

Safety, Health and Environment (SHE) Guidance

**Stonehouse Park Federation
Health & Safety Policy Document**

Created by Stonehouse Park Federation following template from GCC as guidance.



Health and Safety Policy Stonehouse Park Federation

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.

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

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

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

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

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

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

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

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

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

Signed:	Signed:
Executive Headteacher's name:	Chair of Governors' name:
Date:	Date:

Abbreviations

The following are used in the policy:

AfPE – Association for Physical Education

ACoP – Approved Code of Practice

AMPS – Asset Management and Property Services

ASE – Association for Science Education
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

COVID-19 – Coronavirus

CPOMS Child Protection Online Management System . This is a name not an acronym.

D & T – Design and Technology

DfE – Department for Education
DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

LA - Local Authority. In the context of this policy, the LA would be Gloucestershire County Council

NAAIDT – National Association of Advisers in Design & Technology

OVC – Offsite 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

RIDDOR – Reporting of Injuries Diseases Dangerous Occurrences Regulations

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.

VLE – Vocational Learning Environment

Part 2 Organisation

Organisation – Introduction

In order to achieve compliance with the Governing Body and Executive Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Executive 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.

The Duties of the Executive Headteacher

The Executive Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Executive 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 Executive Headteacher will maintain the profile of health and safety within the school by the development of

safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

School Safety Representatives

The Governing Body and Executive 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 Executive Headteacher or Governing Body).

Temporary Staff

Temporary employees are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures and are suitably inducted to their role. They are directly accountable to the Office Manager or available SLT whilst on the school site. They are provided with information via the Share Point File.

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Support Staff

Support Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

The Duties of Off Site Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.

The Duties of the Office Manager and Site Team

The Office Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Executive Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe

Volunteer and Visitors

Volunteer and visitors are provided with information and guidance which includes health and safety, fire and emergency procedures. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Part 3 General Arrangements

Communication

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:

- The school communicates with employees via verbal communication, staff meetings, performance reviews and email where applicable.
- Visitors sign in on arrival and provided with a badge and key information shared verbally.
- The school communicate with pupils through lesson plans, school council, verbal communication etc.
- The school communicates with parents via admissions process, website, direct communication, newsletters and teachers2parents text messaging service and Study Bugs.
- Volunteers will have a simple induction and will sign in and out. Provided with a visitor's badge.
- The school communicate with contractors via work planning process and verbal communication. AMPS also manage contractors on site.
- All contractors are requested to read and sign the contractors guidance notes when signing into the site.
- The Asbestos Management Plan is available on request for Contractors

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by email, staff meetings or direct communication.

- Office Manager or representative attends staff meetings, with Health & Safety as a standing item on the Agenda.
- Urgent issues are reported to the office
- Office Manager delegates the work to the site team or contractors.

Part 3.1 – Risk Assessment

Risk Assessment

The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) /AfPE (Association for Physical Education) etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

- The school uses the GCC SHE Guidance and Risk Assessments and other specific assessments such as CLEAPSS and AfPE where applicable.
- The Executive Headteacher, Office Manager and Class Teachers have responsibility for undertaking risk assessments.
- Activity providers will also ensure their risk assessments are suitable and sufficient.
- Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of the Executive Headteacher and delegated where appropriate to other staff.
- Risk are circulated electronically to all employees (where applicable) and discussed.
- Review process periodically or if there are any changes or after any incidents
- Executive Headteacher oversees Risk Assessments for trips. They have delegated role of Off-Site Visits Coordinator (OVC) to Head of School and Office Manager. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.
- Class Teachers ensure that risks related to curriculum areas are identified and controlled and where necessary refer to material such as CLEAPSS, AfPE, DATA and SHE guidance etc.
- Curriculum Risk Assessments take place through lessons planning and when necessary with other Risk Assessments.

Part 3.2 - Specific Risks

Display Screen Equipment (DSE)

The majority of staff within the school are not considered to be DSE users. The Executive Headteacher ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

- The school refers to SHE guidance

- Executive Headteacher and Office Manager ensure that DSE workplace assessments are conducted for any users under their responsibility

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.

- Data sheets for cleaning chemicals are kept in the Cleaners Cupboard. Chemicals used onsite are low risk ones.

Lone Working

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety

- A second person knows that a member of staff is in the school alone (this can be a family member)
- Locking doors – all internal doors are kept locked outside school hours
- Access to a phone including mobiles
- Staff manage their own time during holidays – staff will rely on a personal member. Staff member responsible for locking and unlocking premises and are expected to be off site by an agreed time
- Dates for access to school site in holidays are identified in advance and are added to Site Team Holiday Work Diary.

Manual Handling

The school refers to the GCC SHE Manual Handling Risk Assessment toolkit 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. Executive Headteacher and responsible persons detailed are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.

- Loads broken down for easier movement
- Staff will help other staff with handling operations where applicable
- Use manual handling aids e.g. sack truck and lunchtime trolleys are available for use. These are kept in a central area accessible to staff.
- Agreed methods for regular tasks e.g. setting up tables at lunchtime.

Moving and Handling Pupils

- Employees trained in correct moving/ handling techniques
- Handling aids such as hoists and lifts are inspected and serviced
- All key staff have Team Teach training
- When positive handling has been used. Staff members concerned complete the Positive Handling Report and inform parents of the incident.

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally, noise risk is managed by keeping the dose (exposure time) low.

- Pupils who are affected by noise have access to Ear Defenders
- Staff members using noisy machinery have access to Ear Defenders

Grounds maintenance contractors are responsible for their own risk assessments which should consider noise control.

Parent Teacher Association (PTA)

The Federation offer support to the 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.

- The PTA as a separate body
- Risk assessments are carried out for PTA run events and adequate insurance is in place.
- Event security is considered
- Measures used during events include adequate supervision, food hygiene, controlling vehicle movements.
- One member of school staff is in attendance during events
- The GCC SHE Events Risk Assessment Toolkit is used

Personal Protective Equipment (PPE)

Employees/Managers assess on the basis of risk assessment and COSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

- The site team have been issued with PPE for use when working.

Playground Supervision/Play Equipment and Maintenance

Risks are assessed using the GCC General Risk Assessment Toolkits. 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

- risks are assessed using the SHE Information Sheet relating to Playground Supervision
- measures to manage the risk include ensuring adequate supervision by members of staff at playtime. SLT are available during the whole school day
- Annual equipment checks are made through GCC.

School Trips/Offsite Visits

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

- The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. The school trips procedure has been produced based on GCC guidance.
- The OVC is the Office Manager and Head of School at the Juniors and the Deputy Head at Infant School
- Emergency first aid kit plus spare clothes for children. Staff use their own mobiles in the event of an emergency.
- Reputable Coach Company used at all times.
- All coaches used have three point harnesses
- Staff only transport pupils in their own cars in the event of an emergency.
- The school is not responsible for private arrangements to offsite events.

Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:

- door security- fobbed access
- visitor signing in
- Lanyard ID
- UV marking in use
- staff challenge any strangers on site
- secure site fences, hedges and gates – gates locked where applicable
- GCC SHE Security survey carried out
- CCTV
- Electronic gates onsite for main entrance
- All gates locked during the school day.

Work Experience Placements and Teacher Training

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.

- Placements taken on site mainly from University of Gloucestershire and local secondary schools who are responsible for providing information to the school.
- Full induction process takes place before the start of the placement. Paper work and processes linked to each establishment are completed as required.

Working at Height

The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing 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 (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)

- contractors used who are not from AMPS framework will provide the appropriate documentation to confirm compliance

- contractors mainly from AMPS framework
- contractors all sign in onsite and read and sign the contractor's guidance notes

Curriculum Safety (including extended school's activity/study support)

Risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept and all tools/equipment/machinery are checked, maintained and stored correctly.

- Pupils are all supervised when using tools/equipment and machinery.
- Risk assessments are in place for any activity using tools/equipment or machinery.

Workplace Violence to Employees and Behaviour Management

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 CPOMS and where injury is caused on the SHE Assure System.
- pupils with behaviour support plans and risk assessments where required
- key staff have Team teach training
- Zero Tolerance statement in relation to adults in place
- Incidents followed up on a case by case basis

Part 3.3 – Premises Risks

Asbestos

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

- complying with all regulations and County Policy concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.
- Asbestos Report is accessible to all contractors and staff members where appropriate.

Water Hygiene/ Legionella

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty,

has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site logbook is used. A process is also in place to deal with any actions should they arise.

- a water hygiene risk assessment has been documented by GCC Contractors given the responsibility to carry this out.
- a process is also in place to deal with any actions should they arise.
- 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.

Building Contractors

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.

- hazards associated with site maintenance activities are controlled by planning the work (mainly when children are not on site) and taking risks into account, use of Method Statements and correct working practices, effective supervision of pupils and contractors whilst on the school site; AMPS manage the site if work is major and approved contractors are used.
- small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are control by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking, grounds maintenance, and identifies the risks through the risk assessment process using the GCC SHE Primary School Toolkit.

Cleaning in-house

A cleaning schedule is in place which is monitored by the Office Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

- cleaning schedule is in place
- deep cleaning is undertaken on a regular basis where necessary
- CoSHH and DATA Sheets are kept where applicable
- Covid sprays/ sanitisers etc. managed by cleaning staff. Risk assessment in place for use
- School buys into the monitoring service provided by GCC.

Mechanical and Electrical (fixed and portable)

Any necessary work and testing of electrical appliances and fixed wiring is carried out by qualified, accredited contractors. Electrical appliances are subject to appropriate formal inspection.

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.

Reference is made to AMPS Technical Briefing Note EM005 Portable Appliance Testing) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.

- Annual PAT (Portable Appliance Testing)
- Annual mechanical and electrical audit undertaken by property services
- Five year fixed wire testing
- Recorded with premises log
- Lettings Policy states that PAT testing must be carried out to use equipment in school.

Glass and Glazing

A risk assessment has been carried out for all glazing on site (via AMPS) to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors 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 (HT) 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 and glazing film in place where the need is identified.

Lettings and Shared Working

The school follows the Asset Management and 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 hirer's/tenant's 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.

- Lettings are subject to a hiring agreement;
- safety information is shared with hirers e.g. re. evacuation arrangements, first aid and alarms;
- the potential for lettings to undermine school security has been considered and addressed;
- access (e.g. supervised or keyholding) arrangements are robust and ensure the building is secured.
- School is secured, so that hirers are unable to gain access to main school areas.
- All lettings are long term and not casual one off lettings.

Shared working

Pre-school and nursery on site is managed by Stonehouse Infants, however one room is subleased to and from Barnardos via the Local Authority

- Barnardos Children Centre within the infant building manage their own Health and Safety, with separate alarms systems and entrances.

Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

Slips/Trips/Falls

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Executive Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

- food spills are cleared immediately.
- cleaners are briefed not to leave hazards such as wet floors without warning signs. Cleaners on site out of school hours.
- Wet Floor Signs available for use during school day, should an incident arise.

Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions e.g.

which specific routes are gritted. 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.

- Salt Spreader kept in boiler houses along with supply of salt.
- Site Team aware of responsibilities with regard to duties.
- ELT and Office Manager available to discuss situations on a day by day basis

Transport Arrangements (on-site)

The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.

- Staff parking area accessed via a pedestrian route but managed through gate closures at specific times.
- Coach duties supervised and managed by staff. Pupils loaded and unloaded from coaches in a safe way and off the road.
- Staff are on duty at busy times in order to supervise safe use of roads and pathways.

E Safety

The school has a separate policy for E-safety and a copy of this policy can be found on the teacher shared drives and on the school website. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the schools' users.

Sport /PE

The schools follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and all PE equipment is subject to regular visual inspection, carried out by staff prior to use and an annual inspection by an independent service contractor. In either case where equipment is found to be faulty the equipment is put out of use.

The main risks associated with teaching this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

A member of staff must be present who has Qualified Teacher Status or relevant coaching qualification

The general requirements are as follow:

- a) Pupils will be in appropriate clothing/footwear and remove any jewellery.
- b) Staff will remove jewellery and will be in appropriate footwear;

NB It is acceptable for staff to wear watches where necessary to time lessons.

- c) Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;

d) Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves can the pupils move the objects where they have been asked to safely and without risks to their health?, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;

e) Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;

f) Staff are only to use equipment they are familiar with.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE'.

Part – 3.4 Health and Wellbeing and emergency planning

Infectious diseases

The school follows the National Guidance produced by the Health Security Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings and the Public Health England booklet 'The Spotty Book'

Covid is managed by following GCC SHE Guidance, PHE and Government Guidance. Separate risk assessment in place. Quarantine room, PPE etc

- Spotty Book used
- Quarantine room identified in each school and The Nursery
- PPE stored in a central location in school

Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and staff. 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.

- Intimate care policy, supporting pupils with medical conditions and other policies are in place
- SENCO and Admin Team are responsible for the development and maintenance of Health Care and Asthma Plans
- Parents and carers asked to sign the Intermittent Care Policy, when the child joins the school.

Drug Administration

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

- There is a specific procedure for administering medicines.
- Parents and Carers sign to give permission for staff to administer medication during the school day.
- Two staff present when pupils are given medication

Emergency Management/ Business Continuity Inc. Pandemics

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 the practice emergency exercise, if deficiencies are found immediate corrections are made.

- Emergency/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organizations (e.g. counselling) and the press.
- a verbal test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.
- Emergency Procedures Protocol is in place and part of the induction process.

Fire Safety

The school follows GCC SHE Guidance. A risk assessment has been carried out and a safety management plan is in place

- the school has a fire risk assessment undertaken by a competent body every 3 years.
- The school reviews the fire risk assessment and any actions within it at least annually
- staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, testing and staff refresher training.
- maintenance and testing is kept up to date - copies of maintenance tests are kept in school office
- termly evacuations are undertaken.
- the fire assembly point is in the school playground
- Personal Evacuation Plans PEEPS where applicable
- staff are trained in fire awareness

First Aid

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed

- Recorded training document which includes dates for refresher training.
- There is a list of trained first aiders which can be found in school offices
- First aid is considered for offsite visits
- Teaching Partners and Mid Day Supervisors have basic first aid knowledge

Health and Well Being Including Absence Management

The school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress.

- Individual Stress Risk Assessment carried out for staff where applicable
- Team Stress Risk assessment is carried out where applicable
- the school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc
- Occupational Health and Employees Assistant Programme available

Pregnant Members of Staff

The checklist contained in SHE is used and reasonable adjustments made.

- 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
- Facilities will be made available for expectant and nursing mothers.
- Pregnant Workers Risk Assessments includes Covid controls in line with Government Guidance

Reporting of Accidents, Hazards, Near Misses and their investigation

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

- the school records accidents and incidents, which leave site for further medical attention/advice on 'SHE Assure' for Reporting of Injuries Diseases Dangerous Occurrence Regulations (RIDDOR) reportable accidents
- all first aid is recorded
- parents are advised via notification slip/ telephone call/sticker where required.
- Significant incidents are reported to Governors in the Executive Headteachers report to Governors

- more significant accidents are investigated to identify the root causes
- school review trends
- use of data e.g. to strengthen arrangements such as playground supervision, disposal of waste, local inspections and repairs.

Smoking and Vaping on Site

The school is a no smoking or vaping site and visitors and contractors are required to conform to this status.

Part 3.5 – Monitoring, Review and Audit

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan. AMPS also carry out a site survey.

Inspections

Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the *Good Stewardship Guide* and the GCC SHE *Governors Guide - Workplace Inspections* of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

- inspections are undertaken by the Executive Headteacher, Governors and Class Teachers
- inspections are carried out daily by the Head Teacher and twice per year by the Governing Body. Staff are vigilant.
- records of visits by the Governing Body are kept.
- follow-up where applicable
- premises are discussed within the Finance and Strategy Committee and Full Governing Body

Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors. The school monitors items such as safety performance via observations and observational notes will be fed back to the Executive Headteacher. Premises are monitored by AMPS and Headteacher/ Site Manager

Review

The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.

- the school has a programme for review, updating and reissue of policies
- the Governing Body HT/ SBM review new policies, procedures and reports such as safety audits, workplace inspections etc.

Section 3.6 – Training

Employee Health and Safety Training/Competence

The school is committed to ensure staff are competent to undertake the roles expected of them. The Executive Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

- Associated training for specific roles is undertaken when required. EG Legionella training, first aid training.

Supply and Trainee Teachers

The school's expectations are made clear to the Supply and Student Teacher through the provision of the Junior Supply Leaflet and Infant Staff Handbook/Student Handbook.

Teachers on supply and Student Teachers are given a copy of the Supply Leaflet, Health and Safety Policy Document and other relevant Policies. The Executive 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 office manager gives Health and Safety and Safeguarding guidance. The partner teacher or SLT gives guidance on the work to be covered.

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

- All volunteers and parent helpers are asked to sign the Volunteers Guidance notes when they come into school

Section 3.7 - Environmental Management

Environmental Compliance

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

- Paper, plastics, bottles and cans are recycled.
- Green Purchase Policy in place
- Food waste is recycled through the GCC contractors

Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- food waste collected by County Contractor
- general waste is collected by County Contractor
- paper waste is collected by County Contractor

Section 3.8 - 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 (Stroud District Council).

- catering is cooked on site via Caterlink (County Contract)
- food is probed prior to serving.
- servery and food preparation/ eating areas cleaned down before and after use
- food hygiene management system (HACCP) or Safer Food Better Business in place
- catering staff are appropriately trained in food hygiene.
- the provider of the food business is registered with the Local Authority
- food hygiene inspection reports are shared with the school
- school and nursery staff are given the relevant information on hygiene and access to training to carry out their roles.

Section 3.9 – Health and Safety Advice

Information

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

APPENDIX A

SUN SAFETY STATEMENT

Stonehouse Park Infant School and Park Junior School believe in Sun Safety to ensure that children and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight. We will work together with parents to achieve this through:

A. EDUCATION

As part of the Sun Safety policy, our schools will:-

- Educate children throughout the curriculum about the causes of skin cancer and how to protect their skin.
- Invite relevant professionals (such as dermatologists, school nurses, and health promotion officers) to advise the school on sun safety.
- Regularly remind children, staff and parents about sun safety through newsletters, posters, parents meetings, and activities for pupils.
- Encourage staff and parents to act as good role models by practising sun safety.

B. PROTECTION

Shade

- Hold outdoor activities in areas of shade whenever possible, and encourage children to use shady areas during breaks, lunch-hours, PE and trips. Sunbathing is definitely discouraged.
- Work towards increasing the provision of adequate shade for everybody.

Timetabling

- Schedule outdoor activities outside of 11am – 3pm where possible.

Clothing & Sunscreen

- Encourage children to wear clothes that provide good sun protection, and use sunscreens where appropriate.

We will regularly monitor our curriculum, assess shade provision, and review the sun safety behaviour of children and staff (use of hats, shade etc) to make sure the Sun Safety Policy is working.

Follow the SunSmart code...



APPENDIX B

PROCEDURE FOR 'MISSING' CHILD / CHILD 'RUNNING AWAY' FROM SCHOOL SITE

In order to ensure the safety and security of children whilst at school, the following procedure must be followed in the case of either a child discovered 'missing' or a child 'running away' from school.

1 – A Child Goes Missing

In the event a child is noted to be missing:-

a) The school office should be contacted to ensure that the child has not been collected by parents or is sick etc.

b) If confirmed that the child should still be in school, staff will be directed to make a check of other classrooms, toilets and ancillary spaces.

(a and b are interchangeable in practice.)

c) Investigations will be made with friends to see if the child was upset or if they had seen him/her leave the school site.

d) In the event that the child still remains unaccounted for, the Parents and Police will be notified

e) Depending on circumstances and the knowledge of the child, if he/she is one who is felt likely to run away, staff may be asked to leave the site to search or the Police may recommend a wider search and should co-ordinate this.

At the conclusion of any incident the events need to be recorded on CPOMS and the procedures reviewed if required.

As appropriate, discuss with the child the reasons for this incident and reinforce safety issues.

2 – Child Runs Away

In the event a child is noted to run away:-

a) Staff should stop the child if possible, preferably by putting themselves in their path and trying to talk with them.

b) If a child runs, however, staff are not to run after the child, (this will make them run faster and pay less attention to where they are going)

c) Staff will, if possible, follow the child trying to keep him/her in sight

NB if child has run away to edge of field and it is safe to leave them there, i.e. there is nowhere else for them to go, give them an opportunity to calm down on their own and return

d) If an additional adult is present, inform the Executive Headteacher /Executive Deputy Headteacher immediately.

e) The office will be notified of the circumstances and will call the police and parents dependent on circumstances.

f) If child is known to run home either a member of staff or relative should go there.

At the conclusion of any incident the events need to be recorded and the procedures reviewed.

As appropriate, discuss with the child the reasons for this incident and reinforce safety issues.

APPENDIX C

Emergency Security Protocol

Stonehouse Federation

An emergency security protocol should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Security procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

Emergency Security Protocol

At both the Infant and Junior school a member of staff to go round the school showing a padlock card to all adults (padlock cards kept on office noticeboard, staffroom noticeboard and behind the Smart Screens in the classrooms).

- All children to return to their classroom and a register to be taken.
- Entrance points to be secured, windows and blinds to be closed. Internal doors to be closed.
- Staff to remain calm, carry on as normally as possible and provide children with a whole class activity such as reading a story.
- Children to remain in their classroom until the all clear or an alternative instruction is given.
- Once in 'secure' mode, staff should notify the office immediately of any pupils not accounted for. Children must not be left unsupervised or permitted to leave the classroom.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services if necessary. This can then be communicated to staff and pupils as appropriate.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Executive Headteacher with regarding the timing of communication to parents.

Parent Communication

If the emergency security protocol is used, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they can support the safe management of the incident and their children's wellbeing.