



# The Hatherley St James' Federation



## Health & Safety Policy

This policy applies to both Hatherley Infant and  
St James' CE Junior schools

We want to ensure your needs are met. If you would like this  
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## **1. Federation Health and Safety Policy Statement**

The Governors and the Executive Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises of its schools and those affected by the schools' activities elsewhere. Within the ethos of self-regulation the governors and Executive Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- Maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.
- Ensure availability of qualified First Aid at Work assistance

In addition to assist in the proper implementation of this policy the Governors and Executive Headteacher will:

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.
- Participate fully with the annual local authority premises and safety audits

## **2. Responsibilities of Nominated Personnel**

### **2.1 Federation Governors**

- Will be responsible in conjunction with the Executive Headteacher to ensure formulation, reviewing and subsequent amendment to the Federation Health and Safety Policy Statement, Organisation and arrangements
- Will cause the Health and safety Policy to be translated into effective action at all levels within the school
- Will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- In liaison with the Executive Headteacher, will ensure that professional safety advice is available and consulted at least annually
- Will make adequate financial provision for carrying the policy into effect
- Will cause the effectiveness of the policy and safety performance of the school to be monitored
- Will cause the health and safety policy to be amended whenever necessary
- Will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- Will nominate a governor to report back to the full governing body on matters of Health and Safety.

### **2.2 The Executive Headteacher**

- Will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- Will appoint persons as listed in the organisation so as to deal with the day to day issues on Health, Safety and Welfare
- Will periodically review the policy and draft amendments to it whenever necessary – at least every three years
- Will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- Will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- Will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- Will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely
- Will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- Will promote an interest in, and enthusiasm for Health and Safety matters throughout the school

- Will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters
- Will provide ongoing recommendations and present an annual report on Health and Safety to the governing body.
- Will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. (Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act).
- Will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- Will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc,) working with the school caretaker (see also Fire Safety Policy)
- Will ensure that leads and plugs are regularly (at least annually) checked by a PAT test qualified operator. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Executive Headteacher –as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The caretaker will be responsible for checking those items of electrical equipment which are provided for cleaning purposes.
- Will liaise with outside Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer, etc. (with the caretaker).
- Will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.

In all health and safety issues expert advice will be sought from the Safety and Health (SHE) Team at the Shire Hall when appropriate.

### **2.3 Teaching Staff**

- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Executive Headteacher or the Safety Adviser as appropriate.

### **2.4 Support Staff**

- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Executive Headteacher

## 2.5 Caretakers

- Will ensure that staff under their immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- Will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- Will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- Will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- Will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- Will be able to manage asbestos in the building and be familiar with the Asbestos Register.
- Will ensure that the school transport system includes for safety repairs to be carried out where necessary and be maintained in a safe condition;
- Will promote an interest in, and enthusiasm for Health and Safety throughout the school.

## 2.6. Health & Safety Link Governor

- In conjunction with the Executive Headteacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Executive Headteacher or the Committee any items of concern.
- With the Executive Headteacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repair and maintenance items to be undertaken.
- To, in conjunction with the Executive Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- To consider any desirable improvement projects that might form the subject of bids, for resourcing, from Gloucestershire Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- To draft for full Governing Body approval a written Health and Safety Policy for the School.
- To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Executive Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To recommend to the full Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.

### **3. School Health and Safety Policy Arrangements**

#### **3.1 Access on to and exit from the school sites**

The school premises are organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term. Parents/carers/guardians are responsible for their children until handed over at the door.

#### **3.2 Accidents and reporting**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report via the SHE team online:

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience

#### **Reviewing accidents**

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Governing Board (or Committee with Health and Safety Responsibilities as applicable) for consideration of further action.

Staff must be aware of the following:

- Parents are advised of incidents in writing by means of a note. Details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept by the accident book in the school office.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet and in the staffroom on a bulletin board

#### **3.3 Asbestos**

Staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the caretaker.

#### **3.4 Bad weather contingency plans**

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the

appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

### **3.5 Confidential Counselling Service**

The Federation buys in to the Local Authority provided confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Employee Assistance Programme.

### **3.6 Contractors**

All contractors working on the school premises are to report to the school office prior to starting work and will be expected to operate within the guidelines set. A dedicated contractors' sign in book will be used to inform contractors of safety considerations.

All contractors will be informed of the School's emergency procedures.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Gloucestershire Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.

The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

#### **School safety arrangements regarding contractors**

Gloucestershire Council assesses the safety credentials of a contractor and these contractors will be listed on the approved list. CHAS registered. This list must be checked before awarding the work.

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire-fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;



- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

### **3.7 Control of Substances hazardous to Health (COSHH)**

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever schools intend to use, or create a substance that could be a risk to the health of staff, pupils and others, the COSHH assessment advisor – the caretaker will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Gloucestershire Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the School Office
- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personnel protective equipment/clothing is available and used when required

Staff need to be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Executive Headteacher.

### **Legislation**

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Staff room/on line.

### **3.8 Display Screen equipment – (visual display users)**

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 2 hours or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.

Speak to the school bursar who will be able to give you a copy of the self-assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to the Executive Headteacher who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from Health and Safety Team.

### **3.9 Fire Safety**

The Fire Risk assessment is sited in the school office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the caretaker and Executive Headteacher annually. As a result of the assessment, if any precautions are identified the school treats them with high priority. The Fire Policy statement is kept with the Fire Risk Assessment.

Notices of fire procedures are fixed to visible sites around the school and in every classroom

Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use. Approved door open / closers are used.

The Caretakers check all firefighting and detection equipment annually to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by an approved contractor.

The fire alarms are tested weekly by the Caretakers and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the book found in the school office.

**Notices around schools have the following information.**

**FIRE ALARM INSTRUCTIONS:**

As industry safety sign standard

Fire drills take place every half term. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered.
- The Fire Brigade will be summoned by the School Administrator but in circumstances where the Administrator is not at school, once everyone has safely left the building and moved to a place of safety. A delegated member of staff will ensure that the Fire Brigade is summoned.
- All staff will sweep their designated areas and report to the most senior leader in school
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

### **3.10 First Aid**

The Federation will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that at least 2 members of staff have received training on a first aid course and two other members of staff have the additional paediatric training.

Copies of the First Aider's certificates are kept in the school office.

#### First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations: a) in the School Offices, b) next to the Staffrooms,
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished, by the first aider, as soon as possible after use in order to ensure there is always adequate supply of all materials.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.

#### Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident exercise book for pupils/students for events that do not arise out of a fault of the premise/activity etc. A copy will be given to the parent/carer and a copy in the incident book.

#### Administration of Medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a book to confirm this. Where ever possible 2 members of staff will be present especially when having to administer the medication. The governing body recognises that some children may require assistance with this – parental consent will be required.

Medicines are kept in a locked cupboard within the locked staffroom or can be found stored in the fridge if required to be refrigerated. Gloucestershire Council's 'Medical Arrangements, Guidelines and Procedures for Gloucestershire Schools' are followed. Staff can access the full document on the Gloucestershire website for further information.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

### **3.11 Housekeeping**

The Federation has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Caretaker should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Executive Headteacher/person with delegated responsibilities for health and safety.

### **3.12 Lone Working**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the office safety file .

Any staff wishing to work outside normal school hours must have prior agreement/permission from Executive Headteacher or designated senior manager.

### **3.13 Manual Handling**

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable.

### **3.14 Transport use.**

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Executive Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use child car seats. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts will not be used.
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

### **3.15 Out of Hours use of school premises**

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire risk assessment. If necessary further advice will be sought from the Fire Safety Officer

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

### **3.16 Parental/Adult Help**

- All parents and adults must be DBS checked in accordance with current regulations Keeping Children Safe in Education if they offer to help with clubs, transport or any other school activity.
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

### **3.17 Personal Protective equipment (PPE)**

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

### **3.18 Portable electrical appliance testing**

The Executive Headteacher or delegated responsible person is responsible for ensuring that all portable electrical equipment is tested annually by an approved contractor / qualified operator.

A register of all such electrical equipment used in the school is kept in the School office.

No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The SBM, will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.

All hard wired electrical instalments are maintained by Property Services Gloucestershire Council at least every 5 years unless changes have occurred.

### **3.19 Risk Assessment**

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the approved Gloucestershire Council risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator. At least one member of staff will complete GCC offsite visit training.

- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit.

- All P.E. activities have been risk assessed including the use of the outdoor play equipment.

### **3.20 School Security (Safeguarding)**

Refer to Keeping Children Safe in Education – with particular attention to Part 1.

This will be monitored at least annually by Gloucestershire Council’s Health and Safety team.

- Office staff monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor’s badge.
- The main doors have good locking mechanisms.
- The school is alarmed.
- Executive Headteacher, Operational Head, Caretaker and a named key holder have a set of keys to access the school at any time. They can also activate the school’s electronic security system. The School Caretaker has a full inventory of key holders and keys that have been allocated.
- All electrical devices are annually tested. (See check list and finance sheets)
- Fire drills or Safe Refuge procedures take place every half term. Details are recorded and notes made of any problems needing remedying.
- As from September, drills to evacuate the playground and field will take place each half term. (See Administrator’s record).
- The Cleaners are responsible for the security of the school at the end of the day and during school holidays by ensuring that doors, windows, skylights etc. are secured.
- All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day

### **Responding to call outs**

The systems that are in place are:

The following persons are the school’s nominated representatives who will respond in the event of an out-of-hours call out 1. Caretaker 2. Key Holder 3. Executive Headteacher

### **3.21 Supervision of pupil’s arrangements**

The schools will be open from 8.15 am to 3.30 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

The school arrangements must contain the following:

- Supervision ratios & locations between school opening and lesson start time
- Supervision ratios & locations at break and lunchtimes
- Supervision ratios & locations between end of lessons and school closing time
- Areas to be used by pupils outside lesson times

### **3.22 Violence**

The School follows Gloucestershire Council’s Policy and Guidance on Violence at Work.

- staff are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse
- Gloucestershire Council's arrangements are available to victims of violence at work.
- that they have meetings with potentially hostile parents in the presence of another member of staff.
- a panic button is to be operated if a member of staff feels threatened
- staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required – Team Teach training

### **3.23 Visits and Journeys**

Gloucestershire Councils Visits and Journeys Guidance are used and the Educational Visits Coordinator will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Executive Headteacher then the EVC must make sure the Executive Headteacher countersigns the approval documents including the risk assessment.)

#### **Risk assessments for Educational visits**

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC for approval.
- They will read/be aware of the Gloucestershire Council Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines and Gloucestershire Council's Guidance and approved by the EVC\Executive Headteacher.
- They must get the consent of every child's parents/guardian before taking them on a visit.
- On a visit which will extend beyond the school day, the teacher will arrange a text message to be sent via the school messaging service in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.

### **3.24 Work equipment**

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the caretaker or will be under contact for maintenance and repairs either via Gloucestershire Council - or the Supplier.



It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the School Office.

### **3.25 Working in confined spaces**

#### **For example: sub-level boiler house**

On occasion, the caretaker or contractors may need to work in the boiler house. They will advise the school administrator or school bursar before entering the boiler house and again on return. The school office will monitor and seek help after one hour.

### **3.26 Safe refuge procedure**

On occasion, the school community will need to remain inside the building in order to be safe from harm. The school has a Safe Refuge Policy.

- The community, with the exception of the caretaker, will make their way to the hall on the sound of a siren.
- Teachers will secure exits and entrances
- Emergency services will be contacted.
- Having been given the 'all clear', children and staff will return to their workstations.
- This procedure will be practised twice throughout the academic year.

### **3.27 Lettings**

The Federation 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 Executive 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.

## **4. Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Executive Headteacher governing body will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which is required by the Local Authority.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report

5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

### **Fire Safety Policy Statement**

The Premise Manager/Executive Headteacher/Governors and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005

The following are provided to meet the requirements of the relevant legislation:

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

Our fire safety management plan incorporates:

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.
- personal emergency evacuation plans for named staff and / or pupils.