



## 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 and Approved by Resources Committee: May 2026

Date of next review by the Resources Committee: May 2027

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

**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*

**PART 1  
STATEMENT OF INTENT**

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

1.2 It is the policy of Fairford Primary School to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the school and others who may be affected by our undertaking.

1.3 The Governing Body and Headteacher recognise and accept their responsibilities under law and also under Gloucestershire County Council delegation for local management of schools.

1.4 In particular, the Governing Body and Headteacher shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and work-related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and provide safe equipment
- provide effective information, instruction, and training

- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained including adequate welfare facilities
- ensure safe use, handling, and storage of substances at work.

1.5 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.

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

1.7 The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the school's 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.

1.8 This Policy Statement and the accompanying organisational structure and the following arrangements and procedures will be reviewed at least annually and revised as and when necessary.

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

#### Links to other policies

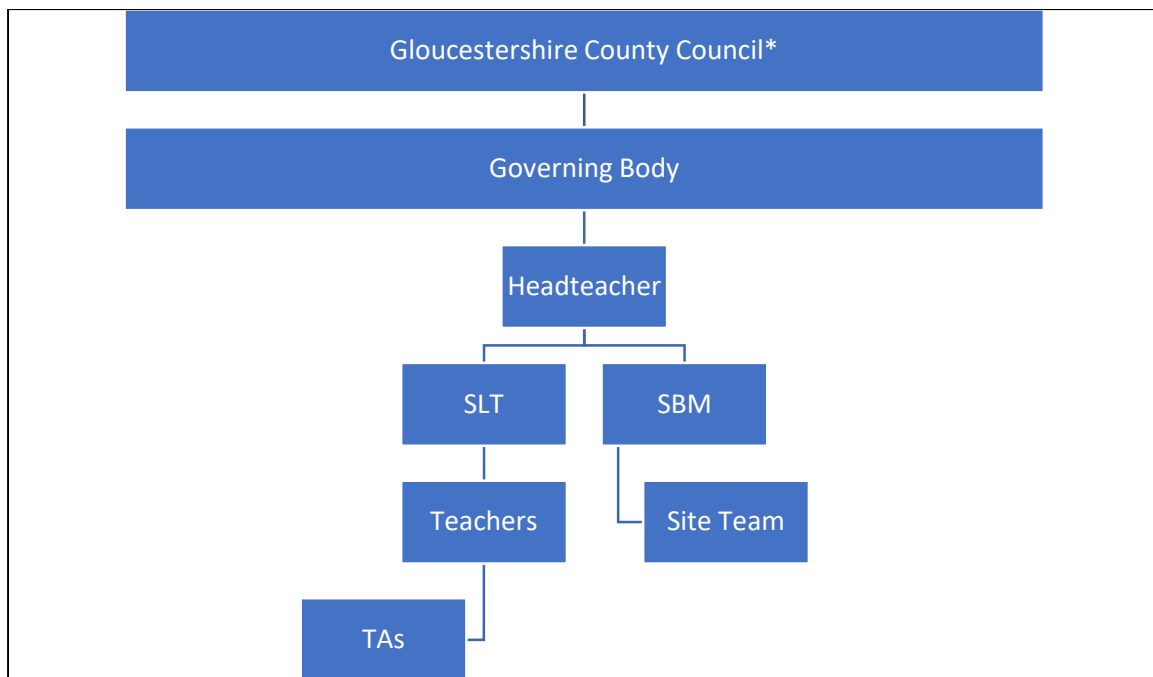
- This policy must be read and construed in conjunction with the following policies, procedures and documents
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disability (SEND) Policy
- Positive Relationship and Behaviour Policy
- Emergency Closure Procedure
- Emergency and Business Continuity Plan
- Fire Policy/Evacuation Plans
- Lone Working Guide for School Staff
- Supporting Children with Medical Conditions Policy
- Staff Handbook
- Staff Code of Conduct
- The school's Accessibility Plan
- Asbestos Management Plan

## Part 2 Organisation

### 2.1 Introduction

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

#### Health and Safety Organisation Chart



### 2.2 GCC Relationship with Schools

2.2.1 The legal responsibility and thus accountability for health and safety in schools lies with the Council as the employer in community schools, voluntary controlled schools and the alternative provision service. For academies and voluntary aided or foundation schools, responsibility rests with the Governing Body or Trust.

2.2.2 The Council provides a delegated budget under the Scheme for Financing Maintained Schools within the authority, so that each school can take control of day-to-day issues, including adequate resources for health and safety.

2.2.3 Headteachers and Governing Bodies are delegated health and safety related functions by the Council and are responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching and ancillary staff, pupils, visitors and any other person using the school premises or engaged in activities by the school.

## **2.3 The Governing Body**

2.3.1 The Governing Body has overall responsibility for ensuring compliance with health and safety law and this policy through good governance practices. The purpose of governance in health & safety is to provide:

- strategic leadership;
- robust accountability for health and safety issues; and
- oversight and assurance of health and safety performance.

2.3.2 In consultation with the Business Manager and Headteacher, the Governors will ensure that:

- there are effective and enforceable arrangements for the provision of health and safety throughout the school;
- they periodically assessing the effectiveness of this document, ensuring that any necessary revisions are made to determine the policy and monitor its implementation;
- they ensure compliance in relation to H&S by way of receiving regular reports and updates from the Business Manager or Headteacher ; and
- as part of this monitoring, the Governing Body shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.

## **2.4 Headteacher**

The Head has the following responsibilities:

- to be fully committed to the Health and Safety of their school;.
- to ensure that this Policy is communicated adequately to all relevant persons and adhered to at the school;
- for ensuring this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school;
- for ensuring all employees fully understand safe systems of work, rules and procedures and that suitable records are kept;
- for ensuring that an appropriate organisational structure is in place in the school to manage health and safety;
- where necessary, to delegate in writing any of the functions listed to appropriate person(s), who have the knowledge and experience to undertake such functions; understanding that whilst functions may be delegated, accountability will remain with the
- Headteacher;
- for ensuring that qualified first aid personnel and facilities are provided;
- for ensuring that First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date;
- for ensuring that employees and any other relevant persons are informed of the location of first aid personnel and facilities and the importance of recording all accidents / incidents in the accident book;

- for ensuring that all accidents / near miss incidents are recorded, investigated and reported following the school adopted process; and control measures implemented to prevent any recurrence;
- to monitor records and statistics of all accidents and incidents that occur within the school;
- for ensuring that arrangements for fire safety are implemented and that all relevant checks are carried out;
- making arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances, including the obtaining and provision of safety information and the undertaking of COSHH risk assessments relevant to the activities and hazards within the school and ensuring that relevant employees are informed of the significant findings of the assessments;
- for ensuring that a risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents;
- for ensuring all health and safety issues raised by employees are recorded and investigated;
- for ensuring regular inspections of the school buildings and grounds are undertaken and that they are properly maintained;
- for ensuring regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment;
- for ensuring that all electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work;
- for ensuring any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced and that such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement;
- for ensuring that contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work;
- to provide adequate welfare facilities, including appropriate temperature, lighting and ventilation levels;
- for ensuring safe access and egress is provided and maintained in all areas within the school;
- for ensuring relevant statutory signs and notices are provided and displayed in prominent position;
- for ensuring all food hygiene procedures are carried out in accordance with statutory requirements;
- for ensuring that work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately;
- providing such information, instruction and training as is necessary to ensure health and safety;
- for ensuring suitable and sufficient risk assessments are undertaken; and
- for ensuring the location of any asbestos containing materials is identified and appropriately managed.

## **2.5 Employees**

All employees shall co-operate with the school to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, shall:

- familiarise themselves with the content of the Health and Safety Policy;
- act in accordance with this policy, any delegated functions and any health and safety training received;
- work with due regard for the health and safety of themselves and others (employees, pupils, visitors, public etc.) around them;
- support the Headteacher and leadership in the delivery of good health and safety practice and the minimisation of risks;
- draw attention to health and safety problems or deficiencies in the workplace; and
- report accidents and incidents with a view to preventing a recurrence.

## **2.6 Teaching Staff**

In addition to the above, teachers are responsible for the immediate safety of the pupils in the classroom by:

- identifying and assessing risks when planning lessons and activities for pupils;
- maintaining the classroom in a condition such that is safe and without risks to health;
- exercising good standards of housekeeping and cleanliness.
- exercising vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom; and
- knowing and applying the procedures in respect of fire, first aid and other emergencies.

## **2.7 Educational Visit Coordinators (EVC)**

**2.7.1** The school shall nominate an EVC who oversees the approval mechanism for all educational visits unless the Head assumes the role. At Fairford Primary School this is the School Business Manager.

**2.7.2** Due to the nature of the role, the EVC shall have experience of practical off-site activity and visit leadership, and appropriate status within the school that enables them to guide the working practices of their colleagues. Functions of the EVC which are administrative in nature may be delegated to an appropriate member of staff, but the responsibility to ensure that these functions have been carried out remains with the Headteacher.

**2.7.3** The EVC shall ensure that all educational visits and off-site activities planned by teaching staff meet the requirements of the guidance, as well as the requirements of school policy and procedures.

**2.7.4** The functions of the EVC include:

- taking the lead on developing and reviewing schools procedures;
- supporting the Head and Governors with approval decisions;
- assessing the competence and confidence of visit staff to lead and supervise;
- organising the training and induction of leaders and others going on the visit;
- ensuring that emergency arrangements and emergency contacts for each visit are in place;

- ensuring that individual visits are reviewed and evaluated including accident/incident/near miss reports;
- monitoring of Visit Leader planning and sample monitoring of visits in practice.

## **2.8 Temporary Staff**

**2.8.1** Temporary employees have the same health and safety responsibilities as all employees detailed in the Policy and any specific duties relevant to their role.

**2.8.2** Temporary employees shall be provided with information and guidance, including the Health & Safety Policy Document, fire and emergency procedures, relevant information about pupils under their supervision (e.g. medical information) etc. They must understand and follow these guidelines at all times. They are directly accountable to the Headteacher whilst on the school site.

## **2.9. School Safety Representatives**

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

## **2.10. Volunteer and Parent Helpers**

Volunteers and parent helpers should act only under the supervision of a qualified employee. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site. Volunteer and parent helpers are responsible for following instruction and guidance to ensure health and safety, fire safety and emergency procedures.

## **2.11 Visitors**

All visitors have a responsibility to act in accordance with health and safety instruction and guidance and to notify an appropriate employee if they believe there is a failure or potential for failure in the health and safety provided.

## **2.12 Pupils**

Pupils are expected to exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding. They should observe all the health and safety rules of the school and follow the instructions of staff at all times. Pupils must use equipment safely and not misuse or interfere with anything provided for health and safety.

## **2.13 Safety, Health and Environment (SHE)**

The school have appointed Gloucestershire County Council Safety, Health and Environment (SHE) service to assist the school to meet its statutory duties relating to health and safety. SHE will provide appropriate advice, guidance and support to the Governors, Headteacher and staff through provision of a service level agreement.

### **2.14 Contractors**

Contractors have a responsibility to ensure any works carried out on behalf of the school does not expose themselves, our employees, pupils or others to risks to their health and safety. All contractors must supply up to date RAMS documentation when requested and must bring any significant risk to health and safety to the attention of the Head/Business Manager or designated person before work commences and take such measures as are necessary. Contractors have a responsibility to cease work immediately if the health and safety of anyone in the vicinity is at risk of harm.

## Part 3 General Arrangements

The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

### 3.1 Risk Assessment

3.1.1 The underlying process which informs safety management is risk assessment. A general risk assessment of the school has been undertaken to identify the key facility and activity risks present in the school and the measures that are already in place to manage these. Where necessary further measures to improve health and safety have been identified and will be implemented within the school.

3.1.2 Assessments of other significant risks must be made by those persons responsible for the activity/ area affected and the significant findings of these decisions will be recorded and brought to the attention of the Headteacher and any other staff affected. Where appropriate pupils and others (e.g. volunteers) must be briefed on the steps they must take for their health and safety.

3.1.3 The school must use guidance from a variety of sources in order to assess the risks involved in activities carried out within the school environment. These include, SHE, CLEAPSS, GCC offsite visit website, DfE guidance, other organisations and service providers.

3.1.4 The nature of the risk being assessed will determine upon who should undertake the risk assessment. Overall, risk assessments are scrutinised by the SBM and signed off by the Headteacher.

3.1.5 Overall responsibility for ensuring that appropriate risk assessments are carried out for all activities undertaken lies with the Governors and the Headteacher

3.1.6 It is the role of the H&S governor to discuss, and if appropriate, review the use of risk assessments within school on an annual basis and their relevance to the specific activity covered and to note any incidents arising from the activity that should result in changes in school practices. This review should be recorded in the minutes of the Resources Committee and any resulting actions noted.

3.1.7 Risk assessments in respect of generic/daily matters are brought to the attention of those parties within school that are affected so as to ensure full understanding. The school's H&S policy is available on our website and on the staff notice board. All staff are required to annually sign that they are read the most up to date policy. New staff and volunteers are signposted to the policy as well as being required to state that they have read the school's staff induction sheet which covers a variety of information in respect of safety whilst in school.

3.1. 8 Visitors are informed verbally of any issues around health and safety, safeguarding and welfare, which may affect them during their visit. This is deemed more effective than providing a leaflet to be read.

3. 1. 9 Pupils are reminded during lessons and assemblies of matters regarding their health and safety and the safety of others.

3.1.10 Risk assessments written to cover a specific activity are shared with those undertaking that activity.

3.1.11. Whole school risk assessments are reviewed annually. Other risk assessments are created and revised to express the risk assessed at any given time.

3.1.12 Overall, the risk assessments carried out by Fairford Primary School, fall within the categories set out below and are created and reviewed as stated.

- **Whole school risk assessment:**

The SBM works with the Health & Safety Governor to create/review a whole school risk assessment. This is reviewed annually by the SBM and H&S Governor and reviewed by a representative from GCC SHE every 3 years. The school uses the template provided by the SHE unit for this purpose.

The school also buys support from GCC Property Care to ensure correct servicing of school equipment such as boilers, gas monitors, kitchen equipment, fire alarms etc, is completed to any required standards and within the correct timeframes. The SBM is responsible for managing this timetable.

Contractors on site are also covered by this risk assessment, together with the Asbestos Management document. Should a specific project be undertaken for works on the building the SBM will work with the contractor to draw up a risk assessment suitable to protect the staff/pupils/visitors to site during the period of the works and require to see sight of any risk assessment created by the contractor in respect of their management of risk during the time they are on site.

- **Fire Risk Assessment**

This is created using the template provided by the GCC SHE unit. It is reviewed annually by the SBM and the H&S Governor. It is reviewed every 3 years by a representative from the GCC SHE Unit. As above, it is also reviewed as part of the Property Care Services purchased by the school from GCC.

- **Generic risk assessment for school based activities:**

The SBM is responsible for looking at risk assessments in respect of school housekeeping and use of premises. Use of generic risk assessments toolkits available from the SHE unit and other organisations are used as a basis for such assessments.

- **Curriculum safety:**

Teaching staff use guidance provided by CLEEPS and the SHE unit, other colleagues and the SBM to create risk assessments for class based curriculum activities. Such risk assessments must be approved by the Headteacher or in her absence a member of the SLT. (See below in respect of PE and Sports activities)

- **Pre and after school clubs and holiday provision.**

The school run pre and after school club is covered under the whole school risk assessment, unless the club leader wishes to create a specific event for which a detailed risk assessment would be required to be created and approved by the headteacher.

Pre and after school club activities provided by external contractors are covered in part by the whole school risk assessment. However, the school requires such providers to complete an Assurance document which covers assurances that appropriate safeguarding and risk assessment in respect of the proposed activities has been carried out. (See also Lettings below)

Holiday provision is also covered under the whole school risk assessment and our lettings policy and providers are required to make available to the school copies of risk assessments in respect of the provision.

- **School trips and offsite visits:**

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 as well as the GCC offsite visits platform

The SBM has the delegated role of Off-Site Visits Coordinator (OVC) and can advise on risk assessments for any activities involving heights or water when required, as well as ensuring the latest generic OV risk assessments are being used by teaching staff. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.

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.

Risk assessments for those pupils with an EHCP or identified specific SEN who are going of a trip or visit are written by the SENCO team, in collaboration with the teaching staff concerned.

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

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 a pre visit.

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

All such risk assessments are submitted to the Headteacher for approval prior to the trip or visit taking place. In the absence of the Headteacher they can be signed off by a member of the SLT

**PE and Sports Activities:**

The School's PE and Sports co-ordinator has overall responsibility for creating and managing a whole school risk assessment in respect of PE and Sports and individual

risk assessments for specific activities that may fall outside school hours or outside the general terms of the overall generic risk assessment.

The PE and Sports co-ordinator will work with the SBM to review the overall PE and Sports risk assessment annually.

Specific risk assessments are signed off by the Headteacher, or in her absence a member of the SLT.

The school uses the PE and Sports toolkit as provided by the GCC SHE unit and information provided by other organisations with specific knowledge of risk around a specific sporting activity if more information is required.

The SBM ensures that all PE and sport equipment as required by GCC is inspected by a GCC representative and serviced by a reputable company. This includes items such as wall bars, PE mats, benches etc.

### **3.2 Accident Reporting and Investigation**

3.2.1 Any incident, injury or near miss is to be reported to the SBM or School office in the absence of the SBM by the person or persons involved as soon as possible and details recorded.

3.2.2 When a child suffers an injury, parents/ carers must be informed. Depending on the severity of the injury, this may be immediately via a telephone call. In all cases a note will also be sent home to inform the parent.

3.2.3 All significant incidents are to be reported to the Headteacher and the SBM who will carry out an immediate investigation in order that the cause of the accident can be identified and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. The Headteacher shall also inform the Governing Body of all major incidents.

3.2.4 Accidents will be monitored for trends and a report made to the Governing Body by the Business Manager.

3.2.5 Where appropriate, accidents will be reported online using SHE Assure. This will include any injuries or ill-health to employees and visitors; and significant incidents or injuries to children, such as those requiring on site first aid and off site medical assistance.

3.2.6 All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported by SHE. It is a legal requirement for the employer to report such accidents. If an incident is reported on SHE Assure, SHE will report on the school's behalf (as per the SLA) and provide a copy of the report.

### **3.3 Asbestos**

3.3.1 Asbestos containing materials (ACM) have been detected in a few areas of the school building and some areas have not been fully tested and so may contain ACM. The school's asbestos reports are used to ascertain where a risk may be present. If managed carefully,

the presence of ACM will not pose a risk to staff and pupils. Undamaged, sealed materials will not release fibres. However, if materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children. This puts them at risk of contracting a number of serious diseases in later life, including mesothelioma and lung cancer.

3.3.2 The school undertakes the following steps to manage the asbestos in the school.

- A 'management survey' of ACMs in the school has previously been carried out by asbestos specialists to assess risk of exposure.
- An 'asbestos management plan' has been produced and is available to all staff and visitors in the school office in the asbestos folder, along with the management survey.
- The Headteacher, the SBM and Office Staff make sure staff know the risks and precautions they need to take. All staff have been instructed not to put up any large displays in areas outside the classrooms, lift ceiling panels or access areas of the building containing or that may contain ACM but to always refer to the Headteacher or SBM when access of this nature is sought.
- The School Caretakers and IT Manager are routinely reminded of the need to be Asbestos aware and to check the register before attempting any works within the school building.
- All contractors are directed to check the register in the asbestos management plan and sign on the sheet held in the management plan before undertaking any work that may involve areas where ACM or potential ACM is situated.
- The asbestos management plan is reviewed at least annually and is checked by a member of the GCC property care team at the annual review.
- Before any refurbishment work in the building the Governing Body will commission a refurbishment and demolition survey.

If there is an incident of asbestos exposure the Headteacher and Business Manager must be informed and will take the necessary steps to ensure that everyone is safe and, unless the incident is very minor, will report it to the Health and Safety Executive.

### **3.4 Consultation with employees**

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; for example by directing them to H&S matters published on the school website, in staff meetings, by staff emails and the school messaging system and by the use of school notice boards;
- encouraging staff 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;
- annually requiring all staff to sign that they have read the latest H&S Policy and directing new staff members to the school Safeguarding and H&S induction sheet.

- on induction taking all staff, volunteers and those on work experience through the school's Safeguarding and Health and Safety Induction check list; and
- posting information around the school and sending information out via email if appropriate.

### **3.5 Contractors**

3.5.1 The policy of the school is to ensure that whoever carries out work on behalf of the school is able to do so in a way that does not put workers or the pupils at unacceptable risk.

3.5.2 Before any work is carried out, the Governing Body, Headteacher or SBM will establish contractors are suitable and have sufficient skills and knowledge to do the work safely by consideration of the following points:-

- utilising contractors from the local authority/AMPS framework;
- references from previous customers;
- inspection of previous work;
- examination of the contractor's health and safety policy, procedures and practices;
- membership or registration with a Federation, health and safety scheme (e.g. CHAS), National Inspection Council and any appropriate licences held (e.g. for asbestos).
- the contractor has up to date Public Liability insurance.

3.5.3 The contractor must assess the risks for the contracted work and follow their own safe systems of work taking into account how they will impact upon staff, pupils and other visitors on site. The Headteacher or SBM will consider any risks from the contractor's work that could affect the health and safety of the staff and pupils. Contractors must supply risk assessments in advance of any work.

3.5.4 Contractors must sign in to school at the reception and wear a visitor's badge. Upon issue of the badge they will be made aware of fire and accident procedures. Photo ID is required by all contractors prior to working on the site. Contractors will be required to view the asbestos register and sign the form in the management plan before starting any works.

### **3.6. Display Screen Equipment**

3.6.1 The majority of employees within the school will likely come within the definition of DSE users as this includes persons that:

- a) normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) use DSE in this way more or less daily; and
- c) have to transfer information quickly to or from the DSE; and
- d) need to apply high levels of attention and concentration; or
- e) are highly dependent on DSE or have little choice about using it.

3.6.2 The school seeks to provide safe working conditions in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, the objective being to minimise the risk of occupational ill health by:

- identifying users who fall in the categories set out above;
- ensuring such persons complete a DSE workstation self-assessment questionnaire;
- requiring such persons to take proper breaks or changes of activity;
- advising such persons to maintain good posture;
- providing suitable workstations and the necessary equipment to meet legal requirements and the individual's specific requirements and comfort; and
- providing access to eye tests and allowance for glasses if needed for DSE work.

3.6.3 Employees shall take personal responsibility for ensuring that their workstation is set up correctly and that breaks etc. are included in their working day.

Employees are expected to apply good practice when using DSE at home and in doing so further reduce the opportunity for harm arising from the use of DSE.

3.6.4 The school will refer to SHE guidance regarding DSE and

- the SBM will ensure that DSE workplace assessments are conducted for any users who have been identified under the parameters stated above; and
- DSE assessments must be reviewed annually and where equipment changes or office layouts change or when there are staff changes.

### **3.7 Driving for Work**

3.7.1 It is the school's policy that arrangements shall be in place to mitigate road risk to drivers and passengers involved in driving in connection with school operations.

3.7.2 Transport operators will be used on the most part for transporting pupils to offsite activities.

3.7.3 Where any member of staff is required to transport pupils in their own vehicle, this must be approved by the Headteacher beforehand and only after checking the driver has appropriate insurance cover, a clean driving licence and an MOT certificate for the vehicle if one is required. It is the responsibility of the driver to ensure an appropriate child seat or booster seat is used and properly fitted.

3.7.4 The Headteacher or SBM shall ensure that:

- risk assessments include transport and business driving operations;
- employees have a valid driving licence (an appropriate category for the vehicle);
- employees who drive their own vehicle have appropriate insurance cover and an MOT where applicable;
- employees are referred to occupational health when they have a health problem that could affect their driving; and
- a signed letter of declaration is obtained from volunteer drivers.

3.7.5 Where the School is responsible for providing vehicles for travel, such as minibuses, arrangements shall include

- regular vehicles inspections and maintenance;
- systems in place to report, record and deal with faults;

- ensuring driver competence to safely drive the type of vehicle they use in the course of their work (MiDAS or equivalent driver assessment).

### **3.8. Educational Visits**

3.8.1 Each year the school will arrange a number of activities that take place off the school site, which support the aims of the school. The school has adopted the Gloucestershire County Council 'Guidance for Educational Visit'.

3.8.2 Any member of staff who wants to propose a visit is responsible for undertaking detailed planning in good time before the event. The Headteacher/EVC must be informed before a visit is planned and must approve the completed plan and risk assessments for the visit before departure.

3.8.3 The member of staff leading a visit shall be responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. The member of staff leading the visit will use the most up to date risk assessment appropriate to the activity taken from the GCC Guidance for Educational visits website.

3.8.4 Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required. Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

3.8.5 The Headteacher/EVC will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations). The Headteacher and another senior members of staff will be appointed as the emergency contacts for each visit. The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

3.8.6 See under Risk Assessments, School Trips and Offsite Visits above for more details of the risk assessment process in respect of trips and activities.

3.8.7 The SBM as EVC will ensure that the correct procedures have been undertaken and will, in the case of activities involving water, overnight stay or high ropes, submit the activity details to the GCC EVC for approval, in a timely manner.

### **3.9 Emergency Management/ Business Continuity**

3.9.1 It is the school policy to have in place arrangements for foreseeable emergency situations and major incidents. These may include:

- injuries or illness to people in workplaces;
- fire;
- bomb threats;
- security incidents;
- natural disasters;
- loss of services (power, water, heating, ICT);
- loss or illness of key personnel; or
- outbreak of disease or infection.

3.9.2 An Emergency/Business Continuity Plan is in place that provides a framework for such events. The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g., counselling) etc.

3.9.3 A team shall be in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans.

3.9.4 The emergency plan is reviewed annually and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

### **3.10 Estate Management**

3.10.1 The school has in place a number of practices and procedures for good estate management to ensure compliance with legal responsibilities for managing and maintaining school buildings, services, fixed fittings and equipment.

3.10.2 The Governors, the Headteacher, the SBM and all the employed staff have responsibilities for estate management of the school.

3.10.3 The school buys support from GCC Property Care to ensure that it remains up to date and aware of all aspects of estate management that must be undertaken. This ensures confirmation that statutory requirements and industry standards for servicing, testing and inspection are adhered to in order to reduce the risk of accidents, failures and defects.

3.10.4 The SBM will refer to the DfE Good Estate Management for Schools manual and relevant tools and will use available checklists where appropriate. Details of the periodic self-inspections that are made of the building(s) or site, classrooms etc. for obvious signs of damage or risk to safety will be recorded.

3.10.5 There are procedures for teachers and other school staff to report defects, faults and maintenance issues to the appropriate person (e.g. maintenance logbook, email procedure in place.)

### **3.11 Electrical (Portable and fixed wiring)**

- The school shall ensure that all electrical wiring systems and electrical equipment is installed and maintained in a safe condition.

- The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.
- Persons carrying out the testing and/or repair of electrical equipment or carrying out experimental work on electrical equipment or its associated connections must have the appropriate technical knowledge, training and information to enable them to work safely.
  - The school uses a GCC recommended contractor to carry out the 5-year fixed wiring inspection.
  - Any works involving electrical wiring is undertaken by a GCC approved contractor.
  - One of the school caretakers has been trained to carry out PAT testing.
  - The equipment used for PAT testing is calibrated each year as required.
  - The caretaker carries out a rolling programme of PAT testing throughout the school year.
- All relevant persons including staff, volunteers and work experience students, are made aware of the associated hazards of electrical equipment 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 via the school's induction procedure and all staff are required to read this policy on an annual basis.
- The instructions to staff and others make it clear that no electrical equipment is to be brought into school and used without being PAT tested by the trained member of staff and that failure to follow this rule could lead to disciplinary action.
- 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.
- 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. Staff are made aware that in a situation where a piece of equipment may be faulty they are to cease usage and report the issue to the SBM immediately. The SBM will ensure it is isolated from the source of supply and secured so that it cannot be used until repaired.

### **3.12 Water Hygiene**

- A water hygiene risk assessment and audit was carried out on 3<sup>rd</sup> March 2026.
- A risk assessment is carried out approximately every 2 years and coordinated by an appointed GCC contractor.
- The appointed GCC Property Care person also checks annually that the checks are being completed in accordance with the requirements of the risk assessment.
- As result of the lasted audit it is deemed that an effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. Water outlet temperature testing and flushing regimes are in place and effective. They are carried out on a weekly rolling programme by the appointed member of the caretaking team and overseen by the SBM and the GCC Property Care.
- The school will record water checks carried out by the appointed member of the school caretaker team and coordinated by the school business manager.
- The checks are carried out in accordance to the guidelines set out in the latest risk assessment.

- The appointed member of the school Caretaker Team has responsibility to refer any matters arising from the testing to the SBM for any required action to be taken.
- The appointed member 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.
- The overall responsibility for water hygiene in the school rests with the Governors.

### **3.13 Glazing**

- 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 as directed. The report available and remedials have subsequently all been actioned.
- All low-level glazing (below 800mm), such as glazing in doors and high-risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film.
- There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible.
- Glazing is also assessed during regular site inspections by the school Caretaker Team.

### **3.14 Doors and Gates**

- All doors are checked by the Caretaker Team and staff members and any issues raised are acted upon immediately.
- There are several gates in school. These are also maintained and checked by the caretaking staff
- Finger guards are in place on appropriate internal doors and any damage is rectified as soon as possible.
- Some doors are linked to the fire alarm system and these are checked for damage and that they activate appropriately during alarm testing.

### **3.15 Gas installations**

- Any necessary work and testing of gas appliances is carried out by qualified, accredited contractors.
- Gas appliances are subject to appropriate formal inspection.
- 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.
- The required appliances in the kitchen are regularly serviced as required under the servicing schedule and the room has adequate ventilation linked to the use of the gas supply.
- There is a gas safety system installed in the kitchen, boiler room etc. with emergency isolation switches, which is periodically inspected by competent engineer.

### **3.16 Trees**

- Any trees on site are routinely inspected by a competent person, reflecting the level of risk. This is arranged via our GCC Property Care package

- Visual inspection of trees following any potentially damaging activities or weather is carried out by the Caretaker Team
- A visual check of the grounds is carried out daily by a member of the Caretaker Team
- Any activities in the school wood are risk assessed by the teaching member of staff prior to the children going to the wood. This includes wind conditions, previous weather conditions and conditions on the day.
- Remedial work to trees is undertaken by competent persons.

### **3.17. Snow and ice**

- 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.
- Particularly during adverse weather conditions specific routes are gritted. This ensures a demarked safer route into the school premises.
- During such periods the school Caretaker, would be called upon to grit areas if required.
- The school messaging system would be used to communicate with parents and staff to highlight safer procedures during such times.
- Should the school have to close the GCC schools closure protocol would be used and parent and staff informed via the school messaging facility.
- There is suitable storage for salt/grit and tools on site and a sufficient supply of grit/salt is available.

### **3.18 Fire Safety – refer to the Fire Risk assessment**

- The school has a fire risk assessment undertaken by GCC every 3 years or so.
- The school reviews the fire risk assessment and any actions within it at least annually.
- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g., by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- Staff are reminded of fire risks and must sign, annually, that they have re-read the Safeguarding and Health and Safety Policies
- New staff, volunteers and those on work experience are taken through fire safety on induction.
- Fire evacuation procedures are displayed in every classroom and at various points throughout the school and all staff, volunteers, visitors and those on work experience are advised to familiarise themselves with the means of escape.
- The Headteacher/SBM will ensure regular fire drills are carried out to test the procedures so that staff and pupils are familiar with what to do in the event of an evacuation.
- Details of fire wardens and others with specific responsibilities are displayed alongside the fire evacuation procedures.
- The school has 5 trained fire wardens.
- 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.

- 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.
- The school office creates and maintains an emergency list for use during a school emergency.
- 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.
- 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.
- The fire alarm is tested weekly on a rolling programme by the appointed member of the Caretaker Team
- The fire alarm is serviced twice a year as required
- The emergency lighting is serviced and discharged twice a year as required
- The designated member of the Caretaker Team tests the emergency lighting on a rolling programme as required.
- The fire extinguishers and blankets are serviced once a year as required.
- Spot checks in respect of fire extinguishers and fire blankets are carried out by the appointed member of the Caretaker Team on a rolling programme.

### **3.19 First Aid**

- The school follows the statutory requirements for first aid and provides enough suitably trained first aid staff including paediatric trained staff for EYFS.
- The guidance issued by the DfE on first aid for schools is followed.
- The school has many suitably trained first aiders and it ensures there is a spread of qualified staff across all key stages as any one time.
- 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.
- All classes have their own first aid reporting book.
- Staff know to call a parent to let them know of any injury to the head so the parent may monitor the child out of school.
- The SBM reports the required types of accidents and injuries to staff and pupils to GCC for monitoring or action using the GCC provided platform.
- First aid training is recorded and monitored by the SBM to ensure timely renewal and appropriate trained staff in all areas of the school
- The appointed Chief First Aider monitors and restocks first aid supplies and ensures compliance with current requirements and practices.
- On any given school trip there is always an appropriately trained first aider attending.
- The school has a defibrillator on site. This is checked weekly by the designated member of the Caretaker Team to ensure it is in working order.

- The school will administer certain medicines to pupils once the parent has completed the required form, with clear instructions – see Supporting Children with Medical Conditions Policy

### **3.20 Hazardous Substances**

3.20.1 Potential exposure to harmful substances shall be identified by the Headteacher/SBM and risk assessed. This may include chemicals, dusts such as wood dust, and biological hazards from bodily fluids.

3.20.2 Wherever possible, the school shall use non-hazardous products. Any substances supplied to the school must be accompanied by relevant information, such as a Material Safety Data Sheet or labelling on the container. This information will be used to determine if the substance is hazardous and if so a COSHH risk assessment must be completed.

- COSHH is covered on the school's induction paperwork and staff are annually reminded of their responsibilities in respect of this topic.
- All persons are discouraged from bringing in items from home without showing them to the SBM or first speaking to the SBM, so checks can be made.
- Staff who bring in potentially hazardous substances without checking with the Headteacher or SBM could be subject to disciplinary procedures.
  - 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.
  - The kitchen uses some cleaning products – these are supplied and monitored by the contractor, Dolce.
  - Any cleaning materials purchased for school are monitored by the SBM/office team.
  - The Caretaker Team has a locked cupboard where items such as paints, varnish and sprays are kept. There is also a specific lock up area for petrol and such related products outside of the main school building.
  - 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.
  - Items are, in the majority, purchased from national suppliers 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.
  - 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.

3.20.3 Exposure to some substances may require health surveillance to be undertaken, which will be determined by the related risk assessment. Such substances may include:

- respiratory sensitisers (isocyanates).
- skin sensitisers.

- carcinogens (cancer causing substances).
- commercial herbicides (weedkillers) – **Note: the school employs the services of a GCC appointed contractor to carry out periodic weed killing on site.**

### 3.21 Infectious Diseases

3.21.1 The school shall seek to reduce the risk of transmission of infectious diseases to as low as is possible.

- This includes:
  - Blood-borne viruses, such as hepatitis, spread from contact with bodily fluids or needle-stick injuries.
  - coronavirus.
  - colds and flu.
  - norovirus.
- The school will take such measures that can reduce transmission, such as good personal hygiene, ventilation in enclosed spaces, enhanced cleaning and requiring staff and pupils not to attend school with illness symptoms or when infectious.
- The school has a number of poster campaigns around the school promoting good hygiene practices and pupils are taken through good hygiene practices as part of the PSHE curriculum
- The school follows the UK Health Security Agency guidance on health protection in settings for children and young people, for the management of infectious diseases and minimising disruption.
- Emergency plans must include actions for managing outbreaks and incidents and continued provision of education.
- When the school becomes aware of an outbreak of an infectious disease the school office team will report to the Local Authority Public Health service as required.
- If there appears to be significant concern (e.g. the school is considering closure) the Headteacher will consult with UKHSA and/or the Local Authority Public Health service as required

### 3.22 Lettings and Shared Workplace - refer to School Lettings Policy/Agreement for Hire

- The school ensures that the hirer has public liability insurance in place to indemnify the school from all such hirers' claims arising from negligence.
- If any part of the school is let, the Headteacher/SBM is satisfied via the agreement that the hiring organisation will use the premises in a safe manner.
- A signed, written letting agreement is completed and copies are kept, and a risk assessment is undertaken.
- The letting agreement in place including a clear description of each party's responsibilities.
- The letting agreement manages access and security by restricting which parts of the school the hirer may access during periods of use ( for example excluding use of offices, classrooms, etc.) or by providing separate entrances/ exits

- The letting agreement includes Locking up arrangements or if the hirers have keys, a formal key management system (i.e. providing for the maintenance of a list of key holders, and signing in/out arrangements)
- The Hirer must agree to co-operate with the school's arrangements.
- The school provides clear and concise instruction and information for the user, including what to do in an emergency and emergency contacts, reporting incidents, defects, damage etc.

### **3.23 Lone Working**

3.23.1 The school is committed to managing the risks associated with lone working, and where lone working occurs, shall ensure that the risks are adequately assessed and controlled.

3.23.2 So far as is reasonably practicable, the site and buildings shall be safe by design with adequate security, fire prevention and protection so occupants should be safe even when working alone.

3.23.3 The school manages the risk of lone working as follows.

- 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 very rare occasions, weekends.
- This system can be monitored offsite by the SBM and other key holders.
- Key holders to the site are limited to the SLT, the IT consultant and the school Caretaker Team.
- Staff must be off site by 18.00 – the Caretaker locks the school at 7pm
- Access to the school is via a keypad.
- There are several telephones around the school that lone workers would have access to in an emergency, one in each classroom.
- 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.
- 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.
- 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.
- GCC contracted cleaning company Glen Cleaning, is employed by the school and it has its own Lone Worker Policy to cover its staff.
- The school employed Groundsman makes the SBM aware when and where he is working on site so to ensure he is accounted for.

3.23.4 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.”*

### **3.24. Manual Handling**

3.24.1 Where possible employees must avoid hazardous manual handling tasks. Where manual handling cannot be avoided, the risk of injury should be assessed and reduced as far as is reasonably practicable.

3.24.2 For most employees, manual handling operations are not considered hazardous because they involve light weights, handling is infrequent and takes place in favourable working conditions, in which case there is no need to carry out specific task related to manual handling assessments.

3.24.3 The school's measures to reduce the risk of injury shall include:

- providing information on good manual handling techniques;.
- formal training by competent instructors where it has been identified as a necessary control measure in risk assessments; and
- providing lifting aids and other equipment as necessary.

3.24.4. Risk assessment for moving/handling people shall be considered as part of the care planning process and included in pupil care plans.

3.24.5 The measures set out below have been adopted to mitigate the risks of manual handling]

- When appropriate employees are trained in correct moving/ handling techniques.
- Handling aids such as hoists and lifts are inspected regularly
- All members of staff are reminded of the need to consider their safety and to refrain from the moving of heavy objects.
- The Caretaker Team have been trained in safer handling techniques and supplied with equipment to assist with such tasks – such as trolleys.
- Loads are to be broken down for easier movement and /or the use of the trolley.
- Site staff assist with handling operations.
- The Midday Supervisors (MDS) involved with lunchtime setting up duties have agreed methods for their regular tasks e.g. setting up tables at lunchtime.
- MDS have been issued with an appropriate risk assessment for this task.
- At this time there are no pupils with a PEEP that requires the use of a hoist or lifting
- The moving and handling of pupils is limited and only should occur if included in pupil behaviour/care plans.
- Some staff have undergone appropriate restraint training, which is reviewed and renewed if required based on children in school.
- Appropriate staff are Team Teach trained.

### **3.25 Medical Needs – Refer to Supporting Pupils with Medical Conditions Policy.**

- 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.
- 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 annually ,in accordance with the policy.
- Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.
- The school has many suitably trained first aiders.
- 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.
- First aid training is recorded and monitored by the SBM to ensure timely renewal.

The following provisions apply in respect of the administration of medicines

- The school accommodates pupils with medical needs wherever practicable and refers 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.
- Parents must complete a medicine in school form should they wish a member of staff to administer medicine such as paracetamol or anti-biotics.
- Such medicines are kept in a fridge in the school office. This is maintained by the school office staff.
- 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.
- Inhalers and Epi-pens are kept in the classroom of the child concerned and staff who work with those children receive appropriate training,

### **3.26 Noise**

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally, noise risk is managed by:

- keeping the dose (exposure time) low;
- making ear defenders available to those pupils where noise issues have been identified as part of their care plans;
- when RIAT is on, encouraging pupils to bring in ear defenders from home and to use them; and
- the Groundsman using ear defenders when using equipment such as petrol mowers or strimmers.

### **3.27 Personal Protective Equipment (PPE)**

3.27.1 The need for PPE as a control measure is assessed on the basis of risk assessment. Other means of controlling risk posed by hazards must be sought first (e.g. remove the person from any hazard or isolate the hazard in some other way).

3.27.2 The following provisions apply in respect of PPE.

The need for PPE as a control measure is assessed based on risk assessment and CoSHH assessments.

- Where it is assessed that PPE is required, PPE is appropriately selected and provided and such staff will be provided with information, instruction and training in the correct use, storage and care of PPE.
- Staff are responsible for ensuring that they use PPE where it is provided.
- Risk assessments reflect the need for PPE and what is provided if necessary.

- 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 school induction process.

### 3.28 Playground Supervision/Play Equipment and Maintenance

- Guidance on assessing the risks associated with playground supervision is taken from the GCC SHE Information Sheet 14 Playground Supervision.
- A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.
- The school has a Behaviour Policy for pupils in place.
- Playground supervision is reviewed at least annually by the SLT
- Teaching staff are present to supervise pupils from 8.30 am, (school starts at 8.30am), and at playtime.
- At lunchtime there are a number of mid-day supervisors allocated to year groups on the playground. 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).
- Staff and MDS always position themselves at various locations on the playground to ensure the good visibility of the play area.
- 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.
- 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.
- During lunch time play, staff have use of walkie-talkies to aid communication between staff outside and inside the building.
- The Caretaker 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.
- The school playing field is inspected by a MDS prior to its use (in season).
- 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.
- 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.

- 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 and any play on the playground and field is supervised appropriately

### **3.29 Pregnant Employees and New Mothers – refer to School Maternity Policies**

3.29.1 The school has maternity policies and shall manage risks to new and expectant mothers.

3.29.2 Once the Headteacher/SBM is made aware of the employee's pregnancy, they shall assess the risks to the employee, which shall be reviewed at reasonable intervals during pregnancy, and if the pregnant employee's situation changes.

3.29.3 If a risk assessment has identified any risks that could affect the employee, or that of their baby, and these risks cannot be avoided, action to remove, reduce or control the risk shall be taken. This shall include:

- temporarily adjust their working conditions and/or hours of work; or if that is not possible,
- offer them suitable alternative work (at the same rate of pay) if available; or if that is not feasible,
- suspend the employee from work on paid leave for as long as necessary, to protect their health and safety, and that of the child.

3.29.4 The school shall provide suitable rest facilities for pregnant and breastfeeding employees.

### **3.30 Security Arrangements**

3.30.1 The security measures that are in place have been reviewed to assess risks and identify any additional steps that should be taken to prevent unauthorised access and protect staff and pupils from harm and to protect school property. Such measures include

- entry to the school site is restricted with fencing, gates, and boundary hedges and landscaping to prevent all but the most determined from entering;
- the school has several gates which are locked during pupil school hours to limit access to the school via the school office;
- 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;
- the school has 4 CCTV cameras positioned at the 2 main door entry points of the school and the main admin corridor;
- the CCTV is maintained and monitored by the school ICT contractor;
- the school office and SBM have iPads to monitor movement during the day via the CCTV;
- the site is physically secure out of hours including effective intruder alarms and response arrangements;
- access control measures prevent unauthorised access to the building during the day;
- visitors to the school are directed to the main reception by signs outside.;
- during outdoor play pupils are supervised in the playground;

- all visitors entering the school must provide ID and be requested sign in on arrival and out at the end of the visit;
- badges are worn by all visitors;
- the school has its own bespoke visitor system with blue lanyards for school staff, green lanyards for visitors who are recorded on the SCR or have clearance via another organisation and can be allowed to move around the school unaccompanied and red lanyards for visitors who must be accompanied onsite at all times.;
- 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;
- If unknown visitors are encountered in the school, or not wearing a valid badge they must be challenged by staff and reported to the school office immediately;
- 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;
- the school “System” allows for pupils arriving late or those who are leaving with parents to attend appointment to be signed in/out accordingly;
- the classroom registers are taken on “The System” and absentees investigated and recorded to ensure all pupils are accounted for;
- an emergency list is generated every morning from data entered and held on “the System”;
- persons are responsible for the security of their own personal items.;
- staff and pupils are discouraged from bringing valuable items into school.
- there are procedures for controlling access and barring individuals from the premises;
- emergency procedures must be implemented in the event of a security breach or threat; and
- lockdown procedures are practised with staff.

### **3.31 Smoking/Vaping**

3.31.1 The school is a no smoking/vaping site and staff, visitors and contractors are required to conform. The policy is that e-cigarettes and vaping are to be treated as other smoking material i.e. not permitted in our buildings/on site. This is covered by the school induction process and visitor leaflet.

3.31.2 The school will support employees who find it difficult to restrict their smoking or wish to give up smoking, and provide details of smoking cessation organisations.

### **3.32 Stress, Mental Health and Wellbeing**

3.32.1 All staff are encouraged to support each other, discuss openly and not see stress or mental health as a sign of weakness. The Headteacher and other members of staff should be aware of the signs of stress and how to deal with them.

13.32.2 Identifying particularly difficult periods (e.g. Ofsted inspections, audits, SATs) and finding ways of combating stress during these times is the responsibility of the Governing Body and Headteacher.

3.32.3 Staff are responsible for raising concerns with the Headteacher, their own supervisor or a member of the Governing Body (if they feel unable to raise it with the Headteacher or supervisor) if there are work issues causing them stress and having a negative impact on their well-being. Where workplace stress arises, the Headteacher, Governing Body or supervisors will deal with the issue in a sensitive and constructive manner, using all available means to manage stress and assist staff.

### **3.33. Traffic (on-site)**

- **Parking Arrangements:**
  - Staff parking: There are designated specific parking areas for staff.
  - Staff parking permits are issued and must be displayed on the car at all times whilst it is on site. Staff who do not conform with this will be asked remove their car from the site or to display a relevant permit. Spot checks will be carried out by office staff periodically.
  - Staff are encouraged to reverse park where possible.
  - Parent parking is restricted to permit holders and pre-school parents only. Parking for those 2 groups is restricted to drop off and pick upon school grounds, except for those with disabilities or special permissions. Parents who are dropping off for school and have permission to park temporarily in the staff carpark must apply for and subsequently display a relevant parking permit.
  - Visitor parking is allowed on site in the main carpark. A visitor must obtain and display a relevant visitor parking permit.
  - No other parent parking is allowed on site for any reason. All parents must park outside the school main gate and walk their children into school.
- School rules are clearly communicated to parents/carers.
- Pedestrian crossings are clearly marked and designated entrances and walkways for pedestrians, separated from vehicle routes as much as possible as restricted by the design of the school site and the driveway that is shared with the Secondary School.
- The school has a clearly marked access point for emergency vehicles.
- 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.
- Contractor vehicles parked whilst work is being done are cordoned off if possible.

### **3.34 Training**

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

- The Headteacher with the Governors and SBM undertake a training needs analysis to identify the competency requirements of specific job roles including in terms of health and safety and ensure that appropriate training is delivered, and training records held centrally.
- The training need is reviewed on the introduction of any new legislation.
- Line managers, conducting the performance management process, consider health and safety performance and address areas of concern with employees.
- Staff, student teachers/work experience and regular in school volunteers/parent helpers are required to sign confirming that 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.

### **3.35 Violence**

3.35.1 Any incidents of inappropriate behaviour by parents/visitors towards staff are to be reported to the Headteacher and Governing Body to consider any consequences. In cases of abuse or threats to staff, pupils or other parents, the Governing Body may ban parents from entering the school.

3.35.2 Staff shall report any inappropriate behaviour. The school shall support employees who have experienced an incident of hostile, threatening and violent behaviour. Any incident shall be discussed so appropriate action may be taken and recorded in the same way as work-related accidents. Depending on the circumstances and the consequences incidents may also be reported to the police.

- 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.
- 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.
- 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.
- 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..
- The school has set up limited access to the main building, with door fobs required to open doors.
- 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.
- Incidents are reported to the GCC SHE Assure database if required.
- If required pupils will be issued with a behaviour management plan.
- All staff follow the school Positive Relationship and Behaviour policy when dealing with pupil who is aggressive or acts inappropriately.

- 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.

### **3.36 Working at Height**

3.36.1 Work at height will be avoided wherever possible. Staff must not climb onto chairs, desks, other furniture, etc. When working at low height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

3.36.2 Work carried out at height where a significant injury could result must be agreed by the Headteacher/SBM and a specific risk assessment carried out in order to identify and implement suitable control measures. Staff who work at height will be briefed in risk assessment findings. Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

3.36.3 Equipment provided for accessing height (kick stools, stepladders, ladders, towers etc.) shall be inspected before use and a documented thorough examination carried out at least annually. Any damaged access equipment must be taken out of use and clearly labelled and removed as soon as practicable. Staff should be aware that

- at present no member of school staff is trained to work at height using high ladders so that 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;
- staff are allowed access to use 3 step stepladders or a “kick stool” for low level work.
- the climbing on tables and the use of a chair on a table to reach something is forbidden;
- 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);
- training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high step ladders);and
- staff are directed to the document “Safe use of kick stools and small step ladders”.

## Part 4 Monitoring and Review

The school must comply with statutory duties including undertaking a range of active and reactive monitoring of our health & safety performance and reviewing health and safety arrangements. This enables us to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment.

### 4.1. Monitoring Arrangements

- Regular Inspections and Audits which must be carried out:
  - routine inspections of classrooms, playgrounds and other facilities;
  - scheduled periodic premises inspections by the Headteacher/ Governor/SBM/Caretaker/ GCC Property Care/Water Hygiene Audit/ and other contractors, such as Fire Alarms/Fixed Wiring;
  - findings documented and corrective actions taken.
  - professional servicing and inspection of systems, services and equipment;
  - records of defects and property damage maintained;
  - reports reviewed, presented to the governing body and actions arising are tracked until closure in a recorded fashion; and
  - external audit of safety arrangements by the local authority SHE team.
  
- Incident Reporting and Investigation which the school must observe:
  - procedures for reporting accidents, near misses and health issues.
  - accidents must be investigated to determine the cause of the accident, underlying factors (e.g. management, training etc.) and measures taken to prevent a reoccurrence.
  - incident data must be shared and analysed to identify trends to prevent future occurrences;
  - safeguarding incidents must be recorded and investigated;
  - behavioural, violence and aggression and security failures must be reviewed for lessons learned and post incident support; and
  - Ill-health and sickness absence must be reported and monitored
  
- People Management
  - The school encourages all employees to provide feedback on health and safety practices.
  - We will use staff meetings to gather input.
  - The school has a system for monitoring staff training (e.g., training spreadsheet).
  - Employees and contractors are supervised to check competence during work activities, ensuring they are working safely and are following school policies and arrangements.

- The school monitors staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessments and medical advice.

#### **4.2. Reviewing Arrangements**

- Policy Review.
  - School policies are reviewed according to a schedule of review to ensure health and safety arrangements remain relevant and effective.
  - Updates to the policies are made to reflect changes in legislation, industry standards, and organisational priorities.
- Management Reviews
  - Regular leadership meetings review health and safety performance.
  - Health and safety is a standard agenda item on the Resources committee meetings.
  - The headteacher and school leaders discuss audit results, incident reports, and employee feedback and report appropriately to governors
- Risk assessments
  - Those with responsibility for assessing risks in the school review risk assessments at least annually to check and make sure the precautions remain suitable.
  - Relevant risk assessments are reviewed following any significant incidents, change in tasks, premises layout, equipment or personnel.