Health & Safety Policy
Organisation & Arrangements

Approved by:	FGB	**Date:**	9th October 2026
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Reviewed by:	Lisa Hillman (Headteacher)		

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Part 1: References and Statement of Intent

1.1 References

Statutory Instruments

Health & Safety at Work Act 1974 and subordinate legislation

1.2 Glossary of Terms Used in this Document

Term	Meaning
AfPE	Association for Physical Education
ACoP	Approved Code of Practice
AMPS	Asset Management & Property Services
Audit	An independent evaluation of a safety management system
CLEAPSS	Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
CoSHH	Control of Substances Hazardous to Health
D&T	Design and technology
DATA	The Design and Technology Association
DfE	Department for Education
Inspection	A check of physical conditions and practices/behaviours usually undertaken in a school by Governors
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
MiDAS	A minibus driver awareness training scheme
OVC	Off-Site Visits Co-ordinator
PAT	Portable appliance testing
PPE	Personal protective equipment – e.g. gloves, boots etc used to give protection when in contact with a hazard
Safety Representative	A member of staff usually appointed under the *Safety Representatives and Safety Committees Regulations 1977*
SHE Enterprise	The GCC database for recording workplace accidents
SHE/Pro and SHE /GN	Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc.
VA	Voluntary Aided

1.3 Revisions to this Document and Review

This policy will be reviewed annually during the schools Health and Safety Audit or when revisions are made by the SHE unit

1.4 Contact Details

For more information or in the event of inquiries, please contact Safety Health & Environment (SHE) tel. 01452 425350 or she@gloucestershire.gov.uk

Part 1: References and Statement of Intent

Introduction

- The purpose of this policy is to further our aim to provide a secure, safe, healthy and pleasant working environment for all pupils, staff and visitors to the school.
- The Governing Body, together with the LA, takes responsibility for protecting the health and safety for everyone in school and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.
- Staff and governors contribute to this policy and the content has also been influenced by guidance from the DfE and the Health and Safety Executive.
- This policy should be read in conjunction with the school's other policies including safeguarding, behaviour and discipline and school visits.

Part 1: References and Statement of Intent

HEALTH & SAFETY POLICY DOCUMENT
STATEMENT OF INTENT

This policy statement is the Slimbridge Primary School supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

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

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

In particular, the Governing Body and Headteacher are responsible for:

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

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

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

The Governing Body and Headteacher are committed to the arrangements stated in this policy document and all staff are required to comply. They are encouraged to

Part 1: References and Statement of Intent

support the Governing Body and Head Teacher'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 cooperation of employees and others who use the premises.

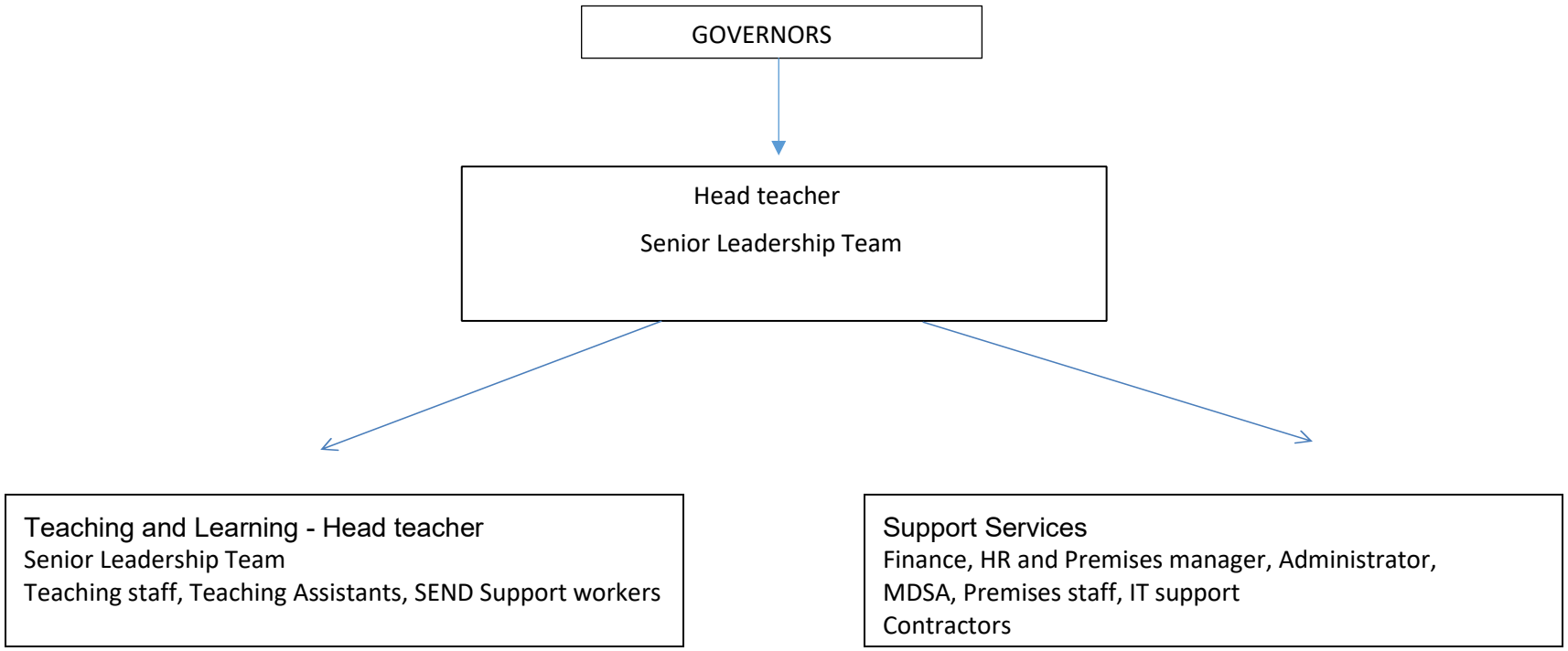
This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

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

Signed: *Lisa Hillman*	Signed: Hillman
Headteacher's name: Mrs Lisa Hillman	Co-Chair of Governors' name: Patricia Carrington
Date: October 2026	Proposed review date: October 2027

Part 2: Organisation

Leadership Structure



Part 2: Organisation

The Duties of the Governing Body The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.	• Promote high standards of health and safety within the school • Assign responsibilities, including designating a governor for health and safety • Establish a link governor for health and safety • Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities • Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated • Evaluate the measures taken to minimise or eliminate risks or hazards • Ensure that there is a designated space for medical treatment and for caring for sick or injured pupils during the school day (the staff room/seats in entrance hall) • Ensure that hirers are aware of their duty to arrange insurance cover for their activities • Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others make sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.) • Review this policy and update it annually

Part 2: Organisation

The Duties of the Headteacher The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document 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.	All members of staff understand and fulfil their responsibilities to ensure a safe learning environment • Staff are aware of their responsibilities and receive appropriate supervision, instruction and training • Staff, pupils and others are encouraged to promote health and safety • Risk assessments are carried out for activities on and off the school site • LA and DfE guidance is followed for all school trips and visits • All defects and/or hazards are made safe in a time scale commensurate with the risk they pose • Specialist advice is sought as and when necessary • A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents. · Formulate effective procedures for use in case of fire and for evacuating the school premises;
The Duties of Employees All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.	Be familiar with the health and safety policy and all safety regulations laid down by the Governing Body • Take reasonable care of their own health and safety and that of others who may be affected by their actions • Make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not • Only use equipment that they are competent to use • Follow instructions when using any machinery, equipment, dangerous substance or safety device • Take an active interest in promoting health and safety and suggest ways of reducing risks · Report any accident to themselves to the Office to be entered into the accident book

Part 2: Organisation

Pupils Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.	
School Safety Representatives 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.	
Temporary Staff Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.	

Part 2: Organisation

Teaching Staff Teaching Staff have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in 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.	
Teaching Assistants Teaching assistants have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.	
The Duties of Off Site Visit Coordinators (OVC) 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.	OVC is Lisa Hillman See also school's Educational Visits Policy
The Duties of School Administrator(s) The school administrator has a day-to-day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the 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.	Mrs Sian Rymer

Part 2: Organisation

Volunteer and Parent Helpers 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.	The Health & Safety Manager is the Head Teacher. All voluntary helpers are expected to report any health and safety hazards to the class teacher or designated supervisor. See also Volunteer Policy

PART THREE – GENERAL ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	**Responsibility of: Name/Title**	**Action/Arrangements (customise to meet your own situation)**
Communication The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors and other stakeholders:	Lisa Hillman (HT) School Administrator (SR)	See: Staff Recruitment and Induction Checklist Staff Handbook Home School Agreement Newsletters Website Email/text messages Noticeboards Contractor Sign-in Sheets/Site Safety Leaflet Volunteer Policy
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Lisa Hillman (HT)	No member of staff will be expected to undertake any task without a full risk assessment having been carried out and communicated to them.

Part 3: General Arrangements

Section 1 - RISK ASSESSMENT		
The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following areas: teachers and the school administrator for visits and trips.	Lisa Hillman (HT)	To measure risk in school we use the Croners system for risk assessment. This is based on realistic management of safety using the 4Cs, as follows: • **Competence** – experience, education • **Control** – control measures, who is responsible for control measures • **Communication** – why, what, when, who, where • **Co-operation** – who needs to be involved to ensure the venture is a success Training in risk assessment is provided for all staff as required. Risk assessments are carried out as required by the appropriate person for each area or activity. The stages of risk assessment and risk management in school: 1. Consider all tasks, activities and situations. 2. Identify the hazards that are, or may be, involved. 3. Identify those who may be exposed to the hazards, including those particularly at risk. 4. Analyse the severity and likelihood of exposure and loss from hazards. 5. Determine whether existing measures adequately control the hazard. 6. Assess the risks and decide on the risk levels. 7. Consider appropriate and suitable measures that may eliminate or reduce risk in line with the basic principles of risk control. 8. Implement the risk control measures.

		9. Ensure control measures are communicated fully to staff. 10. Monitor the measures for suitability and effectiveness. 11. Review and introduce any corrective actions. 12. The completed forms are filed in the office in the risk assessment file. On educational visits the LA Educational Visits guidance is followed (see policy). Prior to each visit a risk assessment is made. Previous risk assessments are filed in the office in the Risk Assessment File. Where a visit is made regularly (e.g. weekly swimming) the teacher in charge will ensure there is a risk assessment in place and will review it annually or as required.

Part 3: General Arrangements

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.	OVC Lisa Hillman Headteacher	See GCC School Trips Procedure Risk Assessments are carried out and retained on file.
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. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.	Handyman as appointed	See Ladders Checklist, Risk Assessment and Training Log The Handyman or Contractors supply their own equipment for working at height.
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.		Noise levels at school do not exceed 85 dBA, therefore no further action is deemed necessary at this time. Activities carried out by Contractors will be scheduled to take place outside of the school day, preferably during school holidays to avoid staff/pupil exposure to excessive noise.

Part 3: General Arrangements

Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise system.		See GCC Manuel of Personnel Practice
Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.		Intruder alarm installed and maintained by Stroud Alarms. Perimeter Security Pedestrian Gate installed (Sept 21), access release by office. There is no access beyond reception area without the secure door being opened by a member of staff. All pupils have been instructed that they are not to open the door, even to an adult they know. CCTV was installed in July 2020 with cameras covering school outside areas: playground, front entrance and side entrance. Vehicle Access gate locked during school hours.
Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.		See Lone Working Policy. A procedure is in place to ensure effective communication is maintained in the event of a lone working-related incident. Access to the school is controlled by security gates and door from reception area.

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 seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.		The only substances requiring a CoSHH data sheet/risk assessment are used by the cleaning staff and are kept in a locked cupboard.
Personal Protective Equipment (PPE) Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.		All ground maintenance is sub-contracted to external providers who are responsible for their own staff /PPE. Cleaning staff use domestic grade substances and wear gloves as appropriate. Dinner staff have PPE aprons available to them and gloves.
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.		Generally, children are transported via coach. However, where parents are used to help with transport for small numbers of children, the school keeps a record of driving licenses, insurance and vehicle details. Where parents do, occasionally transport children, they have appropriate DBS checks.

Manual Handling (typical loads and handling pupils) The school refers to the SHE/GN/30 *Manual Handling* 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 School Administrator is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.		The heaviest item delivered to the school is paper and deliveries are taken by the delivery company to the point of use therefore avoiding the necessity of staff having to lift heavy boxes. Staff have been trained in positive handling techniques in the event that a situation arises where a child is involved.
Curriculum Safety (including extended schools activity/study support) Subject Leads 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 published a risk assessment is carried out. An inventory of all equipment is kept in the school office and all tools/equipment/machinery are checked, maintained and stored correctly.		After School Club provision is provided in house by staff employed by the school. Any outside Provider engaged will submit their own risk assessments for activities. These are checked by the Head Teacher and held on file. High-viz vests are provided for children and adults for off-site walking.
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 Sheet 10 *Employers Questionnaire and Risk Guidance*. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.		Students bring their own documentation provided by their University, school or college. They are given an induction briefing by the Head Teacher and are made aware of the Staff Handbook and risk assessment procedures.

Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – *Working with Display Screen Equipment.* Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.		The School Secretary, is the only person considered to be a "user" under the DSE Regulations. A DSE assessment is completed annually for this user.
Parent Teacher Association The school offer support to the Parent Teacher Association (PTA) 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.	Chair and Secretary of FoSS:	A member of staff is on the premises for any FoSS events that take place. FoSS carry out any relevant risk assessments, with the assistance of the Head Teacher.
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 and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.		Playground equipment is assessed annually. The climbing frame is only used under supervision and on a rota basis. The pond in the wildlife area is fenced and locked. At lunchtime, a minimum of two staff supervise the playground, one of whom will supervise the use of the climbing frame. All staff are aware of emergency procedures. We have an emergency preparedness and lockdown policy in place. Children are regularly made aware of expectations of behaviour in the playground through school and class assemblies. The car park is fenced off from the playground and there is a designated pedestrian entrance to the school away from any cars. First Aid requirements resulting from incidents on the playground are dealt with and recorded as per First Aid Policy

Section 2 - PREMISES		
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 by the school handyman in the staffroom. Reference is made to AMPS *Technical Briefing Note EM005 Portable Appliance Testing)* and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.		The school uses traded services to cover this item. PAT testing is carried out by a qualified electrician. Where any electrical work is deemed necessary, the school will employ appropriate external contractors from the GCC approved contractors list.
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. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.		The school does not currently have any equipment that falls into this category.

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 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.		All asbestos has been removed from the school buildings progressively in recent years when refurbishment works have been carried out. Asbestos Surveys are carried out in line with GCC requirements and reviewed during annual H & S Audit
Service Contractors Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them. PLI checks are carried out and recorded	School Administrator	We have service contracts for the following items: fire alarms and equipment, security alarm and lighting, ground maintenance, heating, sanitary waste control, pest control, print waste and refuse collection. Paperwork regarding these contracts is maintained by the office administrator and held in the school office. Where possible, all servicing and maintenance work is undertaken outside of school hours. All people working on the site are given a copy of the Contractors' Information Leaflet and sign to acknowledge awareness of the school's procedures.

Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.		In the event of any building work being carried out on site, the full implications of CDM will be complied with. The health & Safety Governor is aware of relevant regulations and monitors all requirements. Whenever possible, all works involving building contractors is carried out during school holidays.
Small Scale Building Works This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.	School Administrator	Contractors report to the school office, read and sign relevant documentation (see above) and wear badges. Where possible, work is carried out outside school hours. It is the responsibility of the Administrator to make them aware of procedures in the event of an emergency.
Lettings (shared working – playgroups etc) The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.		There are currently no lettings in place.

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. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards. Contractor's works are segregated from main school Activities.	All staff	Staff injured would be subject to a SHE report. All incidents involving children are logged and where required by local or national legislation, SHE procedures are instigated. In winter, in the event of heavy snowfalls, it is likely that the school would be closed. There is adequate lighting in all areas.
Cleaning A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures 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 only Electrical item used is the Vacumn Cleaner which is PAT tested annually. Electrical circuits fitted with RCD's	HT's HR/Premises Manager	Cleaning staff are employed directly by the school and are the responsibility of the HT. Waste/recycling is put in the appropriate bins located in the car park. Contractors empty these on a contract basis.

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. Reference SHE/G047 Factsheet		The car park is fenced off from the playground and there is a designated pedestrian entrance to the school away from any cars. Parents of some pupils with SEND are permitted to use the staff car park for dropping off and collection; they are made aware of the risks. Scheduled deliveries to the site avoid the start and end of the school day.
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. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.	HT's Premises Manager	Glazing survey undertaken annually as part of the GCC Premises Audit. Privacy screens have been installed on front facing windows to the school car park or entrance.

Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.	School Handyman	Temperature checks are carried out by the school handyman and recorded monthly. The logs are checked by GCC during the annual premises audit and periodically by the H & S designated Governor.
Snow and Ice Gritting 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. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.	Head Teachers Premises Manager	A Snow Procedure is in place and the cleaner in charge will open the site and arrange for gritting. In extreme conditions, the school will be closed.

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
Infectious Diseases The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, *Guidance on infection Control in Schools and other Child Care Settings*. **COVID-19** **With the emergence of this Disease in early 2020, immediate RA carried out and protocols were put in place with guidance from Government and GCC followed**	Head Teacher	Poster located in school office School contacts county medical advisor for further clarification where required. Outside hand washing facility installed in March 2020.. Risk Assessment reviewed regularly and updated as necessary following guidance.
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 staff. The school is also compliant with Benedict's law and has an allergy safety policy in place. Responsibility for pupils' safety is clearly defined within individual health care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs. Visitors to school report whether they have any allergies using the inventory sign-in system so that they can be supported during their visit. Traded service from GCC: Occupational Health.	Head Teacher	Individual care plans are kept electronically on the school admin server. A noticeboard detailing medical conditions and needs is in the staffroom for ease of reference. TAs assigned to individual children are aware of their needs. Where relevant, children have PEEPs and all involved in their care are aware of these. Children with medical needs are listed on the Vulnerable Children register and meetings are held regularly with parents; notes from these meetings are kept in the child's file. The school operates a ban on staff/pupils bringing food into school that contains nuts or nut derivatives. Although we take the philosophy of 'allergy aware' to ensure that we are not complacent about allergies.

Moving and Handling (of pupils) Moving and handling assessments are carried out as part of the Individual Care Plan and staff have been trained in handling techniques. The hoist in the Medical Room is inspected annually. PEEPS are in place		
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 for staff.	Head Teachers	The school's Medical Conditions Policy - Supporting Pupils with Special Medical Needs procedure is followed. Where pupils need short-term medication, e.g. Calpol/antibiotics, we encourage parents to come into school to administer these, as per our policy. A log is kept of medicinal administration. If parents cannot administer then two adults and two signatures are required to administer medicine.
First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/Pro/8 *First Aid* is followed.	Head Teacher	See also school's First Aid Policy. All staff are trained in first aid (see updated list in First Aid Policy). Many staff are trained in paediatric first aid. First aid log is located in the office and incidents are recorded.

Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses and adhere to *SHE/Pro/4 Accident Reporting and Investigation*. 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 Enterprise accident database.	Head Teacher	Head Teacher is responsible for reporting to the SHE unit. Incident log is online through the SHE electronic portal.
Fire Safety and Emergency Evacuation The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place. All electrical equipment within the school is PAT tested annually. The only Gas fed appliance is the Boiler (Boiler House). This is serviced annually and no combustible materials are stored there.	Head Teacher Class teachers Premises Manager	See also Fire Safety Policy. Emergency evacuation procedures for each class are displayed in classrooms. The assembly point is located at the far end of the playground. Fire drills are carried out at least once every term with evacuation times recorded in the Fire Safety log, which is held in the office. The headteacher has completed Fire Warden Training. Location of fire-fighting equipment is also recorded in the Fire Safety policy, and equipment is maintained and tested by Tann Synchronome. Alarms are tested weekly by the school administrator and recorded in the Fire Safety Log. Personal Emergency Evacuation Plans in place as appropriate.

Crisis and Emergency Management A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.	Head Teacher Administrator Premises Manager	See school's Emergency preparedness policy, located in the office and each classroom in a fire safety prevention bag. All staff and governors are aware of the contents of this plan and an off-site plan is held with Sue Belej.

Section 4 - MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.	Head Teacher H & S Governor	Policy is monitored and reviewed annually by the committees and is checked during the county's annual SHE audit.
Inspections Regular safety inspections are carried out by the nominated person(s) (using the format found in the *Good Stewardship Guide* and the SHE *Governors Guide – Workplace Inspections*) of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled**.**	Head Teacher H & S Governor	Regular safety inspections are carried out by the Head Teacher and at least one Governor with H & S experience. An annual Governor Premises Audit is completed as well as the LA annual inspection through traded services. Items requiring the attention of the Handyman are recorded in the handyman's logbook.
Review The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.	Head Teacher	Health & Safety Governor's report to FGB periodically each year. Governor Premises audit circulated to all governors. Health & Safety Policy document is reviewed annually and approved by governors.
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 development plan.	Head Teacher Governors	School buys into SHE Audit via traded services.

Section 5 -TRAINING		
Staff Health & Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.	Head Teacher School Administrator	All staff attend induction training and are aware of the contents of the Staff Handbook. Records of training are held in the school office. Relevant Health & Safety training is given to individuals as appropriate.
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 Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.	Head Teacher HR Manager	

Volunteer and Parent Helpers Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.	Head Teacher All teachers School Administrator	See Volunteer Policy and Volunteers' Information Pack, which is provided to all volunteer helpers in school. The School Administrator is responsible for ensuring that all volunteers in school have DBS, or equivalent clearance, where appropriate.

Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff The first aid room/rest room have 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.	Head Teacher	Rest room is the staff room. Requirements to inform the school are detailed in the Staff Handbook. Risk Assessment on file and created for each staff member who is pregnant.
Health and Well Being Including Absence Management 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 endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. We have support mechanisms in the school from Headteacher and SLT. Clearly defined roles and responsibilities are in place. Weekly staff meetings enable staff to share concerns Annual reviews are carried out as part of the round of Performance Management meetings. Staff have their entitlement of PPA time See Work/Life Balance policy Further assistance if required will be sought from GCC SHE.	Head Teacher Governors	Head Teacher conducts 'return to work' interviews where it is felt that staff may require extra support. HT reports termly and Governors have opportunity to question at each term FGB. School buys into Occupational Health via traded services and refers staff when necessary Staff Wellbeing Governor appointed.
Smoking on Site		No smoking is allowed on the school site.

Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Head Teacher Premises Manager	Waste disposal via SITA Recycling via Print Waste
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.		No hazardous waste created in school
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).	School Administrator	Catering is contracted out to CaterCater Kitchen company, which has all relevant catering/hygiene certification in place.
Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.go.uk www.gloucestershire.gov.uk/she		