



*Striving for Excellence*

# **Cirencester Kingshill School**

*Head: Christine S. Oates*

## **CIRENCESTER KINGSHILL SCHOOL**

### **HEALTH AND SAFETY POLICY DOCUMENT**

#### **PART ONE**

##### **STATEMENT OF INTENT**

The school's Governing Body and Headteacher recognise and accept their responsibilities under law. 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 preventing 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 school's 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 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.

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: Miss C Oates	Chair of Governors' Buildings and Health and Safety Committee name: Mr R Blamey
Date: April 2023	Proposed review date: April 2024

## CONTENTS PAGE

### **Part Two: Organisation**

Organisation Introduction	6
The Duties of the Governing Body	6
The Duties of the Headteacher	6
The Duties of Employees	6
Pupils	7
School Safety Representatives	7
Temporary Staff	7
Teaching Staff	7
Teaching Assistants	8
The Duties of Off Site Visit Coordinators (OVC)	8
The Duties of Business Manager (Designated Health & Safety Officer)	8
Volunteers and Parent Helpers	8

### **Part Three: General Arrangements**

#### **Part 3.1 – Risk Assessment**

Risk Assessment	9
-----------------	---

#### **Part 3.2 – Specific Risks**

Communication	9
Consultation with Employees	10
Display Screen Equipment	10
Drugs and Alcohol	10
Hazardous Substances	10
Lone Working	10
Manual Handling	10
Moving and Handling Pupils	11
Noise	11
Parents Teacher Association – Friends of Cirencester Kingshill School	11
Personal Protective Equipment (PPE)	11
Playground Supervision / Play Equipment and Maintenance	11

School Trips / Offsite Visits	11
School Transport	12
Security Arrangements	12
Work Experience Placement	12
Working at Heights	12
Workplace Violence to Employees and Behaviour Management	13
<b>Part 3.3 – Premises Risks</b>	
Asbestos	13
Building Contractors	13
Caretaking and Grounds Maintenance (and Grounds Safety)	14
Cleaning	14
Gas and Electrical Appliances	15
Glass and Glazing	15
Lettings	15
Mechanical and Electrical (fixed and portable)	15
Maintenance of Machinery and Equipment	16
Slips/Trips/Falls	16
Snow and Ice	16
Transport Arrangements (on-site)	16
Water Hygiene	17
<b>Part 3.4 Health &amp; Wellbeing</b>	
Dealing with Medical Conditions	17
Drug Administration	17
Emergency Management / Business Continuity	17
Fire Safety	18
First Aid	18
Health & Wellbeing including Absence Management	18
Infectious Diseases	19
Pregnant Members of Staff	19
Reporting Accidents, Hazards, Near Misses and their Investigation	19

Smoking on Site	19
<b>Part 3.5 – Monitoring, Review and Audit</b>	
Auditing	19
Inspections	19
Monitoring	20
Review	20
<b>Section 3.6 – Training</b>	
Employee Health & Safety Training/Competence	20
Supply and Student Teachers	20
Volunteer and Parents Helpers	21
<b>Section 3.7 – Environmental Management</b>	
Environmental Compliance	21
Disposal of Waste	21
<b>Section 3.8 – Catering and Food Hygiene</b>	
Food Hygiene	21
<b>Section 3.9 – Health &amp; Safety Advice</b>	
Information	22



## PART TWO – ORGANISATION

<p><i>Organisation – Introduction</i> 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&amp;S Policy Document.</p>	<p>Academy School Buy in support from Local Authority – Gloucestershire County Council</p>
<p><i>The Duties of the Governing Body</i> The Governing Body has overall responsibility for ensuring compliance with this Health &amp; 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>H &amp; S nominated Governor H &amp; S agenda item at each Buildings &amp; H &amp; S Governors Committee Meeting x 4 per year Health &amp; Safety report to full governing body x 3 per year as part of Headteacher report H &amp; S site walks x 1 per year with H &amp; S Governor Annual review of H &amp; S Policy Annual report to Full Governing Body Commissioned bi-annual SHE Health &amp; Safety Audit and report</p>
<p><i>The Duties of the Headteacher</i> The Headteacher has day-to-day responsibility for ensuring compliance with this Health &amp; 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>Buildings &amp; H &amp; S Governor Committee agenda / minutes x 4 per year Staff meeting agenda item as needed INSET as needed Induction process Display of H &amp; S Statement of Intent Newsletters and communications to stakeholders as needed SHE Traded Service</p>
<p><i>The Duties of Employees</i> 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 &amp; 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. Employees are responsible for reporting defective items and any concerns using the Every portal.</p>	<p>Induction meeting / pack Staff meeting timetable as needed INSET as needed School Policies Regular training i.e. fire safety, first aid, fire marshal, COSHH, MIDAS, H &amp; S Management, Off Site Visits Management. Some are set up as rolling programmes Training records maintained on CPD Genie and SIMS H &amp; S Management Training Every Staff Weekly Briefings Cleaning Communications Records Regular communications with staff as needed</p>

<p><i>Pupils</i></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>School Policies Staff briefings to pupils as needed Faculty risk assessments School bulletin School website Communications to Parents / Carers Assemblies</p>
<p><i>School Safety Representatives</i></p> <p>The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<p>As needed</p>
<p><i>Temporary Staff</i></p> <p>Temporary staff are provided with information and guidance which includes the Health &amp; Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the Headteacher whilst on the school site.</p>	<p>Supply staff induction and information procedures</p>
<p><i>Teaching Staff</i></p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Health &amp; 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. Teachers are responsible for reporting defective items and any concerns using the Every portal.</p>	<p>School policies and procedures Risk assessment procedures Reporting procedures Annual SHE Audit (as relevant) Every HOF/HOY/Faculty meetings Staff briefing INSET</p>

<p><i>Teaching Assistants</i></p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session. Teaching Assistants are responsible for reporting defective items and any concerns using the Every portal.</p>	<p>School policies and procedures Risk assessment procedures Reporting procedures Every Team meetings Staff briefing INSET</p>
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i></p> <p>The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.</p>	<p>OVC – School Business Manager Offsite visit policy and procedure Offsite visit check lists and risk assessments eVisit online facility SHE guidance, support and advice Appropriate training</p>
<p><i>The Duties of Business Manager (Designated Health &amp; Safety Officer)</i></p> <p>The Business Manager has a day to day responsibility for ensuring compliance with the school Health &amp; 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>Weekly Headteacher / Business Manager meetings Regular Business Manager / Site Manager / Site Team meetings SLT reports Procedures for reporting issues Reporting processes Review and monitoring processes Every reporting procedures SHE team advice and services Appropriate training</p>
<p><i>Volunteer and Parent Helpers</i></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>DBS procedures Signing in safety notices on passes Risk assessments as needed</p>

## **Part Three General Arrangements**

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

### **Part 3.1 – Risk Assessment**

#### ***Risk Assessment***

The school subscribes to relevant professional bodies, including SHE and CLEAPSS using their generic risk assessments that are adapted to the individual needs of the school.

Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of the school's Management Team at a variety of levels including the School Business Manager, the Heads of Faculties and Departments, Head of Years/Pastoral team, SENCO, the Site Manager, the Site Manager; Day to Day Premises and Maintenance.

Curriculum Safety (including extended schools activity/study support) - Heads of Faculties and Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance, etc. For any activity falling outside those published, 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.

See also:

Lesson plans containing precautions / supervision / skills / training

Curriculum risk assessments

Service and maintenance documents

CLEAPSS membership (Service level agreement)

SHE Guidance

SHE Annual Audits

Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities.

School Trips/Offsite Visits - The person with the delegated role of Off-Site Visits Coordinator (OVC) has responsibility to oversee risk assessments for trips; this role has been delegated to School Business Manager. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips and visits procedure has been produced based on GCC guidance

The people with responsibility for undertaking and reviewing the risk assessments will bring them to the attention of the relevant employees.

Risk assessments are reviewed at least annually or where there is a change in circumstances.

### **Part 3.2 - Specific Risks**

#### **Communication**

The school recognises the importance of communication to people such as staff, visitors, pupils, parents, volunteers, contractors, etc. through a variety of processes including, H & S staff meetings and INSET, signing in procedures, induction training / meeting / pack, INSET / Staff meetings, Contractor meetings, newsletters, school website, email, ParentMail PMX / letters sent as hard copy, School Bulletin, etc.

The Site Manager will communicate with all contractors on site as part of the work planning.

## **Consultation with Employees, Pupils, Visitors and Other Stakeholders**

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by communications through the staff intranet, policies, staff meetings, email communications, performance management meetings, faculty and team meetings, lesson plans, induction processes, the school bulletin, newsletters, signing in / out procedures, H & S staff meetings and INSET, H & S Governor involvement, and as and when required, Trade Union Representatives, if applicable.

## **Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. The school refers to SHE guidance – Working with Display Screen Equipment. The ICT Systems Manager ensures that DSE workplace assessments are conducted for all users. DSE assessments are reviewed bi-annually and where equipment changes or office layouts change, when there are staff changes or changes to staff needs.

## **Drugs and Alcohol**

The school does not condone the misuse of drugs or alcohol by members of the school, nor the illegal supply of these substances. See the school's Substances Misuse Policy.

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

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted, which seek to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials. Where necessary this Health & Safety Policy Document is supplemented by a local Departmental Policy, e.g. in D&T, Science, Art, etc., relating to the specific activities of the Department or area and include local means to manage the risk including risk assessment, relevant safe storage and control of substances, appropriate PPE, etc.

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted, which seek to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials.

## **Lone Working**

The school manages the risk of lone working by ensuring that lone working is kept to a minimum, 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. Staff have to be off site in term time by 18:30 when the site is locked. During the holidays the school is locked at 16:00. If the school is closed during the holidays this is communicated in advance to all staff. Where a person does have to lone work, a second person knows that a member of staff is in the school alone. Staff who live off site and attend in the event of an alarm activation are now able to access intruder alarm call outs using the security app Texecom to determine the need to attend site outside of working hours and to minimise their risk of lone working.

## **Manual Handling**

The school refers to the SHE Manual Handling guidance and risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Health & Safety Officer is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary. Loads are broken down for easier movement and the site staff assist with handling operations. The school has a trolley, a sack truck and a tractor and trailer to use as manual handling aids. There are

agreed methods for regular tasks, e.g. setting up tables at lunchtime, room set up, package deliveries, room changes.

### **Moving and Handling Pupils**

The school moves or handles pupils in accordance to its Physical Restraint Policy. The school moves or handles pupils in accordance to its Physical Restraint Policy.

Some students with physical needs can be handled, transferred and moved by staff and pupil information will be included in the relevant IEPs/EHCPs. Training on correct moving /handling techniques is given as appropriate by professional external agencies.

Handling aids such as hoists and lifts are inspected and serviced.

### **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.

Where noisy equipment is used, the relevant Head of Faculty or Department will include this within their specific risk assessment and provide appropriate PPE, i.e. use of tractor, strimmers, etc.

### **Parent Teacher Association - Friends of the Cirencester Kingshill School**

The school offers support to the Friends of Cirencester Kingshill School 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. Measures used during events include adequate supervision, food hygiene, controlling vehicle movements.

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

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record will be held by heads of faculties and departments, which includes details of any expiry dates, to ensure equipment is replaced as and when necessary. Employees are responsible for ensuring that they use PPE where it is provided. Details about the PPE and what is provided will be included within the faculty/department individual risk assessments.

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

Risks are assessed using the SHE Information Sheet 14 Playground Supervision. A risk assessment of the potential hazards in the playground/social areas and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process: Staff supervision at break and lunch times; staggered lunchtimes – three sittings; restricted use of school field during summer spring / summer months only; bulletin communications; On call staff system in place – SLT; Security assessments; CCTV systems and policy / procedure; H & S inspections; Site team maintenance of benches; Daily emptying of bins; Parking / car access and ingress limited; Coach / bus drop off points – staff rota for these periods; Nominated visitors parking bays; Barriers shut during school day, etc.

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

The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.

The OVC is Sarah Gardiner, School Business Manager.

Trip leads should refer to the trip guidance documents and risk assessment that are available on the Q Drive \ Visits folder, where there is comprehensive guidance / checklists for both day and residential trips and visits, or should arrange to meet with the OVC to discuss the process.

All residential visits have to be approved by the Governing Body.

The school uses the GCC eVisit System for all residential and dangerous visits.

The Educational Visits Policy is available to staff and parents and is on the school website.

## **School Transport**

The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities. Checks made that employees who drive 'at work' have the correct documents and business cover insurance. The School Business Manager maintains the driver documentation log. The school purchases Occasional Use Motor Insurance.

Where the school minibus is driven by a staff member, the staff member will undertake MIDAS training. The mini bus is leased from Dave's Motor Hire and appropriate insurance is arranged by the school. Please also refer to the School Minibus Policy.

## **Security Arrangements**

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as: Class teachers to lock / close classrooms at end of each day; Paxton system installed across the school; Log of keys / access swipes maintained; Security systems in place for letting lock ups; Site Manager, or in the Site Manager's absence a member of the site team, undertakes the final lock up every day; Email communications; CCTV in place across the school – please refer to the CCTV Policy; Security risk assessment; visitors sign in and out and wear appropriate badges; staff challenge any strangers on site; site team undertake regular checks on all fences, hedges and gates. Guidance on specific security is taken from specialists as needed, i.e. vaccinations

## **Work Experience Placements**

The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information and Employers Questionnaire and Risk Guidance. The school also takes into account the safeguarding of its pupils whilst commencing and during a work placement. Pupils are briefed before placements and a review is completed afterwards. Checks are undertaken during placements by tutors. The school uses recognised bodies. Risk assessments are completed by the Careers Coordinator.

## **Working at Height**

The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height. 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. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Employees also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Training in the use of access equipment will be provided where required, e.g. for ladders, scaffold towers and high step ladders.

Ladders are stored in suitable areas. Ladder Inspection Reports are undertaken on a termly basis by the Responsible Person (Site Manager) and at time of use by the user (Responsible Person: Site Team Member).

### **Workplace Violence to Employees and Behaviour Management**

The school is aware of its responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school 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.

The school has completed a school security risk assessment which is reviewed on at least an annual basis, or as needs change, by the Site Manager.

Staff training is given as appropriate on dealing with difficult parents and pupil behaviour management.

### **Part 3.3 – Premises Risks**

#### **Asbestos**

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

- complying with all regulations and GCC practices concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having an Asbestos Management Plan so that active means are in place to manage the risk
- having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with *The Management of Asbestos in County Council Occupied Premises Guidance*;
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

The asbestos surveys and the asbestos management plan are kept in the Site team office.

The Asbestos Communication Plan is reviewed annually by the Site Manager (last reviewed April 2022)

The Site Manager arranges for full asbestos surveys are undertaken as required.

#### **Building Contractors**

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices effective supervision of pupils and contractors whilst on the school site.

Pre-meetings held with Headteacher/Governors/Site Manager/Business Manager, Project Manager (as relevant) and contractor. Identify timescales for work methodology, e.g. noisy work, carried out when school is unoccupied wherever possible. Access requirements agreed in advance. Emergency access requirements agreed in advance. Safeguarding assessments completed. Communication of Asbestos Communication Plan. Contractor on site checklist completed by Site Manager

Small scale building works, including day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are controlled by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition. Communication of Asbestos Communication Plan. Contractor on site checklist completed by Site Manager.

- Contractors are expected to report and sign in at Reception prior to start of work
- Responsible person is the Site Manager
- Visitors badge worn
- Signing in and out undertaken
- Contractors' checklist
- Contact details should a problem arise
- Timescales agreed at pre-start of work meeting
- Equipment and services access
- Fire precautions/procedures
- DBS certificates or risk assessments put in place

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 consider how they will impact upon staff, students and other visitors on site. The school provides 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.

Specialist contractor sourced for each individual area  
 Contractors report to HOF / Site Manager  
 Contractors on site checklist  
 Asbestos Communication Plan (reviewed April 2022)

### **Caretaking and Grounds Maintenance (and Grounds Safety)**

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 Caretaking Duties Risk Assessment Toolkit. The Grounds Maintenance Contractor is Glebe Contractors, and the contract is managed by the Site Manager and the Head of the PE Faculty.

### **Cleaning**

A cleaning schedule is in place, which is monitored by the Headteacher/School Business Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis during the Easter and Summer Holidays and where necessary at other times. The contractor and 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 pupils adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace

The cleaning contractor is Atlas FM. Cleaning issues are reported using the communications book or directly to the School Business Manager or the Cleaning Manager, Jason Griffin.

The waste disposal contract for refuse collection, food waste and recycling is with Printwaste

Regular communications are used to remind on good housekeeping procedures, i.e. use of correct bins, fire hazards, etc.

The medical / sanitary waste contract is with Citron (formerly Cannon Hygiene).

There are lockable areas for storage of cleaning materials.

### **Gas and Electrical Appliances**

Any necessary works and testing of gas and electrical appliances are carried out by qualified, accredited contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

See the following documentation:

5 year electrical inspection (last completed April 2021)

PAT testing bi-annually for fixed items and annually for portable items (August 2022)

## **Glass and Glazing**

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors 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. Low level glazing is currently monitored for compliance and replaced as necessary.

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. Window repairs are undertaken as a priority / on day happens if able to. They are made safe as a minimum requirement. Glazing is also assessed during regular site inspections.

## **Lettings**

The school follows its Lettings Policy and uses its 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 hirers'/tenants' claims arising from negligence and copies of public liability certificates to be kept on file. 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. The school has a lettings induction procedure that is implemented for all lettings.

The school uses an external contractor for lock ups late at night.

See also the Lettings Policy and procedures.

## **Mechanical and Electrical (fixed and portable)**

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

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

Reference is made to competent advice on Portable Appliance Testing and fixed electrical checks are carried out in accordance with competent advice on Fixed Wiring Periodic Test and Inspection.

- PAT testing - annually (last completed August 2022)
- 5 Year electrical inspection reports (fixed wiring) (last completed April 2021)
- Mechanical engineer advice / support brought in as needed
- PAT testing training undertaken as appropriate
- Specialist contractors employed

- Contractors asked to provide relevant information

## **Maintenance of Machinery and Equipment**

The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant on the use and type of equipment. Competent advice on servicing, testing and inspection is sourced (Zurich Insurance, Eurolink, Astor Bannermann, Otis Lifts and similar specialist companies for items such as LEV and fume cupboards, D&T equipment, SEND equipment; lift; kiln; cookers; kitchen equipment) and followed and records are kept in the site team office.

## **Slips/Trips/Falls**

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. A responsible person, the Site Manager, ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or School Business Manager or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards. All staff must report hazards using the Every system. Food spills are cleared immediately by the kitchen staff (contractor) or by school staff in the Dining Room / school premises. The cleaners are briefed by the contractor not to leave hazards, such as wet floors, without warning signs.

The school has a system for monitoring and reporting accidents and also uses SHE Assure reporting.

## **Snow and Ice**

Adequate arrangements are in place to minimise the risks from snow and ice on the site, e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions, e.g. which specific routes are gritted. There is suitable storage, machinery, checks for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available, ordered and maintained by the Site Manager. Servicing of machinery takes place.

The cold weather checklist is the responsibility of Site Manager.

See also: Snow procedures

## **Transport Arrangements (on-site)**

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.

Coach drop off/ collection – embark / disembark in designated areas

Staffing rota for supervision at start and end of day

Council car park for drop off /pick up is monitored by staff

Cycle racks

Community Police support

Community meetings re: parking issues

Staff support bus duties to supervise pupils disembarking and boarding school buses.

Pupil / staff ratio considered on school trips.

The school has a school minibus – please refer to the school minibus policy and procedure regarding maintenance, pre-use checks, etc.

## **Water Hygiene**

A water hygiene risk assessment has been documented and is updated every two years. The risk assessment is reviewed regularly by the Responsible Person (Site Manager). 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 process is also in place to deal with any actions should they arise. The Site Manager: Day to Day Premises Maintenance undertakes water hygiene checks on a monthly basis. The Site Manager counter signs the water hygiene checks. The file is maintained in Site Team office. The Health & Safety Governor is trained and named as the designated responsible person.

Water Hygiene risk assessment: February 2019 (booked to be updated April 2023)

## **Part – 3.4 Health and Wellbeing**

### **Dealing with Medical Conditions**

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

See also: Policy for Supporting Pupils with Medical Needs

### **Drug Administration**

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

See also: Policy for Supporting Pupils with Medical Needs; Procedure to counter sign for all medication issued

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

An Emergency Team/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building) and 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 plan encompasses practical steps, including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. 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 any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken

See also: Emergency Plan including Lockdown Procedure – updated November 2022

## **Fire Safety**

The school has a fire risk assessment undertaken by a competent body every 3 years and a safety management plan is in place. The Site Manager reviews the fire risk assessment and any actions within it at least annually. Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols). Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training

The fire records file are kept in the Site Team office

Fire risk assessment (last assessment date: April 2021)

Fire alarm testing – weekly / 6 monthly by Site Manager

Emergency lighting testing – annual

Emergency lighting test – weekly by Site Manager: Day to Day Premises Maintenance

Firefighting equipment – annual checks

Fire safety training – all staff (INSET)

Fire drills – 3 per academic year

Assembly point on school field

See also: Fire Procedures and Staff Induction

## **First Aid**

The school follows the statutory requirements for first aid and provides suitably trained first aiders. The guidance issued by the DfE on first aid for schools and the SHE/G036 First Aid at Work are followed.

The school has appointed a Designated Lead First Aider.

First Aiders List – see Q drive First Aid flowcharts

Training records and SIMS database for training records and expiry dates; Rolling programme of training

## **Health and Well Being, including Absence Management**

The school has a Mental Health & Wellbeing Policy for pupils and staff, available on the school website.

The school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress. The school endeavours 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. Other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees, etc. The school also offers periodic wellbeing training. There are procedures in place for consulting and supporting employees through change. The school subscribes to GCC Occupational Health services and an employee assistance package.

See also: Staff Absence, Emergency Time Off, Discretionary Leave

## **Infectious Diseases**

The school follows the guidance produced by Public Health England, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings (displayed in School Office) and the Public Health England booklet 'The Spotty Book'.

SHE unit advice is sought as appropriate re: RIDDOR

As appropriate, the school follows the government, Public Health England and the Local Authority guidance on all matters relating to pandemics .

### **Pregnant Members of Staff**

The school looks into appropriate rest facilities for expectant and nursing mothers. 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 SHE guidance. The checklist contained in SHE is used and reasonable adjustments are made.

### **Reporting of Accidents, Hazards, Near Misses and their Investigation**

The school report and investigate all accidents, incidents and near misses and adhere to SHE Accident Reporting and Investigation guidance. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.

Online reports are submitted using the SHE Assure system. This system is used for RIDDOR reportable accidents (monitored by the She Team at GCC). Head injuries are reported home at the time of the incident. Slips are sent home with all pupils when incidents are recorded in the accident book. Accident books are maintained in the Pupil Reception and PE faculty. Investigations of more significant accidents are undertaken by the Health & Safety Officer to identify root causes.

SLT receive termly accident reports to monitor and review trends and the governors Buildings, Health and Safety Committee receive an annual overview.

### **Smoking on Site**

The school is a no-smoking, no electronic cigarettes and no “vaping” site. All stakeholders, including visitors and contractors, are required to conform to this status. Appropriate signage is in place

## **Part 3.5 – Monitoring, Inspections, Review and Audit**

### **Auditing**

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

Faculty audits – annual

SHE Audit – annual (next audit date = March 2024)

SLT meetings

Governor Buildings, Health & Safety Committee meetings

### **Inspections**

Regular safety inspections are carried out by the nominated person as listed below. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

Annual H&S walk with H&S Governor – 1 per year, reported to Buildings, H & S Committee

SHE Audit - annual

All staff are responsible for carrying out daily inspections for curriculum areas / work areas and reporting issues or concerns to the Business Manager

## **Monitoring**

The school monitors items such as safety performance and feeds back into arrangements to manage risks through a variety of forums as listed below:

Annual H & S Audit (March 2022)  
Annual Faculty audits  
Annual Governor H & S Walk (August 2022)  
Buildings H & S Committee reports x 4 per year  
Risk assessments - annual  
H&S Policy – annual  
SLT accident reports and monitoring– termly  
Full Governing Body Report – annual and three times a year in headteacher's report  
Link governor reports

## **Review**

The school has a programme for review, updating and reissue of policies which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.

Buildings H & S Committee reports x 4 per year  
Risk assessments – annual  
Annual Governor H & S Walk (August 2022)  
H&S Policy – annual  
SLT accident reports and monitoring– termly  
Full Governing Body Report – annual and three times a year in Headteacher's report

## **Section 3.6 – Training**

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

The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Faculty/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.

SIMS training records – Finance Officer  
Single central record (DBS) – Personnel Officer  
Training Coordinator– Assistant Headteacher, Head of English  
Performance Management

### **Supply and Student Teachers**

The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Cover Manager/Assistant Headteacher, Director of Maths, and the Assistant Headteacher, Head of English, are responsible for liaising with the supply/student teachers on general school organisation and routines.

When supply and student teachers attend the school to cover for staff absence at short notice the responsible person as above gives guidance on the work to be covered.

### **Volunteer and Parent Helpers**

Volunteer and parent helpers are subject to the school's safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitor's 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.

Designated Safeguarding Lead/Deputy Designated Safeguarding Lead  
Nominated Governor for Safeguarding  
DBS checks / risk assessments - Personnel Officer  
Safeguarding procedures / policy

## **Section 3.7 - Environmental Management**

### **Environmental Compliance**

The school seeks to fulfil its waste management responsibilities by:

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

See also: Printwaste waste management contracts  
Recycling schemes for computer equipment, batteries and light bulbs  
Gardening ClubGreen Procurement Policy

### **Disposal of Waste**

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. SHE advice sought on appropriate waste disposal of hazardous substances as needed. Waste is stored carefully onsite to avoid escape within the grounds or elsewhere. Fire safety is considered, e.g. security and location of bins. An appropriate (licensed) waste contractor is used – Citron (formerly Cannon Hygiene) Clinical waste disposal kits in school.

## **Section 3.8 - Catering and Food Hygiene**

### **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 or District Council.

Contractor: Harrison Catering Services  
Catering staff have access to competent health and safety advice through Harrison Catering Services and have a food hygiene management system (HACCP) in place  
Harrison Catering Services provide catering staff with appropriate training in food hygiene  
Harrison Catering Services is registered with the District Council  
Food hygiene inspection (CDC EHO) reports are shared with the school and certification displayed  
The kitchen / contractor must report accident and near misses to the school.  
SHE Audit procedures – annually

## **Section 3.9 – Health and Safety Advice**

### **Information**

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350  
[she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk) [www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)