recommended contractor to carry out the 5-year fixed wiring inspection. The date of the last inspection of the old school building was April 2022. The inspection for the new build is due in September 2024.
- 55.5. The school Caretaker Team have been trained to carry out PAT testing. The PAT testing instrument has been calibrated as required.
- 55.6. The use of electrical equipment by staff is covered by the school induction process. For current staff members, the requirement is covered when they sign the annual declaration form.
- 55.7. The use of glue guns is restricted to adults and those children over the age of 8 and then only if the member of staff deems the child to be competent. Children will always be supervised and the work using the gun is to be segregated from the main activity.
- 55.8. It is the responsibility of all persons using electrical equipment to check it and the wires connecting it for damage prior to use and to report any matters to the SBM and Caretaker Team.

56. Maintenance of Machinery and Equipment

- 56.1. 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.
- 56.2. The SBM holds a timetable of inspections and keeps this updated as to when equipment and services are inspected and as to the outcomes.
- 56.3. The school is audited/inspected by representatives from GCC as part of the property care buy back service. This includes Health and Safety, Property Care and the Engineers Annual Inspection.
- 56.4. All persons working in school are instructed to report any faulty or dangerous equipment to the SBM or Caretaker Team for action to be taken and, if necessary, for use of the equipment to be withdrawn or remedial action taken.

57. Slips/Trips/Falls

- 57.1. The school recognises the main cause of accidents is slips, trips and falls.
- 57.2. The subject is covered in the school induction process.
- 57.3. It is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- 57.4. A responsible person, such as the Headteacher, SBM and Caretaker Team ensure regular inspection of communal areas are carried out.
- 57.5. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the SBM or via a recognised reporting process.

- 57.6. Staff must clean up spillages in their own areas immediately to prevent accidents.
- 57.7. All staff are expected to be vigilant and aware of possible hazards.
- 57.8. Food spills are cleared immediately.
- 57.9. Cleaners are briefed not to leave hazards such as wet floors without warning signs.

58. Snow and Ice

- 58.1. Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. The school employs 10 hours/week caretaking facilities from the GCC appointed contractor, and this forms part of his job description.
- 58.2. Particularly during adverse weather conditions specific routes are gritted. This ensures a demarked safer route into the school premises.
- 58.3. During such periods a member of the school Caretaker Team, would be called upon to grit areas if required.
- 58.4. The school messaging system would be used to communicate with parents and staff to highlight safer procedures during such times.
- 58.5. Should the school have to close the GCC schools closure protocol would be used and parent and staff informed via the school messaging facility.
- 58.6. 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.

59. Transport Arrangements (on-site)

- 59.1. 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.
- 59.2. The school has a clearly marked access point for emergency vehicles.
- 59.3. Contractors who wish to bring vehicles onto site do so only after consultation with the SBM or Caretaker and access is restricted to ensure that pupils and vehicles are not sharing the same site at the same time.
- 59.4. Contractor vehicles parked whilst work is being done are cordoned off if possible.
- 59.5. The school does not have its own minibus; however, the PE teacher is a trained minibus driver and the services of the local Academy minibus at Farmors are used. The appropriate insurance is purchased from GCC.

60. Water Hygiene

- 60.1. A water hygiene risk assessment was carried out on 4 September 2023. These should be carried out every 2 years and coordinated by an appointed GCC contractor.
- 60.2. An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public.
- 60.3. The school will record checks carried out by the school caretaker team and coordinated by the school business manager.

- 60.4. The school caretaker team has responsibility to refer any matters arising from the testing to the SBM for any required action to be taken.
- 60.5. The named responsible persons, being named members of the school caretaker team and SBM, have a clear understanding of their respective duties and have undertaken training in water system management and have the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. All relevant persons have undertaken relevant training.
- 60.6. The overall responsibility for water hygiene in the school rests with the Governors.

Part – 3.4 Health and Wellbeing

61. Dealing with Medical Conditions – See also Supporting Pupils with Medical Conditions Policy. The policy was last reviewed in June 2024.

- 61.1. The school accommodates pupils with medical needs wherever practicable and refers 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.
- 61.2. Responsibility for pupils' safety is clearly defined within Individual Healthcare Plans (IHP) where necessary and each person involved with pupils with medical needs is aware of what is expected of them. The class teacher has responsibility to create an IHP with parents/families in accordance with the Supporting Pupils with Medical Conditions Policy. These will be reviewed annual, in accordance with the policy.
- 61.3. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.
- 61.4. The school has many suitably trained first aiders.
- 61.5. Two members of staff are specifically appointed to cover first aid over the school lunch period and all MDSs carry a minor "scrapes" first aid kit with them for use on the playground.
- 61.6. First aid training is recorded and monitored by the SBM to ensure timely renewal.

62. Drug Administration

- 62.1. The school accommodates pupils with medical needs wherever practicable and refers to DfE Guidance Managing Medicines in Schools and Early Years Settings.
- 62.2. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition.
- 62.3. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed.
- 62.4. The school nurse and specialist voluntary bodies provide additional background information for staff.
- 62.5. Parents must complete a medicine in school form should they wish a member of staff to administer medicine such as paracetamol or anti-biotics.
- 62.6. Such medicines are kept in a fridge in the school office. This is maintained by the school office staff.

- 62.7. All other medicines, such as insulin are covered by individual health care plans and those children are attended to by specifically trained members of staff.
- 62.8. Inhalers and Epi-pens are kept in the classroom of the child concerned and staff who work with those children receive appropriate training,

63. Emergency Management/ Business Continuity

- 63.1. A current Emergency/Business Continuity Plan, is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). A desk top review is conducted annually.
- 63.2. The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organizations (e.g. counselling) and the press.
- 63.3. A team is in place to act as the decision-making body for the management of any incident.
- 63.4. 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.
- 63.5. The emergency plan is reviewed periodically and will be reviewed fully post any emergency. A deep dive was conducted on 8 November 22 and a further review was undertaken in July 2023, following a closure due to a lack of water supply to the town. If deficiencies are found remedial action is taken. Record of this review or practice should be captured in the minutes of the Resources Committee annually.

64. Fire Safety

- 64.1. The school has a fire risk assessment undertaken by GCC every 3 years or so. Date of last assessment was 19 April 2023.
- 64.2. The school reviews the fire risk assessment and any actions within it at least annually.
- 64.3. Records of routine fire safety checks etc. are made by the caretaker team and monitored by the SBM, Headteacher and Resources governors.
- 64.4. 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)
- 64.5. Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.
- 64.6. The alarm is tested by the SBM on a weekly basis, where possible. This is a rolling programme based around the call points in the school.
- 64.7. The alarm is serviced and maintained by 1Stop Fire and Security.
- 64.8. The school has remote monitoring, provided by Scutum (via 1Stop).
- 64.9. The local fire brigade has visited the school and are knowledgeable of the site should an emergency occur.
- 64.10. The SBM and a member of the caretaker team have attended Fire Marshall training on the 23 May 2023.

- 64.11. As part of the fire risk assessment carried out by the fire warden (business manager), staff are to be fully briefed on what their responsibilities are during a fire. As part of the annual declaration, staff sign to say that they have read the Fairford Safeguarding and Induction form online that covers fire safety..
- 64.12. Fire safety is covered on staff and volunteer induction.
- 64.13. Instructions of what to do when the fire alarm is sounded, and a map of the building have been posted around the site.
- 64.14. The emergency lighting and fire extinguishers are serviced as required by Churches Fire and Security.
- 64.15. Members of the SLT must report to the school office team AND sign out on the school visitor system when they enter or leave the building during the day so that clear lines of responsibility are established in the event of an emergency evacuation.
- 64.16. All staff MUST USE the electronic signing in and out system whenever they enter or leave the school premises during the day. Failure to do so could lead to a verbal warning being recorded on their personnel file.
- 64.17. The school office creates and maintains an emergency list for use during a school emergency.
- 64.18. The SBM will liaise with contractors working on site so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the GCC.
- 64.19. Should pupils or staff with disabilities join the school a full assessment of the capability of the individual will be carried out and if necessary, a Personal Emergency Evacuation Plan (PEEP) and/or risk assessment prepared. This is specifically for individuals who required special assistance.

65. First Aid

- 65.1. The school follows the statutory requirements for first aid and provides an enough suitably trained first aid staff [including paediatric trained staff for EYFS].
- 65.2. The guidance issued by the DfE on first aid for schools is followed.
- 65.3. The school has many suitably trained first aiders.
- 65.4. Two members of staff are specifically appointed to cover first aid over the school lunch period and all MDSs carry a minor "scrapes" first aid kit with them for use on the playground.
- 65.5. First aid training is recorded and monitored by the SBM to ensure timely renewal.
- 65.6. The appointed Chief First Aider monitors and restocks first aid supplies and ensure compliance with current requirements and practices.
- 65.7. On any given school trip there is always an appropriately trained first aider attending.

66. Health and Well Being Including Absence Management

- 66.1. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

- 66.2. Other practices used include limiting time spent at school at the end of the day, encouraging staff to maintain a work-life balance, use of wellbeing days, social events for staff.
- 66.3. The school purchases Health Assured and Occupational Health support as part of the school buyback from GCC.

67. Infectious Diseases

- 67.1. 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'.
- 67.2. During times of National epidemics, the school closely monitors the Government website .GOV, BBC media and advice from GCC as to action, if any, to be taken.
- 67.3. The Headteacher will liaise with the Governors and GCC to ensure the most appropriate action to be taken to protect staff, pupils and the wider community.
- 67.4. The school has a 48 hours confinement rule in respect of pupils who have been sick or have diarrhoea.

68. Pregnant Members of Staff

- 68.1. 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.
- 68.2. The checklist contained in SHE is used, and reasonable adjustments made.
- 68.3. If required accommodation will be made available for rest facilities for expectant and nursing mothers.
- 68.4. The school has a Maternity Policy in place that covers the above in more detail.

69. Reporting of Accidents, Hazards, Near Misses and their investigation

- 69.1. The school takes the reporting and investigation of accidents, incidents and near misses very seriously and the school will adhere to GCC Corporate policy and guidelines.
- 69.2. In line with GCC SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- 69.3. All head injuries or accidents resulting in hospitalization are reported to the SHE unit on their accident reporting database. All minor accidents are recorded in the accident book held by the Chief First Aider. That person monitors the types of accidents and near misses and will inform the Headteacher and SBM of any trends/concerns so appropriate action can be taken accordingly.
- 69.4. All head injuries however minor are to be reported to the parent via a phone call.
- 69.5. In the case of a child being involved in a more serious accident in school the Headteacher and class teacher must be kept informed. Parents are to be contacted immediately.

- 69.6. If a member of staff accompanies a child to hospital in the ambulance or other staff car the child's data sheet will be printed off and given to the staff member to pass onto the hospital staff.

70. Smoking/Vaping on Site

- 70.1. The school is a no smoking/Vaping site and visitors and contractors are required to conform to this status. This is covered in the school induction process.
- 70.2. Contractors are reminded of this when working on site.

Part 3.5 – Monitoring, Review and Audit

71. Auditing

- 71.1. 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 – in the case of Fairford Primary, this is GCC. The date of the last audit was 9 November 2023.
- 71.2. The action points identified through the audit are acted upon.
- 71.3. Health and safety falls under the remit of the Resources Committee and is a regular agenda item. This committee will bring to the FGB any matters as required.

72. Inspections

- 72.1. The caretakers undertake daily inspections of the site, morning and evening and report any matters to the SBM for action.
- 72.2. The SLT, as they move around the school make a visual inspection.
- 72.3. All staff are instructed to let the Headteacher or SBM know of any immediate issues arising.
- 72.4. All staff and volunteers, as part of the induction process, are reminded that Health and Safety is a matter for ALL to take responsibility for.
- 72.5. The Resources committee discuss Health & safety issues arising at every meeting and refer to the FGB any matters they deem necessary.
- 72.6. There is an appointed H&S governor who meets regularly, at least 3 times/year with the SBM to discuss matters pertaining to H&S and to review the H&S, Fire, Premises and Engineer reports and to monitor action points therefrom.
- 72.7. The H&S Governor:
- 72.7.1. takes reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings;
 - 72.7.2. ensures staff receive adequate training to enable them to carry out their responsibilities;
 - 72.7.3. promote a sensible approach to health and safety, making use of competent health and safety advice when required;

72.7.4. works in close partnership with the Headteacher and senior management team to support sensible and effective health and safety management and to challenge as appropriate.

72.7.5. takes responsibility for reviewing risk assessments.

73. Monitoring

73.1. The H&S governor uses the Governors' Health and Safety Inspection Checklist to help decide what to include in inspections and the importance of the monitoring function. Once completed, this will be forwarded to the clerk and the resources committee for review.

73.2. The SBM uses the record of inspection and servicing to ensure requirements are monitored and acted upon and that servicing and monitoring is carried out within the required timeframe.

74. Review

74.1. The school has a programme for review, updating and reissue of policies.

74.2. The Resources committee on behalf of the FGB, review H&S policies and reports such as safety audits and workplace inspections.

Section 3.6 – Training

75. Employee Health and Safety Training/Competence

75.1. The school is committed to ensuring staff are competent to undertake the roles expected of them.

75.2. The Headteacher with the Governors and SBM 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.

75.3. The training need is reviewed on the introduction of new legislation.

75.4. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

75.5. Staff, student teachers/work experience and regular in school volunteers/parent helpers are required to sign they have read the Safeguarding and Safety literature held on the school website. The SBM directs staff and volunteers to the site as part of the induction process.

76. Agency Supply Teachers

76.1. Agency supply teachers are given a copy of the Staff and Volunteer induction safeguarding and health and safety document on arrival.

77. Non regular Volunteer and Parent Helpers – including Forest School/Trips

- 77.1. Volunteer and parent helpers are subject to the schools safeguarding arrangements.
- 77.2. Volunteers receive a verbal induction from the SBM in respect of safety and safeguarding and are always expected to wear a visitor's badge and follow the school procedures.
- 77.3. The teacher is the principal point of contact at Forest School and on school trips and volunteers are under his/her direction and are his/her sole responsibility.
- 77.4. 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

78. The school fulfils its waste management responsibilities by:

- 78.1. seeking to minimise waste at source and using only what is needed.
- 78.2. seeking alternatives where possible
- 78.3. recycling as much as is practicable.
- 78.4. disposing of as little as necessary
- 78.5. The school uses reputable or GCC appointed contractors to dispose of waste to ensure it is done so responsibly.
- 78.6. Pupils, via the school council and the school pupil environmental committee, the Eco-Warriors, are encouraged to use peer to peer engagement to encourage all pupils/staff and the wider community to embrace good environmental practices. The school holds a current Gold Eco-Schools Award. There is an appointed member of staff to champion this in school and a member of the Governing Body also has responsibility for eco matters.

79. Disposal of Waste

- 79.1. Waste is stored carefully onsite to avoid escape within the grounds or elsewhere.
- 79.2. Fire safety is considered e.g. security of bins.
- 79.3. An appropriate (licensed) waste contractor is used.
- 79.4. All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.
- 79.5. The school uses a GCC approved contractor for general waste, recycling and food waste.

Section 3.8 - Catering and Food Hygiene

80. Food Hygiene

- 80.1. Dolce is the appointed school contractor for catering.
- 80.2. The caterer has a food hygiene management system (HACCP) in place.

- 80.3. Dolce will ensure that their staff are appropriately trained in food hygiene and health and safety in the work setting.
- 80.4. Dolce will be inspected by Cotswold District Council. Any issues raised will be highlighted to the SBM as required.
- 80.5. Food hygiene inspection reports are shared with the school.
- 80.6. The school has a breakfast club and after school club. No hot food/meat products are served. Staff at these clubs have been trained in basic hand washing and levels of required cleanliness whilst serving the any cold food items.
- 80.7. The school nursery and pre-school now fall under the umbrella of the school for inspection. They serve cold snacks and do some hot cookery. The latter is closely supervised, and risk assessed.

Section 3.9 – Health and Safety Advice

Information

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