



CAM WOODFIELD JUNIOR SCHOOL

HEADTEACHER Mrs Louise Bennett

Health, Safety and Environment Policy 2018-19

To be ratified by LGB 21st Jan 2019

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Purpose

This document describes the Cam Woodfield Junior school safety, health and environment standards, responsibilities and arrangements. This includes arrangements required to comply with the Health & Safety at Work etc. Act 1974, Environmental Protection Act 1990 and all other safety and environmental legislation that may apply. This document has been written using GCC Procedures/Guidance Notes; SHE/Pro 1 Corporate Health & Safety Policy Document.

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 - used to give protection when in contact with a hazard e.g. gloves, boots etc
Safety Representative	A member of staff usually appointed under the <i>Safety Representatives and Safety Committees Regulations 1977</i>
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.
ACAD	ACADEMY

Revisions to this Document and Review

Author	Reviewer
Louise Bennett	Caroline Jones
Headteacher	Safeguarding Governor
Date: November 2018	Date:

This procedure will be reviewed annually and updated when necessary. This document is to be ratified by the Local Governing Board

HEALTH & SAFETY POLICY DOCUMENT

PART 1 - STATEMENT OF INTENT

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

Cam Woodfield Junior School's Governing Board 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.

Cam Woodfield Junior 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 Board and Headteacher.

In particular the Governing Board 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, supervision 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, transport and storage of substances and materials at work.
- Ensuring provision of safe, and where required maintained and inspected, equipment.
- Ensuring compliance with Environmental related legislation including in relation to the management of waste.
- Reducing the impact on the environment from school activities where reasonably practicable.

In addition to the above commitment, the Governing Board 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 Board and Headteacher of Cam Woodfield Junior School will ensure adequate resources, including finance to implement the Policy.

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

Signed	Signed
Headteacher's name	Co-Chair of Governing Board names
Date	Proposed review date

PART 2 - ORGANISATION

Responsibilities	Local Arrangements
<p>Organisation – Introduction</p> <p>In order to achieve compliance with the Governing Board and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this HS&E Policy Document.</p>	<p>Cotswold Beacon Academy Trust and the local governing body of the Academy recognises their responsibilities under the Health & Safety at Work Act 1974 (HSWA) and all current relevant legislation to ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises or participating in Academy sponsored activities. The Governors will actively work with the Headteacher and staff to identify hazards and where, these cannot be removed, ensure that they are adequately controlled.</p>
<p>The Duties of the Governing Board</p> <p>The Governing Board has overall responsibility for ensuring compliance with this HS&E Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>The HS&E policy will be reviewed annually in November to ensure effectiveness and compliance.</p> <p>The Chair of the Finance & Premises Focus Meeting will, check that testing is up to date for water hygiene, fire zones, emergency lighting and fire drills.</p> <p>Caroline Jones is the Safeguarding Governor with responsibilities for Health & Safety.</p>

Responsibilities	Local Arrangements
<p>The Duties of the Headteacher</p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this HS&E 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, safety and environment within the school by the development of safe working practices and conditions and will ensure that health, safety and environmental standards are maintained at all times.</p>	<p>The Headteacher will organise with those responsible and enforce and monitor: testing for water hygiene, fire zones, emergency lighting and fire drills; correct storage of cleaning materials; premises audits of wiring, portable appliances, lightning safety, asbestos management etc.</p> <p>The GCC Health and Safety Induction Checklist is followed during staff induction.</p> <p>The Safer Working Practice and Code of Conduct Policy forms a part of the induction pack for new members of staff and volunteers. It is reviewed by staff each September at the beginning of the school year – each member of staff signing to agree compliance. Staff will be periodically tested on aspects of the policy to ensure understanding.</p> <p>The Headteacher will promote and ensure training and resources for staff well-being.</p> <p>The Headteacher will promote Health, Safety & Environment throughout the school procedures and practices and to all stakeholders especially pupils to create a culture of health & safety and environmental consideration.</p>
<p>The Duties of the School Office Staff</p> <p>The school office staff have responsibilities detailed in this document. They have a day to day responsibility for ensuring compliance with the school Health, Safety and Environment policy, taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention.</p>	<p>The School business administrator is responsible for scheduling and booking required inspections, keeping and maintaining inspection records and distributing information to the Headteacher, Co-Chairs and the Health and Safety Governor. They deal with external contractors and are responsible for checking that contractors are aware of their Health and Safety obligations, that any necessary checks of paperwork have been made and that all necessary information has been given to contractors.</p>

Responsibilities	Local Arrangements
<p>The Duties of Employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Safety, Health & Environmental Policy document and procedures at all times, co-operate with school management in complying with relevant health, safety & environmental 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, safety & environment training received, inform their line manager of what they consider to be shortcomings in the school's health, safety & environment arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>All staff have an equal responsibility to themselves and others.</p> <p>This HS&E Policy forms part of the induction for new members of staff and volunteers. It is reviewed with staff individual each September at the beginning of the school year. Staff will sign to show their compliance and understanding. Staff will be periodically questioned on aspects of the policy to ensure understanding and knowledge to follow procedures. This Policy is included in the online Staff Handbook. Reference will be made to the policy and procedures wherever appropriate.</p> <p>Notices around the school remind employees that they have a duty to report incidents, near misses and health and safety concerns to the Headteacher.</p> <p>Good housekeeping and cleanliness will be exercised by all staff. Classroom checklists will be completed by teachers using the HSE 'Health and Safety checklist for classrooms' each January to inform the annual policy review in March.</p> <p>Health, Safety & Environment will be a standing item for Staff Meetings</p>

Responsibilities	Local Arrangements
<p>Pupils</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health, safety and environment rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>An awareness of the safety of oneself and of others will be persistently promoted to pupils through school rules, class rules, class councils, assemblies, PSHE, Science and D&T curriculum and as part of lessons and the fabric of the school day.</p> <p>All staff will promote to pupils and parents the School Dress Code, which includes the PE kit, which is available to all on the school website.</p> <p>The importance of pupils developing good listening skills in case of emergency instructions will be promoted by all staff and evident in classroom management procedures.</p> <p>Pupils are aware of the importance of following fire evacuation procedures and lockdown procedures.</p>
<p>School Safety Representatives</p> <p>The Governing Board 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 Board).</p>	<p>We report and investigate accidents of staff and pupils following GCC SHE guidance.</p> <p>If a Health and Safety issue was raised with a Trade Union, Cam Woodfield Junior School would communicate and allow access to information.</p>

Responsibilities	Local Arrangements
<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Safety, Health & Environment Policy document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p>Supply teachers will have access to a pack which includes key information from this document, safety information including fire evacuation procedures and who, how and where to go for help.</p> <p>Temporary staff would undergo the induction process within the first 7 days of starting their contract and would have access to the online Staff Handbook.</p>
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety, Health & Environment Policy document and ensuring all persons under their control are aware of the general health, safety and environmental requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>The PE, Science and D&T subject leads will inform teachers of up to date guidance and procedures for safety in their subjects. In January, subject leaders will share this information during a staff meeting which is, at least in part, dedicated to Health and Safety. Each class teacher has a responsibility to follow such guidance.</p> <p>Classroom checklists will be completed by teachers using the HSE 'Health and Safety checklist for classrooms'. http://www.hse.gov.uk/risk/classroom-checklist .pdf</p> <p>Class teachers and teaching assistants will ensure volunteers are aware of relevant detailed requirements.</p>
<p>Teaching Assistants</p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety, Health & Environment Policy document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p>All staff and volunteers are expected to report to the class teacher and then the Headteacher any non-compliance with Health and Safety or concerns about Health and Safety.</p>

Responsibilities	Local Arrangements
<p>The Duties of Off Site Visit Coordinators(OVC)</p> <p>The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.</p>	<p>The Headteacher. L.Bennett, is the Off Site Visits Coordinator. We follow GCC SHE health and safety guidance and advice from the online 'Offsite Visits Manual'.</p> <p>http://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/health-and-safety-advice-and-guidance-a-z/offsite-educational-visits/</p> <p>The risk assessments for trips are accessible for all teachers through the staff Google Drive along with the guidance for Emergency Procedures. Teachers are responsible for creating the risk assessment for their trip and disseminating this to the headteacher for approval and to all adults accompanying the trip. A copy of the signed Risk Assessment must be kept in the Risk Assessments for Trips file in the school office. Risks must be shared with pupils in an appropriate manner so as to ensure safety but not to alarm unduly.</p>
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p>Class teachers and teaching assistants will ensure volunteers are aware of relevant detailed requirements.</p> <p>Before offsite trips, class teachers will share their risk assessments with volunteer and parent helpers.</p>

PART 3 – GENERAL ARRANGEMENTS

Risk Assessment

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level. 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 school's 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 specific risk assessments within the following areas:

School site - Headteacher L Bennett

Cleaning Products: Cleaner in Charge K. Withers

D&T and Art – Subject Leader

Science – Emily Holland

PE - Subject Lead L Hitchman

CAM WOODFIELD JUNIOR SCHOOL has online access to CLEAPPS

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Communication</p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.:</p>	<p>L.Bennett Headteacher C. Ash Administrator H. Stark Business Administrator Class teachers</p>	<p>The HS&E policy is communicated to new staff as part of the induction process, within 5 days of starting a post at Cam Woodfield Junior School. Communication will also involve staff meetings, notices, staffroom board, emails, briefing reminders and updates as and when required. The online Staff Handbook contains a copy of this Health and Safety policy.</p> <p>Visitors, volunteers and contractors are signposted to the policy, given a copy of the policy, advised or briefed on particular aspects of the policy as is appropriate to the role of the visitor, the activities undertake and/or the time the visitor is expected to spend at the school. Responsible people: School Office staff, Headteacher, Deputy Headteacher.</p> <p>Communication to parents about health and safety issues will be through the weekly newsletter, parentmail texts or a specific letter.</p> <p>The School H. Stark Business Administrator has responsibility for maintaining inspection records. The Safeguarding Governor, C. Jones, will monitor the communication process.</p>
<p>Consultation with Employees</p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>L.Bennett Headteacher C. Jones Safeguarding Governor All employees</p>	<p>Health and Safety will be a standing item for staff meetings, including Midday Supervisor and Teaching Assistants meetings, with updates as required. The Health and Safety governor will oversee that employees are fully consulted about health and safety matters. The Headteacher's report to governors will include Health and Safety actions.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>School Trips/Offsite Visits</p> <p>The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate Cam Woodfield Junior School Policy for Offsite Visits has been produced based on GCC guidance.</p>	<p>L.Bennett OVC Governing Board</p>	<p>L Bennett ensures that the class teacher leading a trip is carrying out specific risk assessments. Template risk assessments are available on the Staff Drive.</p> <p>The responsible teacher, as visit leader, has the responsibility to carry out risk assessment for the trip and to present this to Headteacher 5 days before the trip. Staff will be briefed on emergency procedures and policy when on offsite trips. Emergency procedures are in the online Staff Handbook.</p> <p>Residential trips are submitted for evaluation through EGO.</p> <p>The Safeguarding Governor will review the planning and delivery of the risk assessment process at least annually and report to the Governing Board.</p> <p>The Headteacher L. Bennett is the OVC, Offsite Visit Coordinator.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. Termly 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.</p>	<p>L. Bennett HT C. Smart: external contractor/ caretaker</p>	<p>Staff may need to access high storage and put up displays. Display boards are set at low height wherever possible. Staff are expected to take a sensible, pragmatic approach when considering precautions for working at height. Ladders and stepladders can be a sensible and practical option for low-risk, short duration tasks. Small step ladders are stored in the resources room. Ladders should be checked before use to ensure they are in good order. Working with another adult while using step ladders is recommended to reduce the risk. Taller ladders are padlocked and only accessible by competent person, C. Smart. Staff have ready access to kick stools. There are 2 in each corridor.</p> <p>C. Smart (regular small jobs contractor) carries out tasks that involve working at height, he is covered by his own public liability insurance. External contractors provide their own ladders.</p> <p>HS&E Governor, C. Jones is responsible for overseeing the carrying out of annual documented ladder checks by C. Smart, (regular small jobs contractor) which are documented in the Premises folder to ensure equipment is suitable, stable, and strong enough. Staff receive regular simple briefing on safe working including notices.</p>
<p>Noise</p> <p>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.</p>	<p>All staff L. Bennett HT</p>	<p>Where possible work with high noise level is done out of school hours. Work that may require noise assessment will be carried out by competent contractors.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Violence to Staff</p> <p>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 Assure system.</p>	<p>All staff L Bennett HT Chair(s) of Governors</p>	<p>Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn.</p> <p>Staff must not be alone with any visitor who is perceived as a risk and must ensure that they are accompanied by another member of staff during any meeting, including parents' evening meetings. Such meetings should be held in a more open space, such as the learning zone room, and the HT, DHT and office staff should be informed and vigilant. Staff should remain aware of and maintain their means of exit and should employ conflict awareness and de-escalation management:</p> <ul style="list-style-type: none"> ~ avoid conflict – use none threatening body language (don't stand too close or too far away, avoid 'overbearing') ~ be polite & avoid aggressive language, sarcasm or inappropriate 'tone of voice' ~ withdraw politely from situations which become inflamed <p>Parental Code of Conduct Policy in place to protect staff, pupils and visitors to the school from the above behaviours.</p> <p>Staff will be offered post incident support and, if required, further support through Occupational Health.</p> <p>Any incident is reported to and recorded by the Headteacher, or, in her absence, the Chair(s) of Governors.</p> <p>Using the Schoolsnet login in, access the Accident and Reporting System, SHE Assure at: https://login.sheassure.net/core/login?signin=5a890f8c627b84ad772cd121b8dbf167</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p>All staff L.Bennett HT School Office staff: H. Stark & C. Ash Chair(s) of Governors</p>	<p><u>Management of visitors on site.</u> The back east gate is locked from 9:30am to 3:00pm. Visitors are allowed access having been visually screened and contacted through the front door intercom. All visitors sign in and out at reception and are allocated a Cam Woodfield Junior School Visitors badge which must be worn. A security swipe protects entrance into the school.</p> <p>Staff are expected to challenge anyone who is not wearing their visitor badge pass. Pupils will be taught to report to a teacher or teaching assistant if they see a visitor without a visitor's badge pass. Visitors without DBS checks will be supervised by teaching staff.</p> <p>In the event of an emergency, the police will be phoned by the office staff and the Headteacher summoned.</p> <p>The evacuation procedure may be triggered and staff and pupils will initially assemble in the upper playground. If the Headteacher decides that the grounds are unsafe, staff and pupils will assemble in the Woodfield Playpark using the school exit as directed.</p> <p>In case of the need for a 'lockdown', following the air horn (kept in School Office) signal, Close all windows and doors; Lock up; Out of sight and minimize movement; Stay silent and avoid attracting attention; Endure – be aware that lockdown may last sometime. RED 15 will be used to highlight the LOCKDOWN between staff.</p> <p>The emergency procedures policy is available in the online Staff Handbook Folder on the staff Drive.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Personal Security/Lone Working</p> <p>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.</p>	<p>All staff L. Bennett HT Chair(s) of Governors</p>	<p>The end corridors must be locked at the end of the school day by the teaching staff at the door, to protect staff and pupils still onsite.</p> <p>Staff sign in and out at reception. The last person to leave the site should check that everyone has left the premises.</p> <p>Although control measures are in place, the risk factors during lone working should be reduced by reducing the time spent lone working, avoiding working at height or manual handling, and pairing up and checking in with others who are working in the building so ensuring that another member of staff is aware they are onsite. If alone, a member of staff or governor should be informed when they have left the site safely. (Simple text message: 'I am working alone at school'. 'I am safely off site'.) In case of accidents the lone worker must keep their mobile phone with them.</p>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>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.</p>	<p>L. Bennett HT Cleaners: K. Withers M. Slater B. Harris</p> <p>Office Staff: C. Ash & H. Stark Contractors</p> <p>Safeguarding Governor: C. Jones</p>	<p>There is very limited use of hazardous substances. Cleaning materials are kept locked in the cleaners' cupboard. Harmful materials are not to be used for Art, DT and Science.</p> <p>The use of harmful chemicals will be risk assessed. The orange hazard label on harmful chemicals will indicate how they may cause harm. Substances have a safety data sheet that can provide more detailed information. Where harmful chemicals are used we will consider whether safer alternatives are available and if not undertake a specific 'CoSHH' risk assessment of their use, using the CoSHH Risk Assessment Form (Appendix A, SHE Procedure Control of Hazardous Substances (CoSHH) Ref SHE/Pro/3harmful chemicals)</p> <p>Records of where CoSHH is applied, data sheets and risk assessment forms are kept in the Health and Safety Folder stored in the School Office.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Personal Protective Equipment (PPE)</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>L Bennett HT Science Lead</p>	<p>Gloves and tabards/overalls are used for cleaning and other activities e.g. spillage and bodily fluids, as required. Disposable gloves are readily available with First Aid materials outside the School Office.</p> <p>Staff carry out risk assessments (on teachers' planning) for individual activities. Safety goggles will be worn by staff and pupils where teachers have assessed risks in DT and Science. These are located in the Science cupboard and in the DT cupboard.</p> <p>Guidance from CLEAPPs will be promoted and monitored by the Science Lead and followed by staff. The GCC Silver package enables access. http://primary.cleapss.org.uk/</p>
<p>School Transport</p> <p>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.</p>	<p>Admin team: C. Ash & H Stark</p> <p>PE Lead: L Hitchman</p> <p>School Office staff: C. Ash & H Stark</p>	<p>See 'Safer Working Practice/ Staff Code of Conduct Policy', Section 12.0 – 12.4 'Transporting Pupils'.</p> <p>Occasionally staff and parents' private cars are used to transport pupils to sports events. The lead teacher is responsible for planning and providing oversight of transport arrangements and directing any drivers (who may be a member of staff) to the school admin team, C. Ash to show, and have recorded, evidence of the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured ('business use extension to 'domestic and pleasure' policy) and that the maximum capacity is not exceeded. Parents must also be DBS checked.</p> <p>It is recommended that the drivers passed their test a minimum of 4 years prior. Volunteers must be supplied with a copy of 'Model Letter to Drivers Transporting Pupils' (OVC Manual, Appendix 9) which clarifies the insurance position.</p> <p>Monitored by Safeguarding Governor.</p> <p>NB – parents driving by virtue of a private arrangement between parents fall outside the scope of this arrangement.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Manual Handling (typical loads and handling pupils) The school refers to the SHE/GN/30 <i>Manual Handling</i> 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 Headteacher, L.Bennett is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	L. Bennett HT	<p>The school provides trolleys, wheeled mop buckets, salt spreader, and sack trucks (located in resources room) to aid moving heavy or bulky items. Staff should seek assistance when moving objects that may present a risk and are advised not to attempt to handle heavy loads. Manual handling training will be given, if required, in response to a specific need.</p>
<p>Curriculum Safety <i>Subject leaders</i> ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS (for Science), DATA (for DT) and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of equipment likely to be a risk is kept by the subject lead and all tools and equipment are checked, maintained and stored correctly.</p>	Subject leaders Governors	<p>Curriculum planning includes risk assessment and shows that safety aspects of lessons are explicitly taught; skills are taught to ensure safety using tools and equipment and lessons are organized to ensure supervision where necessary. Subject leaders provide guidance and monitor safety, tools and equipment in their subjects. Monitored by subject Governor.</p> <p>CLEAPSS http://primary.cleapss.org.uk/</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Work Experience Placements</p> <p>The secondary school undertakes workplace re-assurance checks and their Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>	<p>All staff L Bennett HT The Student's school undertake own risk assessment</p>	<p>Work experience students are briefed on Health and Safety during their induction and are expected to read this policy at the start of the placement.</p> <p>Work experience students are not left unsupervised when working with pupils and will have a designated mentor.</p> <p>See: GCC Work Experience Info Sheet 10 - Employer Questionnaire and Risk Guidance (DOC, 133.1 KB)</p>
<p>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>L. Bennett HT Safeguarding Governor: C. Jones</p>	<p>School Office staff are to be assessed annually in November for DSE use and DSE chair assessment using GCC SHE self-assessments.</p> <p>Monitored by HT and Safeguarding Governor</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Parent Teacher Association</p> <p>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.</p>	<p>L. Bennett HT Friends of Woodfield (PTA) Chair</p>	<p>The Cam Woodfield Junior School PTA is called the 'Friends of Woodfield'. The PTA chair is Kate Kewley responsible for carrying out risk assessments for events arranged. The Headteacher will review and approve any risk assessments prior to usage. Risk assessments are held in the School Office. The PTA are responsible for licenses/ extra insurance etc. related to different events.</p> <p>All staff are able to attend PTA meetings.</p> <p>The PTA should have access to the GCC School Events Risk Assessment Toolkit (SHE GN 42) and the GCC SHE PTA Events Guidance</p>

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.

All staff including
Midday Supervisors.
L Bennett HT
Safeguarding
Governor C. Jones

The children play on the upper playground as they assemble after 8:45a.m. There is a member of staff on the playground and one at the back east gate. Parents are encouraged to stand on the outskirts of the playground so that teachers can monitor unsupervised (non-parent) pupils on the playground. Infant parents are encouraged to walk along the perimeter path rather than using the playground as a thoroughfare. To allow parents from the Infant School and the Nest to leave through this gate, it is padlocked by the Caretaker or Office Staff at 9:30am and then opened at 3:00pm.

Years 3 and 4 have morning playtime on the lower playground. The Years 5 and 6 have morning playtime on the upper playground. When the weather conditions and conditions of the field are dry enough to minimize slips, the field is shared by all at playtimes and the upper playground is used at the same time. A free flow system between Playgrounds may operate. The Infant School Y2s join Y3/4 for Wednesday morning play in Term 4. There is a member of the teaching staff on duty at playtime in each playground with a Teaching Assistant. Some pupils have 1 to 1 support.

At lunchtime, playtime is staggered. Pupils have been allocated to a house and each house is called to have lunch. Each week there is a new rota for the different houses. Children in these house are called to lunch between these times 12:20 – 1pm.

2 x Midday Supervisors (MDS) and 4xTeaching Assistants (TA) are on duty outside. One MDS & TA remains in the hall to clear up. Most of the pupils are in the playground after 1:05 and the playtime ends at 1:15pm. A whistle is blown and the pupils line up in their classes. A member of SLT, HT or DHT, or a senior teacher, is available at all times during the morning or lunch breaks.

Hazards: Upper Playground: Slips and trips. Muddy grass edging the Upper playground. Steps. Low walls, low walls around 2 edges of the Upper playground, one edge is over 1.5m higher than the ground below. Tyres can become slippery. Sediment build up in areas can be slippery. Bicycle racks: area is out of bounds. Trees and bushes – leaf fall, protruding branches, prickles, berries, conceal view.

Lower Playground: Slips and trips. Sediment build up in areas can be slippery. Puddles. Grass edging the Lower playground can become muddy. Thoroughfare for access to Junior and Infant School reception. Hidden area behind wall.

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
		<p>Control measures: School rules for behaviour and for gathering times. Pupils stop still, look and listen on a whistle blow, which would be the initial procedure in case of emergency. Trim trail rules. Pupils are taught to think about their own safety and the safety of others, to be aware of and manage the risks e.g. walk but don't run on the walls, keep off the grass, be aware of the ground being slippery, be aware of space occupied by others.</p> <p>Equipment: Trim trail, story fort, play equipment (e.g. skipping ropes, racquets, small balls, quoits, connect 4, 'scrapstore' materials) is kept in a locked shed in each Playground. Playleader monitors only have access to the sheds and distribute play equipment on a rota basis or depending upon the weather e.g. fabrics and pillow only when ground is dry. Hazards: Inappropriate use of story fort, trim trail, slippery if wet, height; equipment thrown or used inappropriately or left as a trip hazard; damaged equipment. Unidentified adult access to Lower playground. Concealed view behind walls.</p> <p>Control measure: sanctions systems – trim trail rules, story fort rules, verbal warnings, time out (at the wall) or sent inside to calm down, reminders about appropriate behaviour, traffic light behavior system enforced, MDS record and report behaviour of concern to class teachers or SLT.</p> <p>Accidents requiring first aid are recorded, stored in First Aid folder in the School Office and monitored.</p>

Mechanical and Electrical (fixed and portable)

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

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the School Office. Electronic premises reports are sent to the HT and are distributed to the relevant Governors. 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*

H. Dean HT

Portable Appliance Testing, PAT, occurs annually and appliances are marked with dated stickers. External contractors: JamCo Direct **March 2019**

Fixed wiring checks take place every 5 years and the next check is **January 2019**

Overhead PAT testing is carried out by Chinnick Theatre Services **Not Applicable**

The School Office team keep a spreadsheet of premises checks to ensure appropriate timely testing.

The records from all checks and reporting are sent to the HT and Chair of premises committee. Risk assessments are located in the Risk Assessments folder in the School Office.

Staff are not permitted to use their own portable appliances unless given permission by the HT. Staff report electrical concerns, appliances causing concern are taken out of work areas and labelled 'DO NOT USE' until assessed by contractor.

Repair of electrical equipment is carried out by external contractors, C. Smart or P&R Heating.

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
EM006 Fixed Wiring Periodic Test and Inspection		

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Maintenance of Machinery and Equipment</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p>School Office Staff: C. Ash & H Stark L Bennett HT</p>	<p>Boiler check: Annual Barrier check Annual Stroud Alarms Intruder Annual Stroud Alarms Door access systems Annual Stroud Alarms Panic Button Annual Stroud Alarms Heating check: Annual Extinguishes Dining Tables CiCo Overhead PAT testing PAT PE Equipment Indoor and outdoor Lighting and alarms: Stroud Alarms Bi Annual Lightning Conductor annual check Gas servicing Indoor and outdoor play equipment risk assessed through GCC Property care</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> complying with all regulations and 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 <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p>L Bennett HT</p> <p>School Office Staff: C. Ash & H Stark</p> <p>Safeguarding</p> <p>Governor: C. Jones</p>	<p>The asbestos survey and management plan are located in the Premises folder in the School Office and held electronically by HT and the chair of Premises committee.</p> <p>We comply with all regulations and GCC practices concerning the control of asbestos.</p> <p>We are aware that, as with many buildings built in 1950s to 90s, asbestos may be present in building materials. The asbestos management plan enables us to manage the risk. Staff are made aware that the risks become apparent when the materials are damaged, by accident or by contractor error (e.g. drilling materials).</p> <p>HT is responsible for implementing the Management Plan, monitored by Safeguarding Governor, C. Jones as stated in GCC Guidance.</p> <p>Contractors must be expected to ask and be made aware of where asbestos is located by the School Office Staff.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>L Bennett HT School Office Staff: C. Ash & H Stark Safeguarding Governor: C. Jones</p>	<p>We buy back traded service AMPS (Asset Management Property Services) which support issues relating to the building, e.g. annual property audit, and contractors e.g. organise play equipment check, radon checks, Access audit (formerly DDA risk assessment), PEEP (Personal Emergency Evacuation Plan).</p> <p>Contractors should report to the reception School Office. They sign in to the visitors log and are given a lanyard pass. No contractor would be given admittance if not expected. We use county accredited contractors e.g. PE equipment servicing, PAT testing contractors. The dining tables are serviced by the company, Cico.</p> <p>Contractors are expected to use their own safe systems of working. They are checked by the Office Staff.</p> <p>A copy of this policy is provided to them.</p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>L Bennett HT School Office Staff: C. Ash & H Stark Safeguarding Governor: C. Jones</p>	<p>Work will be regulated by the requirements of the Construction (Design and Management) Regulations (CDM) and school exercises the duties of the client.</p> <p>Larger scale work is project managed. The Headteacher will be involved in works' pre-meetings e.g. Headteacher/Governors and contractor.</p> <p>There will be clearly identified timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible), access requirements and emergency access requirements etc. Information will be communicated to staff through the staff room noticeboard.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p>L Bennett HT School Office Staff: C. Ash & H Stark</p>	<p>Contractors are expected to report to the reception school office prior to start of work. Advice will be given and the visitor's lanyard pass must be worn. The name and role of the responsible person will be recorded with contact details. Timescales will be agreed and information communicated to staff through the staff room noticeboard.</p> <p>H Stark and C. Ash are the responsible persons who will supervise the works and should be contacted if there is a problem.</p> <p>The contractor will have access to the Asbestos Register.</p> <p>If the work is carried out of school hours, the caretaker, K. Withers should be contacted first and then the headteacher. Contact numbers will have been given to contractors.</p> <p>Contractors will be briefed on fire precautions/procedures and any particular problems on school site such as overhead cables/access etc.). All works reported in Premises Committee minutes.</p>
<p>Lettings</p> <p>(shared working – playgroups etc.)</p> <p>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.</p>	<p>Caretaker/ Cleaner in charge: K. Withers</p> <p>Hirers (e.g.: Taekwondo: Karen Parker Archery: Frank Evans)</p>	<p>Lettings are allowed e.g. Taekwondo group for one evening (Thurs) a week and the field and hall to an archery group (Tues/Thurs one Sunday a month)</p> <p>The hirers have public liability insurance and the signed, written letting agreement is completed with copies kept with the risk assessment in the 'Lettings File' School Office.</p> <p>Updates are reported to the Finance and Premises Committee and are recorded in the minutes.</p> <p>The hirers have been made aware of fire and emergency procedures by K. Withers.</p> <p>K. Withers ensures security by ensuring that the premises are securely locked and unlocked.</p> <p>All updates reported in Premises committee minutes.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Slips/Trips/Falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Class teachers All staff Responsible person: L Bennett HT</p>	<p>Good housekeeping and cleanliness is an expectation of all staff. Staff are expected to be vigilant and to report hazards. Pupils are taught to look out for their own safety and the safety of others and are encouraged to report.</p> <p>All hazards, obstructions, spillages, defects or maintenance requirements are reported to the School Headteacher via the School Office Staff or direct to the Headteacher. Action will be taken immediately to assess the risks and plan.</p> <p>Work to be done is entered into C. Smart's book.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school 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.</p>	<p>Cleaner in charge: K. Withers</p> <p>All cleaners: M. Slater, S. Elliott & M Titheridge</p> <p>L Bennett HT</p> <p>School Office Staff: C. Ash & H Stark</p>	<p>K. Withers undertakes inspection of cleaning.</p> <p>Each cleaner has responsibility for a corridor. K. Withers (in her absence S. Elliott) cleans the central areas and staffroom.</p> <p>Deeper cleaning takes place in the summer break (5 days), with additional cleaning in each half term break and holiday break.</p> <p>Windows are cleaned annually by an approved contractor.</p> <p>Cleaners report e.g. defects/obstructions, directly to the Headteacher or via the School Office staff.</p>
<p>Transport Arrangements (on-site)</p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p>School Office Staff: C. Ash & H Stark</p>	<p>The school car park is only used by staff and visitors. Access for cars is limited by automated gates (maintained by Decibel) that requires key fob or intercom permission. Deliveries occur outside of school commuting time. The lower playground is gated so barring vehicular access during playtimes. The car park entrance is closed (gates shut and locked by a responsible person - employee of The Woodfield Nest) during peak times (8:45 - 9:15; 3:00 - 3:30).</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
Bus Duties (supervision of pupils boarding school buses)	School Office Staff: C. Ash & H Stark All staff	We use professional transport companies e.g. KB Coaches. Coaches pick up at the bus stop area adjacent to the Woodfield Play Park. Pupils are offered assistance on and off the coach. Seat belts are worn. Pupils are supervised while walking to the coach, at least 2 adults to 15 pupils (if travelling to local swimming pool) and more usually 1 to 10 pupils, if an educational trip.
Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i> .	K. Withers Cleaner in charge/ caretaker C. Smart External contractor/ caretaker	We have our own caretaking arrangements. K. Withers (Cleaner in Charge) and C. Smart (external contractor) are responsible for caretaking tasks. GCC guidance on managing caretaking and cleaning is followed Caretaking Duties Toolkit . They report to the Headteacher directly or via the School Office. K. Withers holds the records for water hygiene testing and for fire zone testing, kept in the testing folder in HT office. Checks of the fire alarm system are kept in the log book in the cabinet beside the alarm panel. C. Smart is the competent person for working at heights. Outdoor play equipment is checked annually by a GCC appointed contractor. Annual building site inspections are carried out by GCC, C. Newman, P. Ashby- Dobbins , producing a report for the LGB. Fire zone alarm checks are carried out monthly by K. Withers and a log kept, and twice each year by Stroud Alarms. Grounds maintenance is undertaken by contractor T. W. Hawkins and Son. Trees are inspected by Alan Watson, County Arboriculturalist (01452 4227694).
Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.	School Office Staff: C. Ash	Any necessary work is carried out by qualified contractors. School Office staff oversee the work. Annual PAT Portable Appliance Testing 5 Yearly fixed wiring check P&R Heating Engineers carry our electrical work. The Annual Property Return involves checking of pipes and wires. C. Newman Bright orange pipes are gas pipes Gas Alarm Systems check for gas leakage every 6 months

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Glass and Glazing</p> <p>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.</p>	<p>All staff L.Bennett Headteacher</p>	<p>Glazing Audit. All staff are vigilant to spot and report broken glass. This is reported to the Headteacher directly or through the school office. The glazing would be made safe, the area cordoned off and contractors contacted.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>K. Withers Cleaner in charge/ Caretaker C. Smart External contractor/ caretaker L.Bennett Headteacher</p>	<p>K. Withers carries out checks, in her absence C. Smart, The Headteacher, L Bennett is able to manage staff and carry out the monthly checks. Records are kept in the 'Water Testing' File in the Headteacher's Office.</p> <p>Annual Legionella Survey carried out (Nov 2018) by Water Safety Consultant Swift Building Contractors.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Snow and Ice Gritting</p> <p>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.</p>	<p>K. Withers Cleaner in charge/ Caretaker L.Bennett Headteacher</p>	<p>K. Withers (in her absence L Bennett) is responsible for dealing with adverse weather conditions. The pathways and key parts of the playgrounds and driveway are salted using salt kept in the salt bin outside the exterior staff room door and the wheeled grit spreader. Bags of salt (10kg) are kept in the boiler room and stored under the recess outside the staffroom. We follow the SHE GCC guidance 'Dealing with Snow and Ice'.</p>
<p>Infectious Diseases</p> <p>The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>	<p>School Office Staff: C. Ash & H Stark L.Bennett Headteacher</p>	<p>The poster is located in the School Office.</p> <p>Reference is made to the PHE document: 'Guidance on Infection Control in Schools and other Childcare Settings'</p> <p>Public Health England; https://www.gov.uk/government/organisations/public-health-england Main Switchboard: 020 7654 8000 Email: enquiries@phe.gov.uk</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Dealing with Medical Conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Conditions in School (April 2014)</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>School Office Staff: C. Ash & H Stark L.Bennett Headteacher</p>	<p>We work closely with parents to best support children with medical needs. Parents complete medical forms on pupil admission. We make an annual request for information on pupils' medical conditions. Meetings ensure care plans are organised and updated. Care plans are developed where required and kept in the School Office and classrooms. The School Nurse and other Health Professionals may be involved in the care. Epi-pen, epilepsy, diabetes and asthma training provided to staff if and when necessary. Medical conditions list is shared with staff and regularly updated. We refer to the DfE guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf</p> <p>See Medical Policy</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Drug Administration</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>School Office Staff: C. Ash First aiders L.Bennett Headteacher</p>	<p>Procedure for administering prescription medicines – parents/ carers sign an authorisation form and a record is kept of medicines administered and by whom. Log kept in yellow Medical Forms folder in School Office Medicines are kept securely in the School Office (refrigerated if needed).</p> <p>General preventative inhalers are kept in the classroom First Aid boxes and/or in a medical cupboard in the School Office.</p> <p>See Medical Policy</p>
<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/Pro/8 <i>First Aid</i> is followed.</p>	<p>School Office Staff: C. Ash First aiders</p>	<p>First Aiders: C. Ash St John's First Aid at Work 14/6/19 Record in SG folder All current Staff have received half day school's first aid training: Sept 2018</p> <p>First aid boxes are located in the school office</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>.</p> <p>In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p> <p>All completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.</p>	<p>First Aider L Bennett HT</p>	<p>Information about the incident and treatment are recorded on accident slips which are photocopied and sent home with the pupil then kept in an accident folder in the School Office. The incident is recorded in a 'First Aid' book & on CPOMS.</p> <p>For more serious accidents that may require a visit to hospital; C. Ash or Head teacher reports to SHE Assure.</p> <p>RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) is used for reporting to the Health and Safety Executive certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) and serious injuries to staff, pupils or visitors http://www.hse.gov.uk/riddor/.</p> <p>Near miss reporting forms are held in the School Office and must be passed to the Headteacher and filed in the Accidents folder in the School Office.</p> <p>See HSE guidance http://www.hse.gov.uk/pubns/edis1.pdf</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Fire Safety and Emergency Evacuation</p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	L Bennett HT	<p>Fire Risk Assessment undertaken by GCC 2014</p> <p>Reviewed annually. Kept in Health and Safety file in the School Office.</p> <p>Fire log book records drills, evacuation times and alarm checks, are kept in the locked cabinet next to the alarm panel.</p> <p>Evacuation is the priority. There is no obligation for staff to fight a fire.</p> <p>Fire Evacuation Procedures:</p> <p>Fire drill each full term.</p> <p>Fire exit maps showing upper playground assembly point and (pale green) fire procedures are on walls inside all doorways of rooms.</p> <p>Provision of fire extinguishers (CO2 for electrical fires, Water for combustibles) and fire blankets (DT kitchen and staffroom)</p> <p>Prevention: Staff GCC SHE Fire Awareness training PAT testing, safe storage of matches, batteries. Safe displays practice – not obstructing lights, heaters, projectors or any heat source.</p> <p>Monitoring of external contractors. Ensure Hot Work permits if using heat equipment.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Crisis and Emergency Management</p> <p>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.</p>	<p>Crisis Management Team:</p> <p>Headteacher: L Bennett</p> <p>Safeguarding Governor: Caroline Jones</p>	<p>School emergency plan/ disaster recovery plan is located in School Office</p> <p>(The Developing Community Resilience Through Schools' project aims to increase the resilience of schools to emergencies by providing national resources for schools to use. Business continuity and resilience planning is required)</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Monitoring</p> <p>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.</p>	<p>C. Jones: Safeguarding Governor</p>	<p>Governors monitor and review this policy.</p>
<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide - Workplace Inspections</i>) of premises/ departments/ furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>C. Jones Safeguarding Governor, L.Bennett Headteacher</p>	<p>Annual inspections are undertaken by the Safeguarding Governor and the Headteacher,</p> <p>The Governors have the responsibility to ensure actions are carried out and set the budget accordingly.</p> <p>Procedures are put in place for maintenance and repair.</p> <p>Actions are followed up in governors' meetings.</p>
<p>Review</p> <p>The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.</p>	<p>C. Jones Safeguarding Governor</p>	<p>The school also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc.</p> <p>The Health and Safety Governor will present a safety performance report to Governors which includes a statistical breakdown of accidents, accident trends and a review of risk assessments etc.</p> <p>The Health & Safety Policy Document will be reviewed annually and approved by the Governors.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	L.Bennett Headteacher	<p>Primary School Safety, Health and Welfare Audit GCC SHE (Colin Haines May 2016)) carry out the audit every 3 years.</p>
<p>Staff Health & Safety Training/Competence</p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>	L Bennett HT	<p>\\woodfields.local\shares\staffdocs\HDean\documents\1 HEAD\Health and Safety\current_version_-_she_gn_04_identifying_hs_training_needs_apr_164af2.doc</p> <p>HT to do training needs analysis</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Supply and Student Teachers</p> <p>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, Safety, Health & Environment Policy document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/ responsible person gives guidance on the work to be covered.</p>	<p>L Bennett HT School Office Staff: C. Ash First aiders L Bennett, T Wainwright & Rachel Carrick Designated Safeguarding Lead</p>	<p>Supply teacher information sheet includes name of DSL and DDSLs and fire evacuation procedure information.</p> <p>Hard copies to be supplied: Health and Safety Policy Safer Working Practice/ Staff Code of Conduct Policy. Safeguarding Policy</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitor's lanyard pass at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>Class teacher L Bennett, T wainwright & Rachel Carrick Designated Safeguarding Lead</p>	<p>L Bennett, T wainwright & Rachel Carrick Designated Safeguarding Leads R. Carrick Deputy Designated Safeguarding Lead, Parent and Pupil Support Advisor. Volunteer and Parent induction</p>
<p>Pregnant Members of Staff</p> <p>The staff room has 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 6 'Pregnant Workers'.</p>	<p>School Office Staff: C. Ash & H. Stark</p>	<p>School Office staff to carry out risk assessment.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
<p>Health and Well Being Including Absence Management</p> <p>The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health & Safety Executive's <i>Management Standards for Work-Related Stress</i>. 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.</p>	<p>R. Carrick PPSA L Bennett HT</p>	<p>The well-being of staff is a key priority. Procedures to promote well-being: Staff meetings Well-being noticeboard Promotion of OH information and advice Social events Open door to talk All staff have received MHFA (Mental Health First Aid) training, delivered through R Carrick . EAP Employee Assistance Programme, telephone counselling Debriefing with PPSA or HT or DH A culture of consulting and supporting employees through change.</p>
<p>Smoking on Site</p>	<p>L Bennett HT</p>	<p>No smoking on the school site. No Smoking Signs are visible on entrances and exits to the school grounds</p>
<p>Environmental Compliance</p> <p>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.</p>	<p>HT L Bennett</p>	<p>Waste is sorted into non-recyclable 'general waste' and 'mixed recycling' (plastic, cardboard, paper). General waste is collected every week. Recycled waste is collected every 2 weeks by Suez. We don't have facilities to recycle glass but this is kept to a minimum and staff take responsibility for their own glasswaste. The pupil Eco-council work to improve waste management.</p>

Arrangements	Responsibility of: Name/Title	Action/Arrangements/Monitoring
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.	L Bennett HT	Hazardous waste is collected every month by Cannon. The hazardous waste bin is located in the female toilet/cloakroom.
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.	School Office Staff: C. Ash & H. Stark Caterlink Manager Deborah Hughes	We buy back the School Meals service via the Local Authority. Caterlink (registered with the GCC) provide and deliver school dinners prepared in their kitchens in the Infant School building. A food safety management system is in place as it is LA monitored.

Further Information

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350

she@gloucestershire.gov.uk

www.gloucestershire.gov.uk/she