



## **Health and Safety Policy**

### **PART ONE**

#### **STATEMENT OF INTENT**

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

The Board of Trustees and Headteacher recognise and accept their responsibilities 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 Board of Trustees and Headteacher.

In particular the Board of Trustees and Headteacher shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and preventing work related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and providing safe equipment
- provide effective information, instruction and training
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained including adequate welfare facilities
- ensure safe use, handling and storage of substances at work
- monitor and review systems to make sure they are effective

In addition to the above commitment, the Board of Trustees and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, students, 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 Board of Trustees and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Board of Trustees and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Board of Trustees 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 Board of Trustees.

Signed:	Signed:
Headteacher's name: Mrs J Lindley	Chair of Trustees' Resources Committee name: Mr A Thomas
Date: March 2026	Proposed review date: April 2027

Links to other policies and documents:

- Child Protection and Safeguarding
- Special Educational Needs and / or Disabilities
- Our Behaviours Culture
- Emergency Plan and Lockdown Procedures
- Fire Procedures and PEEPS
- First Aid
- Staff Handbook
- Code of Conduct for All Adults
- Accessibility Plan and Disability Equality
- Supporting Students with Medical Conditions
- Asbestos Management Plan
- E Safety
- Educational Visits
- Lettings
- School Minibus Handbook

## CONTENTS PAGE

### Part Two: Organisation

Organisation	5
Roles and Responsibilities:	
• Board of Trustees	6
• Headteacher	6
• Business Manager	7
• Employees	7
• Teaching Staff	8
• Educational Visits Coordinator (EVC)	8
• Temporary Staff	8
• School Safety Representatives	8
• Volunteer and Parent Helpers	8
• Visitors	9
• Students	9
• Safety, Health and Environment	9
• Contractors	9

### Part Three: General Arrangements

3.1 – Risk Assessment	10
3.2 - Accident Reporting and Investigation	10
3.3 – Asbestos	11
3.4 – Consultation with Employees and Communication	12
3.5 - Building Contractors	12
3.6 – Display Screen Equipment	13
3.7 – Driving for Work	14
3.8 – Drugs and Alcohol	14
3.9 – Educational Visits	14
3.10 - Emergency Management / Business Continuity	15
3.11 – Estate Management	15 -18
• Caretaking and Grounds Maintenance (and Grounds Safety)	
• Cleaning and Waste Management	
• Environmental Compliance	
• Electrical (Portable and Fixed Wiring)	
• Maintenance of Machinery and Equipment	
• Water Hygiene	
• Glazing	
• Doors and Gates	
• Gas Installations	
• Trees	
• Standard for School Premises	
• Snow and Ice	
3.12 – Fire Safety	18
3.13 – First Aid	19
3.14 – Food Hygiene	19
3.15 - Hazardous Substances	19
3.16 – Infectious Diseases	20
3.17 – Lettings and Shared Workplace	20
3.18 – Lone Working	20
3.19 – Manual Handling	21
3.20 – Medical Needs	21
3.21 – Noise	22
3.22 – Parent Teacher Association - Friends of Kingshill School	22

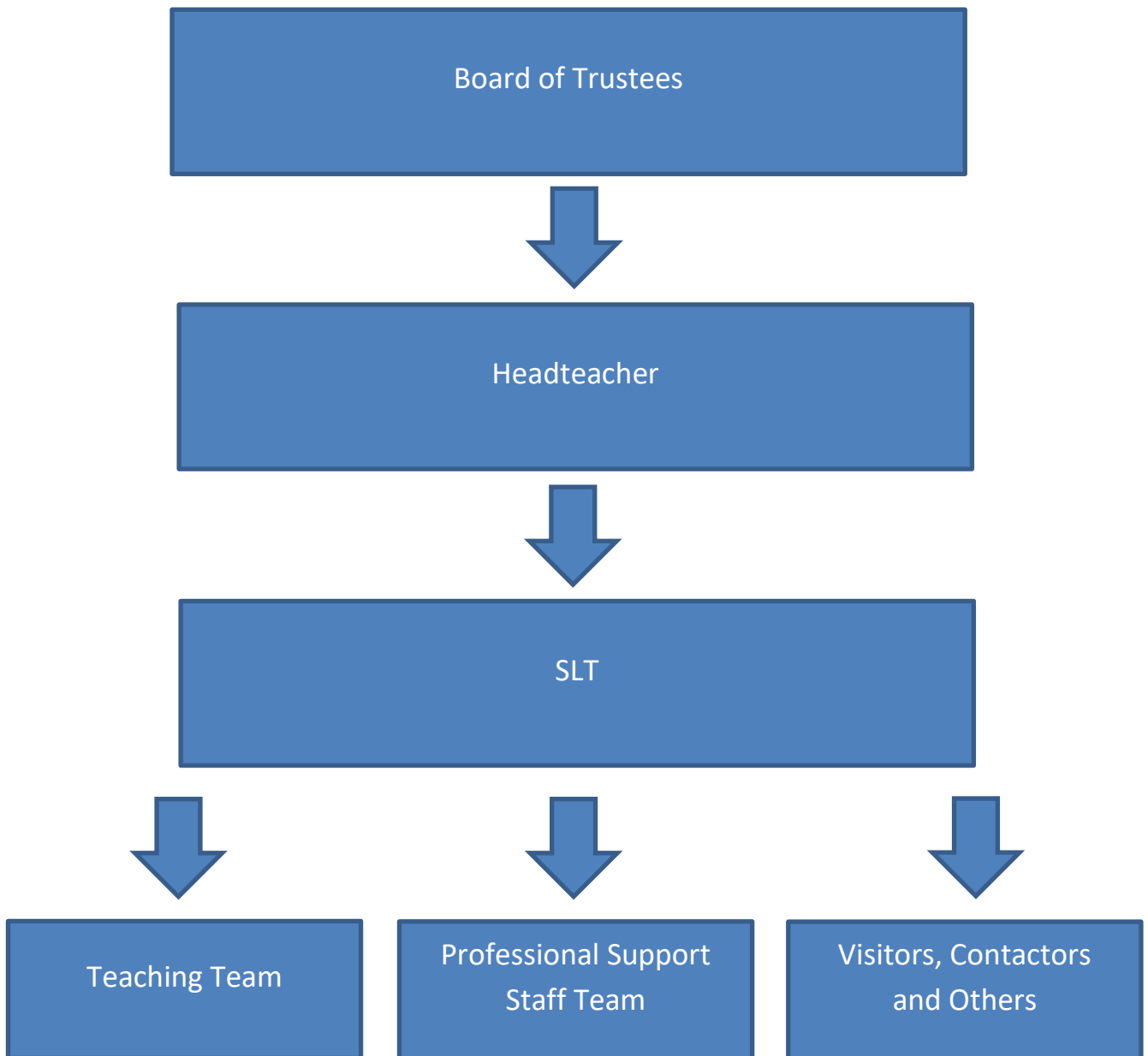
3.23 – Personal; Protective Equipment (PPE)	22
3.24 – Playground Supervision / Play Equipment and Maintenance	22
3.25 – Pregnant Employees and New Mothers	23
3.26 - Security Arrangements	23
3.27 – Slips Trips and Falls	24
3.28 – Smoking and Vaping	24
3.29 – Stress, Mental Health and Wellbeing	24
3.30 – Supply and Student Teachers	24
3.31 – Traffic (On Site)	25
3.32 – Training	25
3.33 – Violence	25
3.34 – Work Experience Placements	26
3.35 – Working at Heights	26

#### **Part Four: Monitoring and Review**

4.1 – Monitoring Arrangements	27
4.2 - Reviewing Arrangements	27

Health & Safety Advice	28
------------------------	----

**PART TWO**  
**ORGANISATION**



## Roles and Responsibilities

### GCC Relationship with Schools

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

### The Board of Trustees

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

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

In consultation with the Headteacher and Business Manager the Trustees will ensure that:

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

### Headteacher

The Headteacher has ultimate responsibility for health and safety within the school and is accountable, through delegation of duties, for ensuring that:

- Adequate organisation and arrangements exist for effective implementation of the policy on health and safety.
- There is sufficient allocation of the resources necessary to maintain sound and efficient health and safety arrangements.
- The ongoing vision, commitment and leadership to all involved in the running of the school to ensure compliance with legislation and continuous improvement in health, safety and wellbeing by following best practice.
- There is an effective decision-making process for dealing with emergencies and for providing leadership, resources, personnel and arrangements to ensure that it is managed correctly.
- Relevant information is produced and reported to the Trustees to enable them to effectively monitor safety performance and compliance with this policy.
- Be fully committed to the Health and Safety of their school.
- Ensure that this policy is communicated adequately to all relevant persons and adhered to at every school for which they are responsible.
- Ensuring this policy is followed by all staff, students and visitors that fall under the duty of care of the school.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- An appropriate organisational structure is in place in the school to manage health and safety.
- Where necessary, delegate in writing any of the functions listed to appropriate person, who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the Headteacher.
- Qualified first aid personnel and facilities are provided.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are recorded, investigated, reported following the school adopted process; and control measures implemented to prevent any recurrence.
- Monitor records and statistics of all accidents and incidents that occur within the school.

- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and provision of safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school(s) and that relevant employees are informed of the significant findings of the assessments.
- A risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents.
- All health and safety issues raised by employees are recorded and investigated.
- Regular inspections of the school buildings and grounds; and maintenance of it
- Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work.
- Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Adequate welfare facilities, including temperature, lighting and ventilation levels.
- Safe access and egress is provided and maintained in all areas within the schools.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory requirements.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The provision of such information, instruction and training as is necessary to ensure health and safety.
- Suitable and sufficient risk assessments are undertaken.
- The location of any asbestos containing materials is identified and appropriately managed.

#### **Business Manager** (person with H&S responsibility)

The Business Manager will oversee the co-ordination of health and safety and facilities management across the school to ensure operational controls are in place and working. This includes:

- Managing the school estate effectively to ensure a fully compliant, healthy, safe and sustainable school environment and to ensure health and safety compliance.
- Appropriate funding is available to ensure health and safety within school.
- Working with the Board of Trustees and Headteacher on the strategic approach to health and safety within the school to ensure a positive health and safety culture.
- Implementation of a safety management system.
- Ensuring all levels of management within the organisation understand their responsibilities and the arrangements for the implementation of the health and safety policy.
- Suitable and sufficient risk assessments are undertaken.
- Suitable training is provided and been undertaken.
- Maintaining records and statistics of all accidents and incidents that occur within the organisation to monitor trends.
- Reviewing policies and procedures, risk assessments and other relevant documentation periodically.
- Arrangements for securing and managing contracts with vetted and approved contractors.

#### **Employees**

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

- Familiarise themselves with the content of the Health and Safety Policy.
- Act in accordance with this policy, any delegated functions and any health and safety training received.
- Work with due regard for the health and safety of themselves and others (employees, students, visitors, public etc.) around them.
- Support the Headteacher and leadership in the delivery of good health and safety practice and the minimisation of risks.
- Draw attention to health and safety problems or deficiencies in the workplace.
- Report accidents and incidents with a view to preventing a recurrence.

## **Teaching Staff**

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

- Identifying and assessing risks when planning lessons and activities for students.
- Maintaining the classroom in a condition such that is safe and without risks to health.
- Exercise good standards of housekeeping and cleanliness.
- Exercise vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

## **Educational Visit Coordinator (EVC)**

The school shall nominate an EVC who oversees the approval mechanism for all educational visits. At Cirencester Kingshill School this is the Business Manager.

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

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

The functions of the EVC include:

- Taking the lead on developing and reviewing schools' procedures.
- Supporting the Head(s) and Trustees with approval decisions.
- Assessing the competence and confidence of visit staff to lead and supervise.
- Organising the training and induction of leaders and others going on the visit.
- Ensuring that emergency arrangements and emergency contacts for each visit are in place.
- Ensuring that individual visits are reviewed and evaluated including accident/ incident/near miss reports.
- Monitoring of Visit Leader planning and sample monitoring of visits in practice.

## **Temporary Staff**

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

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

## **School Safety Representatives**

The Board of Trustees 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 Board of Trustees.

## **Volunteer and Parent Helpers**

Volunteers and parent helpers should act only under the supervision of a qualified employee. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site. Volunteer and

parent helpers are responsible for following instruction and guidance to ensure health and safety, fire safety and emergency procedures.

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 Trustee for Safeguarding
- DBS checks / risk assessments - Personnel Manager
- Child Protection and Safeguarding procedures / policy
- Visitor badging procedures – red or green badges

### **Visitors**

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

### **Students**

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

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

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

### **Contractors**

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

## Part Three General Arrangements

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

### Part 3.1 – Risk Assessment

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

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

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 assessments 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 but not limited to the Headteacher, Business Manager, the Heads of Faculties and Departments, Head of Years/Pastoral team, SENDCo, the Premises Manager, IT Network Manager, IT leads.

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 Bi-annual Audits
- Accessibility reports
- W:\\_All Staff\Visits\Risk Assessments\risk assessments 2025

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 Educational Visits Coordinator (EVC) 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 - Accident Reporting and Investigation

Any incident, injury or near miss is to be reported to the Reception Manager by the person or persons involved as soon as possible and details recorded.

When a child suffers an injury, parents/carers shall be informed. Depending on the severity of the injury, this may be immediately via a phone call,

but messages will also be sent home via Edulink to inform the parent.

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

Accidents will be monitored for trends and a report made to the Trustees at the Resources Committee by the Business Manager.

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

All accidents which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported by SHE or by the Headteacher or Business Manager. This is a legal requirement for the employer to report. If reported on SHE Assure, SHE will report on the school's behalf (as per the SLA) and provide a copy of the report, otherwise an appropriate person for the *school must* report specified injuries, diseases and dangerous occurrences to HSE. Online reports are submitted using the SHE Assure system. This system is used for RIDDOR reportable accidents (monitored by the SHE Team at GCC).

The school reports and investigates all accidents, incidents and near misses and adheres to the 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.

Head injuries are reported home at the time of the incident. Messages are sent home via Edulink when incidents are recorded on the First Aid Log Spreadsheet. The First Aid Log Spreadsheet is saved in this location (X:\Medical (OFFICE USE ONLY)) and is used and maintained by Reception, the PE Faculty and the UPPA's. Investigations of more significant accidents are undertaken by the Health & Safety Officer to identify root causes.

The Trustees Resources Committee receives an annual overview of accidents.

### **3.3 - Asbestos**

Asbestos containing materials (ACM) have been detected in several areas of the school building. If managed carefully, the presence of ACM will not pose a risk to staff and students. Undamaged, sealed materials will not release fibres. However, if materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children. This puts them at risk of contracting a number of serious diseases in later life, including mesothelioma and lung cancer.

The school will take the following steps to manage the asbestos in the school:

- A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.
- ACM likely to pose a significant risk has been removed.
- An 'asbestos management plan' has been produced by the Premises Manager and is available to all staff, contractors and visitors.
- The Premises Manager is to make sure staff know the risks and precautions they need to take. Where appropriate all staff have been instructed not to put up any displays, lift ceiling panels or access areas of the building containing ACM.
- All contractors are to check the register in the asbestos management plan and sign a permit before undertaking any work.
- The asbestos management plan will be reviewed at least annually.
- Before any refurbishment work in the building the Board of Trustees through the Premises Manager, will commission a refurbishment and demolition survey.

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

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.

Asbestos surveys and the asbestos management plan are kept in the Site Team office.

The Asbestos Communication Plan is reviewed annually by the Premises Manager (last reviewed November 2025). The Site Team also complete a monthly asbestos check on areas identified via the survey.

The asbestos risk assessment was completed in February 2023.

The Premises Manager arranges for full asbestos surveys to be undertaken as required.

### **3.4 - Consultation with Employees and Communication**

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, Kingshill Connect appraisal meetings, faculty and team meetings, lesson plans, induction processes, the student bulletin, newsletters, signing in / out procedures, H & S staff meetings and INSET, H & S Trustee involvement, consultation meetings and as and when required, Trade Union Representatives, if applicable.

The school also recognises the importance of communication to people such as staff, visitors, students, parents, volunteers, contractors, etc.

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

### **3.5 - Contractors**

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

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

Before any work is carried out, the Board of Trustees or Headteacher must establish contractors are suitable and have sufficient skills and knowledge to do the work safely by consideration of the following points:-

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

The contractor must assess the risks for the contracted work and follow their own safe systems of work taking into account how they will impact upon staff, students and other visitors on site. The Headteacher will

consider any risks from the contractor's work that could affect the health and safety of the staff and students. Contractors must supply risk assessments in advance of any work.

Contractors shall sign in to school at the reception and wear an appropriate visitors' badge, dependent on enhanced DBS clearance. Upon issue of the badge they will be made aware of fire and accident procedures. Photo ID is required by all contractors prior to working on the site. Contractors will be required to view the asbestos register and sign the permit to work.

Pre-meetings held with Headteacher/Trustees/Premises 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 Premises 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 Premises Manager.

- Contractors are expected to report and sign in at Reception prior to start of work
- Responsible person is the Premises 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 and, if needed during school opening hours, a member of the Site Team to accompany contractor

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 Premises Manager / Head of Faculty
- Contractors on site checklist
- Asbestos Communication Plan (reviewed November 2025)
- Asbestos Management Plan (reviewed November 2025)

### **3.6 - Display Screen Equipment**

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

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

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

- Users shall complete a DSE workstation self-assessment questionnaire.
- Taking proper breaks or changes of activity.

- Maintaining good posture.
- Providing suitable workstations and the necessary equipment to meet legal requirement and individual's specific requirements and comfort.
- Providing access to eye tests and allowance for eyesight tests if needed for DSE work.

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

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

- The school should refer to SHE guidance.
- Headteachers and other managers must ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed bi-annually and where equipment changes or office layouts change or when there are staff changes.

DSE Risk Assessments last completed April 2024 – due April 2026.

### **3.7 - Driving for Work**

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

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

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

The Headteacher and Business Manager shall ensure that

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

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

- regular vehicles inspections and maintenance are carried out by the lease company
- systems in place to report, record and deal with faults;
- ensuring driver competence to safely drive the type of vehicle they use in the course of their work (MiDAS or equivalent driver assessment).

### **3.8 - 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.

### **3.9 - Educational Visits**

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

The EVC is Sarah Gardiner, Business Manager.

Trip leads should refer to the trip guidance documents and risk assessment that are available on the W:\\_All Staff\Visits folder, where there is comprehensive guidance / checklists for both day and residential trips and visits, or should arrange to meet with the EVC or Trips Administrator to discuss the process.

All residential visits have to be approved in advance of planning by the Board of Trustees.

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.

Any member of staff that wants to propose a visit is responsible for undertaking detailed planning in good time before the event. The Headteacher/EVC/SLT must be informed before a visit is planned and shall approve the completed plan and risk assessments for the visit before departure. Please complete the Trips Planning Booklet and send to it to the Trips Administrator so the trip planning process can be started.

The member of staff leading a visit shall be responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. Pro forma risk assessments are available at W:\\_All Staff\Visits\Risk Assessments.

Written consent from parents is required for students to take part in off-site activities organised by the school.

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

### **3.10 - Emergency Management/Business Continuity**

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

- Injuries or illness to people in workplaces.
- Fire.
- Bomb threats.
- Security incidents.
- Natural disasters.
- Loss of services (power, water, heating, ICT).
- Loss or illness of key personnel.
- Outbreak of disease or infection.

An Emergency Response and Lockdown Procedure is in place that provides a framework for such 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 emergency response team acts as the decision-making body for the management of any 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 or exercise is carried out on a regular basis to ensure that it is feasible and realistic. The emergency and lockdown 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

### **3.11 - Estate Management**

The school has arrangements in place for good estate management to ensure legal responsibilities for managing and maintaining school buildings, services, fixed fittings and equipment.

- The persons in the school with defined responsibilities for estate management include the Headteacher, Business Manager, Premises Manager and the Site Team who also have access to competent persons with expertise to support property compliance.
- The school has adopted the DfE Good Estate Management for Schools manual and relevant tools and checklists have been completed to support estate management
- Statutory requirements and industry standards for servicing, testing and inspection are adhered to in order to reduce the risk of accidents, failures and defects and the Every online reporting system is used to ensure compliance.
- Details of the periodic self-inspections that are made of the building(s) or site, classrooms etc. for obvious signs of damage or risk to safety as recorded by the Premises Manager, Site Team and staff. Every online reporting system is used to support this.
- All school staff should use Every to report defects, faults, maintenance issues to the Premises Manager and Site Team and the IT helpdesk to report IT related issues to the IT Network Manager and IT Team.

### ***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 Premises Manager and the Head of the PE Faculty.

### ***Cleaning and Waste Management***

A cleaning schedule is in place, which is monitored by the Headteacher and 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 students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace

The cleaning contractor is Purgo. Cleaning issues are reported using the Purgo portal via the Business Manager, Premises Manager, Finance Officer or Caretaker in Charge of Security.

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 PSS (formerly Citron Hygiene).

There are lockable areas for storage of cleaning materials.

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.

Clinical waste disposal kits are kept in school.

- General waste, confidential paper, general paper and cardboard, plastic, light bulb and battery recyclable waste and food waste contractor – Printwaste
- Clinical and hygiene waste – PHS
- 

An appropriate (licensed) waste contractor is always used.

## ***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
- Green Procurement within the Finance Policy and Procedure
- Food waste contract

## ***Electrical (Portable and Fixed Wiring)***

The school takes appropriate measures to ensure that all electrical wiring systems and electrical equipment is installed and maintained in a safe and suitable condition 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.

Risks arising from electrical systems and equipment are monitored through a combination of formal testing, inspections and user checks. Only authorised and fully qualified personnel are permitted to inspect, install or repair the electrical system and any equipment.

Electrical faults that are known or suspected must be reported to the Premises Manager via the school's reporting portal, Every.

Faulty electrical equipment must not be used and if it becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repaired.

Portable appliances are inspected and tested periodically. For the majority of portable appliances, they will be tested bi annually for static items and annually for moveable items such as laptops. Staff should not bring in personal portable appliances into school.

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 2025)
- 5 Year electrical inspection reports (fixed wiring) (last completed April 2021; booked for April 2026)
- Mechanical engineer advice / support brought in as needed
- PAT testing training by employees will be undertaken as appropriate and only where employees are trained to undertake this work
- Specialist contractors are employed
- Contractors asked to provide relevant information and certification

## ***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.

## ***Water Hygiene***

A water hygiene risk assessment has been documented and is updated every two years - Risk Assessment: April 2023.

The risk assessment is reviewed regularly by the Premises 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 Caretaker in Charge of Security undertakes water hygiene checks on a monthly basis. The Premises Manager countersigns the water hygiene checks. The file is maintained in Site Team office. The Health & Safety Trustee is trained and named as the designated as responsible person.

### ***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.

When new windows are installed, the work is carried out in line with current guidance and legislation.

### ***Doors and Gates***

The school has installed Dorguards on internal doors so that they can be opened when school is operational but will close automatically in the event of a fire. Door wedges must not be used to prop open doors.

The main gates and side gate are automated and operated via Reception. Force testing and maintenance contacts are in place to ensure the gates are tested to mitigate injury.

### ***Gas installations***

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

Gas Safe registered engineers install, maintain or repair the school's gas fittings.

All rooms with gas appliances have adequate ventilation.

Gas safety systems are installed in the kitchen, boiler room, science labs, etc. with emergency isolation switches, which is periodically inspected by competent engineer.

### ***Trees***

Any trees on site are routinely inspected by the Premises Manager to identify any risk.

Visual inspections of trees are carried out by the Site Team following any potentially damaging activities or weather.

The school commissions a regular Tree Survey and remedial work to trees is undertaken by the Premises Manager or other competent persons.

### ***Standards for School Premises***

The Premises Manager ensures that the school meets the requirements in School Premises Regulations, with regards to the following standards:

- Suitable toilet and washing facilities are provided.
- Accommodation is provided in order to cater for medical and therapy needs of students (with washing facilities and near to toilets).

- Acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place.
- Lighting is suitable for the activities normally taking place (internal spaces and externally).
- Suitable water supplies are provided, including drinking water, hot and cold water to toilets and washing facilities.
- Hot water at the point of use does not pose a scalding risk.

### **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 Premises Manager. Servicing of machinery takes place.

The cold weather checklist is the responsibility of Premises Manager.

See also: Snow procedures

### **3.12 – 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 Premises 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 2024)
- Fire alarm testing – weekly / 6 monthly by Premises Manager/ Caretaker in Charge of Security
- Emergency lighting testing – annual
- Emergency lighting test – weekly by Premises Manager
- Firefighting equipment – annual checks
- Fire safety training – all staff (INSET)
- Fire drills and evacuations – 3 per academic year
- The Assembly Point is on the school field
- Nominated fire marshals undertake appropriate training

Staff induction includes fire procedures.

See also: Fire Procedures

### **3.13 - First Aid**

Please see the school's First Aid Policy for full details on the first aid arrangements for providing emergency first aid and for first aid assessments. 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 medical room contains first aid equipment and supplies for immediate use and for use on school visits. Records of injuries and first aid are kept in the school's accident books and, where appropriate, they are also reported on the SHE Assure system.

The school has appointed a Designated Lead First Aider, who has completed the First Aid at Work training

A First Aiders and First Aid Aware Staff List is maintained by the Designated Lead First Aider who distributes it across the school – see W drive for the First Aid flowcharts.

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

### 3.14 - 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: Innovate Catering Services

- Catering staff have access to competent health and safety advice through Innovate Catering Services and have a food hygiene management system (HACCP) in place.
- Innovate Catering Services provide catering staff with appropriate training in food hygiene.
- Innovate 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 – bi-annually

### 3.15 – Hazardous Substances

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. This may include chemicals, dusts such as wood dust, and biological hazards from bodily fluids. 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.

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

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

- respiratory sensitisers (isocyanates).
- skin sensitisers.
- carcinogens (cancer causing substances).
- commercial herbicides (weed killers).

### 3.16 – 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 the main Reception) and the Public Health England booklet 'The Spotty Book'.

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

- Blood-borne viruses, such as Hepatitis, spread from contact with bodily fluids or needle-stick injuries.
- Coronavirus.
- Colds and flu.
- Norovirus.

The school will take such measures that can reduce transmission, such as good personal hygiene, ventilation in enclosed spaces, enhanced cleaning and not attending school with illness symptoms or when infectious.

The school follows the UK Health Security Agency guidance on health protection in children and young people settings, for the management of infectious diseases and minimising disruption. Emergency plans shall include actions for managing outbreaks and incidents and continued provision of education. When the school becomes aware of an outbreak and there appears to be significant concern (e.g. a school is considering closure) the Headteacher will consult with UKHSA and/or the Local Authority Public Health service.

SHE unit advice is sought as appropriate re: RIDDOR

### **3.17 – Lettings and Shared Workplace**

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 up-to-date public liability certificates are 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 Site Team, together with the Lettings Administrator, manage arrangements for access and security of lettings by restricting which areas they can access during periods of use (e.g. to offices, classrooms, etc.) or providing separate entrances/ exits.

The school provides clear and concise instruction and information, including an induction before a letting commences, for the user, including what to do in an emergency and emergency contacts, reporting incidents, defects, damage etc.

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

See also the Lettings Policy and procedures.

### **3.18 - Lone Working**

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

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

The school manages the risk of lone working by ensuring that lone working is kept to a minimum, avoiding lone working when possible, 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 attend in the event of an alarm activation are 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.

Risk controls shall be adopted where appropriate and depending on the circumstances include the following:

- Avoid lone working when possible.
- Work in pairs.
- Reduce risk of injury by avoiding hazardous work activities when alone (for example, work at height, heavy lifting, etc.).
- Ensure that someone knows where lone workers are and what time they will return or finish work.
- Check in / out with someone at the start and end of the day.
- Reduce the length of time spent lone working, for example take work home rather than staying in the building alone after hours.
- If working alone in a building, ensure that external doors and windows are all secure

### **3.19 - Manual Handling**

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

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

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

Measures to reduce the risk of injury shall include:

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

Risk assessment for moving/handling people shall be considered as part of the care planning process.

- included in student care plans.
- employees trained in correct moving/handling techniques.
- handling aids such as hoists and lifts are inspected and serviced.

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, a pallet 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.

### **3.20 - Medical Needs**

The school accommodates students with medical needs wherever practicable and makes reference to DfE Supporting Students at School with Managing Medical Conditions in Schools, [Supporting pupils at school with medical conditions](#), which sets out the legal framework for the health and safety of students and employees.

The school's policies support arrangements for students and staff with medical conditions to ensure that they are identified, and appropriate arrangements are in place to meet individual care needs including 'care planning' for higher needs students.

Responsibility for students' safety is clearly defined within individual care plans where necessary and each person involved with students with medical needs is aware of what is expected of them. There is close cooperation between school, parents, health professionals and other agencies to agree safe procedures and help provide a suitably supportive environment for those students with special needs. School nurse advice / training or relevant agency support is requested as appropriate. The school nurse and specialist voluntary bodies may also provide additional background information and training for school staff. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents also obtain details from their child's General Practitioner (GP) or paediatrician, if needed.

Medication is administered in a controlled and recorded fashion with parental consent.

Staff are fully trained in delivering care and responding to medical conditions and emergency treatment.

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

### **3.21 – 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 managing exposure time and appropriate PPE will be provided.

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, specialist equipment, etc.

### **3.22 - 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.

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

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

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 shall be supplied with equipment that is suitable and sufficient and be provided with information, instruction and training in the correct use, storage and care of PPE. 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.

### **3.24 - Play Area/Field 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 play area/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
- duty SLT at lunchtimes – one sitting
- restricted use of school field dependent on weather conditions
- student 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.

### **3.25 - Pregnant Employees and New Mothers**

The school has maternity policies and shall manage risks to new and expectant mothers. Once the Headteacher is made aware of the employee's pregnancy, they shall arrange for the employee's Line Manager to assess the risks to the employee, which shall be reviewed at reasonable intervals during pregnancy, and if the pregnant employee's situation changes.

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

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

The school looks into appropriate rest facilities for pregnant and breastfeeding employees on a case by case basis. 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.

### **3.26 – 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 places for letting lock ups;
- Caretaker in Charge of Security, or in the absence of the Caretaker in Charge of Security the Premises Manager, oversees the final lock up every day which is completed by the cleaning contractor / security company (Purgo/CSG);
- Email communications;
- CCTV in place across the school – please refer to the CCTV Policy;
- Security risk assessment;
- All visitors sign in and out and wear appropriate red or green ID lanyards dependent on DBS clearance;
- If unknown visitors are encountered in the school, or not wearing a valid lanyard, 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

Other security measures that are in place have been reviewed to assess risks and identify any additional steps that shall be taken to prevent unauthorised access and protect staff and students from harm and to protect school property. Measures include

- Entry to the school site is restricted with fencing, gates, boundary hedges and landscaping to prevent all but the most determined.
- The site is physically secure out of hours including effective intruder alarms and response arrangements.
- Access control measures prevent unauthorised access to the building during the day.
- Visitors to the school are directed to the main reception by signs outside.
- During outdoor lessons and breaktimes, students are supervised in the playground.
- Visitors without an enhanced DBS (child workforce) will have a Risk Assessment in place and be accompanied by a member of staff for the duration of their visit.
- Persons are responsible for the security of their own personal items. Staff and students are discouraged from bringing valuable items into school.
- Procedures for controlling access and barring individuals from the premises.
- Emergency procedures shall be implemented in the event of a security breach or threat. Lockdown procedures are regularly practised with staff and students.

### **3.27 - 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 Premises Manager, ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or Business Manager or via a recognised reporting process using Every. All staff are expected to be vigilant and aware of possible hazards. All staff must report hazards using the Every Management 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.

### **3.28 – Smoking and Vaping**

The school is a no-smoking, no electronic cigarettes and no “vaping” site and all stakeholders including staff, visitors and contractors are required to conform at all times. The policy is that e-cigarettes and vaping are to be treated as other smoking material i.e. not permitted in our buildings/on site.

Appropriate signage is in place.

The school will support employees who find it difficult to restrict their smoking or wish to give up smoking, and provide details of smoking cessation organisations including through its Employee Assistance Programme.

### **3.29 – Stress, Mental Health and Wellbeing**

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

Identifying particularly difficult periods (e.g. Ofsted inspections, audits, exams) and finding ways of combating stress during these times is the responsibility of the Board of Trustees and Headteacher.

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

The school has a Staff Wellbeing Strategy and Staff Charter, available on the W Drive – please refer to this for further details.

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 policies
- Employee Assistance Programme (EAP) scheme
- Occupational Health Referrals
- Trained Staff Wellbeing Lead

### **3.30 - 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, Raising Standards Lead, the Professional and Induction Tutor and the Deputy Headteacher, , 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.

### **3.31 - Traffic (On Site)**

A risk assessment has been conducted to identify traffic hazards on the school site and traffic control measures, including

- Speed Limits implemented and enforced (e.g., 5 mph) on school grounds with clear signage.
- Use of clear and visible signage to direct traffic and indicate pedestrian crossings.
- Barriers and gates installed to control vehicle access during peak times.
- Parking Arrangements:
  - Staff Parking: in the main car park, gravel car park or council car park
  - Parent Parking: There is restricted parent parking on school grounds, except for those with appointments, disabilities or special permissions.
  - Visitor Parking: Provide clear instructions for visitor parking, typically in designated visitor parking areas.

- Bus Parking: Safety procedures established for students embarking/disembarking from buses and safe movement of buses.
- Drop-off and pick-up procedures establish specific drop-off and pick-up zones in the council car park to minimize congestion and ensure safety. This is clearly communicated to parents/carers.
- Staff assigned to supervise high risk areas during peak times to ensure smooth traffic flow and safety.
- Pedestrian crossings are clearly marked and well-maintained.
- Designated entrances and walkways for pedestrians, separated from vehicle routes.

The school segregates 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 students disembarking and boarding school buses.

Student / staff ratio is considered on school trips.

The school has a school minibus leased through Dave's Motor Hire – please refer to the School Minibus Handbook regarding maintenance, pre-use checks, etc. As well as the school's internal procedures, Dave's Motor Hire carry out the maintenance and servicing of the mini bus.

### **3.32 – Training**

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher, Head of Faculty, Heads of Department and Line Managers 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 shall be reviewed at least on an annual basis. Line Managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

### **3.33 Violence**

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.

The risk of violence shall be assessed and suitable and sufficient measures taken to prevent or limit the impact of violence. Staff should not be expected to put themselves in danger and the Board of Trustees and Headteacher will not tolerate violent/ threatening behaviour towards staff.

A separate specific Our Behaviours Culture Policy is in place.

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

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

Staff shall report any incident of inappropriate behaviour, aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.

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

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

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

### **3.34 - 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 students whilst commencing and during a work placement. Students are briefed before placements, and a review is completed afterwards. Checks are undertaken during placements by staff from Kingshill School. The school uses Unifrog to process the documentation. The Employers submit the risk assessment and these are read and checked by Kingshill staff.

### **3.35 – Working at Height**

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

Work carried out at height where a significant injury could result must be supported by a specific risk assessment carried out in order to identify and implement suitable control measures. Staff who work at height will be briefed in risk assessment findings. The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

Equipment provided for accessing height (kick stools, stepladders, ladders, towers etc.) shall be inspected before use and a documented thorough examination carried out at least annually. 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 shall be taken out of use and removed as soon as practicable.

The school discusses and agrees arrangements with staff as needed. 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 (Premises Manager) and at time of use by the user (Responsible Person: Site Team Member).

## Part Four

### Monitoring and Review

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

#### 4.1. Monitoring Arrangements

##### Regular Inspections and Audits

- Routine inspections of classrooms, playgrounds, laboratories, workshops and other facilities.
- Schedule periodic premises inspections by the Headteacher/ Trustee/Premises Manager, Site Team, Business Manager, external contractors
- Document findings and corrective actions taken.
- Professional servicing and inspection of systems, services and equipment.
- Records of defects and property damage.
- Reports are reviewed, presented to the Board of Trustees and actions arising are tracked until closure in a recorded fashion.
- External audit of safety arrangements by the local authority SHE team.
- Engage with RPA Risk Management Reviews

##### Incident Reporting and Investigation

- Procedures for reporting accidents, near misses and health issues.
- Accidents will be investigated to determine the cause of the accident, underlying factors (e.g. management, training etc.) and measures taken to prevent a reoccurrence.
- Incident data will be shared and analysed to identify trends to prevent future occurrences.
- Safeguarding incidents recorded and investigated.
- Behavioural, violence and aggression and security failures reviewed for lessons learnt and post incident support.
- Ill-health and sickness absence reporting and monitoring.

##### People Management

- The school encourages all employees to provide feedback on health and safety practices.
- We will use surveys, Kingshill Connect, Team Briefings, and regular meetings to gather input.
- System for monitoring staff training (e.g., CPLD Lead training spreadsheet).
- Supervision of employees and contractors to check competence during work activities, ensuring they are working safely and are following our policies and arrangements.
- Monitor staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessments and medical advice.

#### 4.2. Reviewing Arrangements

##### Policy Review.

- School policies are reviewed periodically according to a schedule of review to ensure health and safety arrangements remain relevant and effective.
- Updates to the policies to reflect changes in legislation, industry standards, and organisational priorities.

##### Management Reviews

- Regular leadership meetings to review health and safety performance.
- Health and safety is an agenda item on the Resources Committee meetings.
- Discuss audit results, incident reports, and employee feedback.

##### Risk assessments

- Those with responsibility for assessing risks in the school review risk assessments at least annually to check and make sure the precautions remain suitable.
- Relevant risk assessments reviewed following any significant incidents, change in tasks, premises layout, equipment or personnel.

## 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)

# CIRENCESTER KINGSHILL SCHOOL

## HEALTH AND SAFETY POLICY

Reviewed by: S Gardiner (Business Manager)

Date: March 2026

Adopted by Trustees: 25 March 2026

Signed:   
\_\_\_\_\_

Date: 25 March 2026

Next Review Date: April 2027