

St Joseph's Catholic Primary School

St Joseph's school is a Christian community in which individuals are valued and respected, and encouraged to reach their full potential and be

'The Best They Can Be'

Faith, Hope, Love.



Policy for HEALTH AND SAFETY

SAFEGUARDING POLICY CROSS REFERENCE

Please read this policy in conjunction with the School Safeguarding Policy alongside the guidance found in the Gloucestershire Safeguarding Children's Board Handbook www.gscb.org.uk/handbook and the guidance on safer working practices outlined in www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguardingadvisernetwork/sanetwork

Our ethos is one that nurtures education through recognition and celebration of all children's experiences and achievements, whatever the context. Each child is unique and made in the likeness of God. Every child should succeed at their own level and be praised for this success

Author: W D'Arcy

Link: T Lynch

Approved by: Resources

Approved on: Autumn 2017

Review Date: Autumn 2019

Other relevant policies: Safeguarding

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

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

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

In particular the Governing Body and Headteacher are responsible for:

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

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

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

Signed:	Signed:
Headteacher's name: Mrs Wendy D'Arcy	Chair of Governors' name: Tony Lynch
Date: November 2017	Proposed review date: November 2018

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PART TWO - ORGANISATION

<p>Organisation – Introduction.</p> <p>In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	
<p>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>There is a rolling programme of governors nominated for the role of ensuring compliance with this policy and will undertake at least one Health and Safety Inspection (or audit) of the school premises X3 per year. The resulting findings will be reported back to the relevant committee and any items of high priority status will be dealt with as a matter of urgency. In addition, any weaknesses found with this policy will be reported and the necessary amendments will be made following the due process. All actions are undertaken with the full support and knowledge of the Headteacher.</p>
<p>The Duties of the Headteacher</p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<p>The Headteacher will assist the nominated Governor (Tony Lynch) and site manager, Sue Cowle, with the role for Health and Safety in gaining access to all necessary information and school premises so that they are able to effectively gauge the school's implementation of this policy. In addition, they will ensure that this policy is known, understood and implemented by all school employees so that a culture of positive attitudes towards Health and Safety, and an understanding of how implementing this policy will assist them in improving the school environment and the children's learning, is created. Furthermore, the Headteacher will ensure that they are a model of good practise, that Governor findings are acted upon where necessary and that all health and safety procedures are adhered to in all situations.</p>

<p>The Duties of Employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>All employees (including teachers, teacher assistants, cleaners, school meal supervisory assistants, office staff, school children's traffic co-ordinator and site manager) must follow recognised safe procedures and best practice at all times. Specific activities that have been risk assessed should be administered in the manner described ensuring that all the control measures on that activity have been implemented. Any problems encountered should be reported to, and discussed with, the head teacher, nominated governor or site manager</p>
<p>Pupils</p> <p>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.</p>	<p>The school should ensure that all pupils are aware of, and understand how to be safe in the most likely situations they are likely to experience during their time at St. Joseph's Catholic Primary School. They must understand that failure to take on the personal responsibility of ensuring they are behaving safely can have serious consequences for both themselves and other pupils and school staff. Accordingly, they should understand that there will be consequences to unsafe behaviour in line with the School Behaviour Policy.</p>
<p>School Health and Safety Representatives</p> <p>The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<p>The School will always liaise with a nominated Union Health and Safety representative and provide information as requested.</p>

<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p>Time will be allocated at the beginning of the person's employment to go through all necessary Health and Safety procedures with a relevant person and they will be asked to indicate that they have understood the information provided. In addition they will be directed to the policies of most relevance to the role that they will be undertaking. Refer to the Safer Recruitment Policy.</p>
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>All teaching staff must follow recognised safe procedures and best practice at all times. Specific activities that have been risk assessed should be administered in the manner described ensuring that all the control measures on that activity have been implemented. Any problems encountered should be reported to, and discussed with, the appropriate line manager; any oversights in the risk assessment should be reported to the Headteacher. Teachers must ensure that the health and safety of themselves, the children and other adults under their supervision is not placed at risk.</p>
<p>Teaching Assistants</p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p>Teaching Assistants must report any encountered problems to the class teacher in charge immediately, ensuring that the children are not placed at further risk when doing so. In addition, they should respond to the teacher's directions on matters of health and safety with immediate effect.</p>
<p>The Duties of Off Site Visit Coordinators (OVC)</p> <p>The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. The school refers to SHE webpages.</p>	<p>Refer to the Educational Off Site Visits Policy</p>
<p>The Duties of the School Caretaker</p> <p>The Caretaker has a day to day responsibility for ensuring compliance with the</p>	<p>They will collate all relevant information pertaining to the safety of the premises and ensure that all certificates, warranties, guarantees and other information are in date. They will arrange for the regular</p>

<p>School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p>inspection of items and installations requiring certificate renewal and ensure that subsequent reports are brought to the attention of the Headteacher. Furthermore, items for the recording of incidents and those people in the school will be stored and maintained by them; this will include the accident book, first aid register, attendance registers, visitor book, maintenance log books and the staff register</p>
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p>Volunteers and Parent helpers must report any encountered problems to the class teacher in charge immediately, ensuring that the children are not placed at further risk when doing so. In addition, they should respond to the teacher's directions on matters of health and safety with immediate effect.</p>

PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements
Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Headteacher: Mrs Wendy D'Arcy	A variety of measures will be utilized to convey the H&S message to the various people using the school premises. These measures will include H&S posters, school announcements during assemblies, newsletters to parents, staff meetings, staff training sessions, school visits by the Governor for H&S, direct conversations and the regular dissemination of additional or existing information to those people in need of its receipt..
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Headteacher: Mrs Wendy D'Arcy	Health and Safety will be a regular item on Staff meetings. Furthermore, the Headteacher will ensure that H&S issues are discussed at their meetings as and when appropriate.
Section 1 - RISK ASSESSMENT		
Risk Assessment The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following areas:	Over arching responsibility for Risk Assessments Governor for H&S: Tony Lynch Headteacher: Mrs Wendy D'Arcy	The following arrangements are in place for the completion and review of specific school activity based risk assessments where they are not covered by the comprehensive overarching risk assessments of the school activities: Science - MRs Anna Mann Display screen equipment - Mrs Wendy D'Arcy Access / egress from school - Mrs Wendy D'Arcy PE - Mrs Wendy D'Arcy School car parks - Mrs Wendy D'Arcy

<p>School Trips/Offsite Visits</p> <p>The school complies with DFE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.</p>	<p>Offsite Visits Co-ordinator:</p> <p>Determined with each activity</p>	<p>Refer to the Educational Off Site Visits Policy</p>
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>All staff are made aware that they must feel competent and safe to use a ladder, if this is not the case then a trained ladder user must be asked to complete the task. They are also aware that 'boosting' devices, e.g. chairs, should not be used.</p> <p>The Site manager has had all the appropriate ladder training and ensures that the equipment in their use is stored safely and appropriately and remains in good condition. Any defects are reported directly to the Headteacher</p>

Violence to Staff

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

Headteacher:

Mrs Wendy D'Arcy

The risk of violence to staff has been mitigated by a variety of measures to ensure that staff are safe within the school premises and that potentially difficult situations are managed effectively to ensure that they do not escalate to a level that becomes threatening. (see school security risk assessment)

Premises

1. All outside exits are locked throughout the day and can only be opened either by an internal safety release lock or with by a swiping card
2. All keys for external exits are handed out to individual staff members by the school secretary and records are kept of who has access to what
3. The main entrance to the school is only opened by the school staff when they have either identified the caller by looking through the glass doors.

Staff

1. All relevant staff have received training and/or information on how to handle aggressive situations
2. Any person gaining access to the premises will be requested to complete the visitor book and wear a visitor badge so that they are clearly identifiable and so that all those approaching them will understand the basis on which they are within the school.
3. Where a person is invited into the school to discuss a potentially difficult matter, the member of staff conducting the matter will assess whether any particular measures need to be taken to ensure their safety and that of the whole school. For example, more than one member of staff present, use of a particular room within the school, alerting other members of staff to the situation prior to the invitee appearing at the school, or not exposing themselves and the school to the potential risk from the outset where it is considered that an aggressive and/or violent situation is most likely to occur.
4. Where a decision is taken not to invite a person into the school due to a perceived risk of violence, a senior member of staff or the Headteacher should be in agreement with this decision. This decision must be communicated to all other members of staff at the earliest opportunity. Communication with this person should be by letter

		and/or telephone and the reasons for them not being invited into the school should be explained. Any person wishing to challenge this decision should contact the Chair of the Governors.
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Security Arrangements Including Dealing with Intruders

Risks to security of the premises and property are assessed through the risk assessment process

Headteacher:

Mrs Wendy D'Arcy

St. Joseph's Catholic Primary School has a number of measures to maintain its security and prevent the ingress of intruders:

Premises

1. All outside exits are locked throughout the day and can only be opened either by an internal safety release lock or by swiping a badge
2. All keys for external exits are handed out to individual staff members by the school secretary and records are kept of who has access to what
3. The main entrance to the school is only opened by the school staff when they have either identified the caller by looking through the glass doors
4. The school has a fully operational site alarm

Staff

1. All staff and relevant persons have been checked through the DBS process and/or 'List 99'
2. Any person gaining access to the premises will be requested to complete the visitor book and wear a visitor badge so that they are clearly identifiable and so that all those approaching them will understand the basis on which they are within the school.
3. All visitors are escorted by a member of staff at all times unless there is good reason for this not to be the case and the matter has been agreed with the Headteacher.
4. The school has a cascade system for the investigation of alarms out of school hours – Site manager is informed (lives within close proximity of school building) and then would inform Headteacher

Property

1. All property of value has been marked so that it is identifiable as being property of St. Joseph's Catholic Primary School and has been 'smart watered'
2. An inventory is held by the School Secretary of all items of value
3. All items of value are insured

Parents / Carers

1. Considerable effort and negotiation has ensued over time to discourage parents / guardians from escorting their children into the school at the start of the day and/or entering the school at the end of the day to collect their children

		2. Children enter and exit the school at a specific entrance depending on their keystage level. Each entrance is only opened at a specific time and for a specific period during which only children enter or exit and their parents/guardians and a member of school staff oversee the transfer of the children into, or out of, the school's care.
Personal Security/Lone Working The school WILL ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety	Headteacher: Mrs Wendy D'Arcy	The School adheres to a Lone Working Policy
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.	Headteacher: Mrs D'Arcy	The only chemicals stored within St. Joseph's Catholic Primary School are those used by the cleaning, Kitchen staff and Site manager. <u>All cleaning chemicals are kept in the cleaning cupboard which is locked at all times. The COSHH data sheets should be obtained and stored in a prominent and known location for use by the cleaning staff (in pigeon hole in cleaning cupboard). The site manager has a locked storage space where they keep items such as paint and white spirit etc. An inventory should be kept of all items and COSHH data sheets should be obtained and kept for their reference.</u>

<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>As a Primary School very few activities are undertaken that require the use of PPE..</p> <p>When teachers plan their lessons they will take into account any hazard that may need to be mitigated and will ensure that the necessary precautions are taken, which will include the use of PPE.</p> <p>For caretaking related issues, please refer to the Caretaking Duties Risk Assessment.</p>
<p>School Transport</p> <p>The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>The school always uses external transport providers and requests letters of confirmation that the drivers have undergone DBS This information will be requested on an annual basis.</p> <p>Should the school have a member of staff or pupil with a mobility issue, then appropriate transport would be sourced to enable their participation in the school outing.</p> <p>Where a member staff uses heir own car to transport children, their <u>insurance will be checked for Business Use, and their driving licence will also be checked for validity.</u></p> <p>Parents will, on occasions, transport children to sporting events. This will be done on an ad hoc basis and organised privately between the parents.</p>
<p>Manual Handling (typical loads and handling pupils)</p> <p>The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>None of the staff at St Josephs are team teach trained. Therefore, only if a child is at risk of harming themselves or others, would a staff member intervene</p> <p>For caretaking related situations please refer to the Caretaking Duties Risk Assessment.</p>

Occupational Health as necessary.		
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<p>Curriculum Safety (including extended schools activity/study support)</p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>All lessons are planned in advance and activities involving the development of skills and/or an element of risk are assessed for the level of supervision required and whether additional safety measures need to be employed, for example, eye safety wear.</p>
<p>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>The school office staff are considered to be DSE users. The school has made the DSE self assessment process devised by GCC SHE department available to the staff for them to undertake an assessment.</p>

<p>Parent Teacher Association</p> <p>The school offer support to the Parent Teacher Friends Association (PTFA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>The PTFA secretary completes event risk assessments with the Headteacher and submits a copy to the Office Staff. Any event organized by the PTFA is covered by the School's insurance.</p> <p>The PTFA consists of a Chair, Secretary and Treasurer. They hold regular meetings that all parents are invited to. (X4 per year)</p>
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm WILL BE undertaken.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>A recognised area of concern is the age range of children (being 4 to 11) playing a variety of games within the confined space of the school playground. Some initial steps have been taken to minimize the potential for accidents:</p> <ol style="list-style-type: none"> 1. In the winter, no balls on playground due to restricted use of field 2. In the summer, when the field is in use, ball games are played on the field. 3. The use of the log trail is restricted to safe number of children per session-when slippery/winter periods, the log trail is not used. 4. When possible, the school field is utilized so that the children can find more space and so reduce the risk of collision 4. The children are fully engaged with the school behaviour policy and understand the consequences and rewards for their behaviour 5. Play time sessions and lunch sessions are supervised appropriately by teachers, teaching assistants and lunch time supervisory staff. 6 Child injuries are assessed by the play supervisor and appropriate action is taken in accordance with the First Aid and Medication Policy. .

Section 2 - PREMISES		
<p>Mechanical and Electrical (fixed and portable)</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the school office.</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>All electrical equipment is tested regularly and as specified within the relevant guidance by a competent and appropriately qualified Electrical Engineer. The resulting Electrical Inspection Reports and PAT results are kept in the school office under the care of the School Caretaker who arranges for the inspection of all relevant equipment.</p>
<p>Maintenance of Machinery and Equipment</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>The school site manager makes regular visual inspections of the school machinery and equipment. All servicing and maintenance is organised by the site manager.</p>

<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations and County Policy concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p><u>The school had an Asbestos Survey completed in 2010 and has been updated with the recent building works in 2016. There were no action points on the resulting report but 7 recommendations e.g. remove all asbestos (see report) The report is held in the School Office.</u></p> <p>Recent work in the school has included the removal of asbestos and this has been deleted from the survey once been removed (as recommended)</p>
<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>Headteacher: Mr Wendy D'Arcy</p>	<p>The school has a number of maintenance contracts covering:</p> <ol style="list-style-type: none"> 1. <u>Upkeep of the school playing field (Hawkings)</u> 2. <u>Service and maintenance of the fire alarm system (ESSI)</u> 3. <u>Service and maintenance of the emergency lighting system(ESSI)</u> 4. <u>Service and maintenance of the oil burning boiler and associated systems (EESI)</u> 5. <u>Service and maintenance of the Intruder System (ESSI)</u> <p>The log books for this maintenance are kept in the school office and the records are maintained by the School site manager.</p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>For all large scale works the School only uses contractors registered with GCC or via the diocese. In addition, contractors are required to work when the children are not on site, when possible. The Headteacher and site manager holds pre-site meetings with the contractors and oversees the works with regular update meetings with the Contractor Site Manager.</p>

<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>Small scale works are undertaken under the direction of the Headteacher. Contractors report to the School office at the agreed start time and sign in to the Visitor book and are issued with a Visitor badge. Where possible and appropriate the school site manager will undertake an overseeing role of the works being completed .All contractors will have provided all contact details. Definite start and end dates for the works being completed will have been agreed in advance of the works commencing and any deviation from this agreement will be brought to the Headteacher's attention as soon as possible. On arrival at the school the contractors will have been informed of the school's emergency procedures. (light green folder)</p>
<p>Lettings (shared working – playgroups etc)</p> <p>The school follows the Asset Management and Property Services (AMPS) Guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>See Protocol agreed with stakeholders on Leigh building</p>
<p>Slips/Trips/Falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>The floors are cleaned and cleared on a daily basis to keep them free of obstruction. Please refer to the Risk Assessment on Egress form the rear school exit.</p>

<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Headteacher: Mrs Wendy D’Arcy</p>	<p>The school cleaners have a cleaning schedule that clearly itemizes those parts of the school to be cleaned on daily / weekly / monthly basis. The cleaning supervisor ensures that the work is completed to an acceptable standard and the Headteacher and Site Manager undertake regular inspections of the school to ensure that the cleanliness is being maintained. This will include the use of appropriate use of waste receptacles by staff and pupils.</p>
<p>Transport Arrangements (on-site)</p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p>Headteacher: Mrs Wendy D’Arcy</p>	<p>Refer to the Overarching School Risk Assessments</p>
<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the GCC SHE General Risk Assessment Toolkit.</p>	<p>Headteacher: Mr Mrs Wendy D’Arcy</p>	<p>The Site manager is responsible for:</p> <ol style="list-style-type: none"> <u>1. Ensuring that all defects in the buildings and grounds are notified to the head promptly (see governors Health and safety audit)</u> <u>2. Undertaking regular checks of the fire alarm system and recording the result in the Fire Log Book (weekly checks on individual alarms, termly full evacuation)</u> <u>3. Carrying out regular safety check of the school grounds, including the outdoor play equipment</u> <u>4. Any other duties identified by the Head and Governors.</u> <p>Please refer to the Caretaker Duties Risk Assessment</p>

<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and oil appliances are carried out by qualified contractors. Oil and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>There is no gas in the school building. Electrical checks are organized by the Site manager in accordance with the relevant expiry dates on the previously obtained satisfactory certificates and as specified within any maintenance contracts.</p>
<p>Glass and Glazing</p> <p>A risk assessment NEEDS TO BE COMPLETED for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments SHOULD BE toughened, laminated glass and comply with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>Headteacher: Mrs Wendy D'Arcy School Caretaker: Sue Cowle</p>	<p><u>The School site manager and any other member of the school staff will report any window breakages immediately to the Headteacher who will ensure that the broken glass is replaced as soon as possible. In addition, the Headteacher will determine if the area in which the window is broken is still safe to be utilised as part of the normal school activities.</u></p>
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Headteacher: Mrs Wendy D'Arcy School Caretaker: Sue Cowle</p>	<p><u>An annual Legionella survey is completed on the school site under the direction of the School Site manager. All water temperatures are recorded monthly. The resulting report is kept in the School Office. Any identified works are authorized by the Headteacher and organized by the School Site manager and treated as small scale building works as detailed previously.</u></p>
<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks</p>		<p>During snow and ice the school site manager will ensure that the main</p>

<p>from snow and ice on the site e.g. access/egress routes. A risk assessment NEEDS TO BE COMPLETED and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>Headteacher: Wendy D'Arcy</p> <p>School Caretaker: Sue Cowle</p>	<p>pathway into the school is kept clear. The school car park will be closed and will only reopen once the snow / ice has melted.</p> <p>The school has a winter supply of grit stored in the external cupboard.</p>
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Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
Infectious Diseases The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.	Headteacher: Mrs Wendy D'Arcy	The HPA poster is displayed in the Medical room on the door
Dealing with Medical Conditions The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.	Headteacher: Mrs Wendy D'Arcy SENCO: Miss Natalie Jones	Please refer to the First Aid and Medication Policy Statement.
Drug Administration The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i> . 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.	Headteacher: Mrs Wendy D'Arcy	Please refer to the First Aid and Medication Policy Statement

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<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p>The school has the following staff trained in first aid:</p> <p>Schools First Aid Jemma Child Michelle Jenkins Bethany Lucas EFA Pediatric First Aid Rachel Barron (26.11.15) Sue Cowle (4.12.15) <u>Paediatric First Aid Certificate</u> Anita Busby Hannah Crisp Laura Elliott Suzanne Harper Natalie Jones Anna Mann Katie McCarthy</p> <p><u>The first aid box is kept in each classroom-maintained by Mrs Barron.</u></p>
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure <i>SHE/Pro/4 Accident Reporting and Investigation</i>.</p> <p>In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p> <p>All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p>	<p><u>The Accident and Near Miss book is kept in the School office and is maintained by the School Secretary. The administration staff responsible for the inputting of any relevant accidents into the SHE Enterprise system.</u></p>
<p>Fire Safety and Emergency Evacuation</p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in</p>	<p>Headteacher:</p>	<p><u>The school Fire Risk Assessment is kept in the school office. Regular whole school fire drills are completed and the children are trained on how to evacuate in a clam and efficient manner and where they</u></p>

place	Mrs Wendy D'Arcy	<u>should assemble under the supervision of the class teacher and the teaching assistants. In addition, the schoolcare taker completes regular tests of the alarm system when the school is empty. All tests are recorded and the fire log book is kept in the school office.</u>
Crisis and Emergency Management <u>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</u>	Headteacher: Mrs Wendy D'Arcy	SEE ACTION PLAN
Section 4 - MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors	Headteacher: Mrs Wendy D 'Arcy Health & Safety Governor: Mr Tony Lynch	New information is disseminated to staff via staff meetings and shared with Governors via the Resources Committee meetings. The resulting discussions will determine whether changes will need to be made to any procedures and policies.

<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the <i>Good Stewardship Guide</i> and the GCC SHE <i>Governors Guide - Workplace Inspections</i> of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p> <p>Health & Safety Governor:</p> <p>Tony Lynch</p>	<p>A minimum of annual inspections will be completed by the Health & Safety Governor in the company of the Headteacher and/or the School Caretaker. Identified defects will have their importance rated and those being deemed to be of high importance will be brought to the attention of the Finance committee. Those defects that pose an imminent risk to the Health and Safety of the staff, children and visitors will be actioned immediately by the Headteacher.</p>
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p> <p>Health & Safety Governor:</p> <p>Tony Lynch</p>	<p>As part of the annual inspection detailed above, a review of all documentation will also be completed to ensure that all risk assessments, policies and procedures have been updated as necessary and that they are being applied throughout the school. An annual Health and Safety report will be presented to the governing body at the last full governors meeting of the school year that will include a review of all accidents (identifying any trends) and risk assessments.</p>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Headteacher:</p> <p>Mrs Wendy D'Arcy</p> <p>Health & Safety Governor:</p> <p>Tony Lynch</p>	<p>The SHE Unit are requested to complete a full audit every 3 years in the company of the Health and Safety Governor and / or the Headteacher.</p> <p>The last such audit was undertaken in Autumn Term 2017</p>

Section 5 -TRAINING		
<p>Staff Health and Safety Training/Competence</p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>Headteacher:</p> <p>Mrs Wendy D’Arcy</p>	<p>Staff meeting – Health & Safety – is a fixed item on the agenda and covers notifications, concerns and education</p> <p>Fire Warden training-Sue Cowle and Suzanne Harper</p> <p>Health and Safety course-completed by WD’Arcy</p>
<p>Supply and Student Teachers</p> <p>The school’s expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>Headteacher:</p> <p>Mrs Wendy D’Arcy</p>	<p>Responsible person for safeguarding –Mrs Wendy D’Arcy</p> <p>Responsible Governor for Safeguarding – Sr. Marie Browne</p>

<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>See Safeguarding policy</p>
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff</p> <p>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 with reference to GCC SHE guidance.</p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>On notification that a member of staff is pregnant the Headteacher must complete a Risk Assessment of their work routines and make any alterations as determined by the resulting control measures. A suitable rest area should be identified in agreement with the member of staff.</p>
<p><u>Health and Well Being Including Absence Management</u></p> <p><u>The school WILL REFER to GCC SHE Stress Risk Assessment Toolkit and WILL COMPLETE a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</u></p>	<p>Headteacher: Mrs Wendy D'Arcy</p>	<p>The school also buys back into Occupational health Advice posters sent and given to all staff</p>

Smoking on Site	Headteacher: Mrs Wendy D'Arcy	No smoking on the school site. This includes all staff, governors, parents, contractors and any other visitors to the school.
Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Headteacher: Mrs Wendy D'Arcy	The school recycles paper, cardboard and printer cartridges and composts all relevant items in the school nature garden.
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	Headteacher: Mrs Wendy D'Arcy	
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).	Headteacher: Mrs Wendy D'Arcy Contract Caterer: Caterlink	Caterlink are in current possession of the GCC contract for school meals.
Section 9 – HEALTH AND SAFETY ADVICE		

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