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Safety, Health and Environment



SHE Guidance Note Creating a School H&S Policy Document

Issue 4
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Contents

Section 1 - Issue Record and Contents Pages

Page	Subject
Page 1	Cover page
Page 1	Issue details
Page 2	Contents

Section 2 - Introduction

Page	Subject
Page 3	Purpose
Page 3	Scope
Page 3	References
Page 3	Glossary of Terms Used in this Document
Page 4	Revisions to this Document and Review
Page 4	Summary of Changes
Page 4	Equalities Impact Assessment
Page 4	Contact Details
Page 4	Authorisation Details

Section 3 - Guidance

Page	Subject
Page 5	Guidance
Page 5	3.1 Introduction
Page 5	3.2 How to Adapt the Model Document
Page 6	3.3 Using the Finished Document
Page 6	3.4 Further Information and Assistance

Section 4 - Appendices

Page	Subject
Page 7	Appendix A – Model Health & Safety Policy Document

Section 2 - Introduction

2.1 Purpose

The document provides guidance on how schools might draft a Health & Safety Policy Document that reflects its local arrangements for managing risks.

2.2 Scope

Although this guidance has been prepared for schools, the principles apply to other workplaces too.

2.3 References

Statutory Instruments

Health & Safety at Work Act 1974

Approved Codes of Practice etc

Nil.

GCC Procedures/Guidance Notes

SHE/Pro 1 Corporate Health & Safety Policy Document

2.4 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	Dept 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

Section 2 - Introduction

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.
VA	Voluntary Aided

2.5 Revisions to this Document and Review

This procedure will be updated when necessary by distribution of a complete replacement.

Amended or additional parts of revised pages will be marked by a vertical black line in the right hand margin.

SHE procedures will be reviewed at intervals not exceeding 14 months.

2.6 Summary of Changes in this Issue

Section Summary of Change –Minor amendments (links etc) at this review

2.7 Equalities Impact Assessment

Part 1 – Initial Screening undertaken on 9th August 2012.

Part 2 – Full impact assessment not undertaken as not required.

If readers require a hard copy of the document in large print or a copy in Braille, please contact Safety, Health & Environment.

2.8 Contact Details

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

2.9 Authorisation Details

Author/Reviewer	Authorised by
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Date: May 2015	Date: May 2015

3.1 Introduction

Schools (as 'employers') under the *Health & Safety at Work Act 1974* are required to produce a local Health & Safety Policy Document. This document should be tailored to each school as it will contain specific information on local risks and how they are controlled. Where the Local Authority (LA) remains the employer it is strongly recommended that an H&S policy Document is prepared. The LA has produced a model document that each school may customise to fit their own situation.

Whilst the source of a reliable template used by schools is not important, it is essential that generic texts are not used but, rather, that school edit any template and populate it with a summary of local arrangements so that it becomes a meaningful expression of how health and safety is managed.

3.2 How to Adapt the Model Document

An effective policy document will address three main areas:

- the statement of the employer's general policy on health and safety (Part 1 – Statement of Intent);
- the organisation for implementing arrangements including allocation of functions to individuals (Part 2 - Organisation); and
- the arrangements for carrying out the functions to control risks (Part 3 – General Arrangements).

The model document in Appendix A - *Model Health & Safety Policy Document* is based on a version created for local authority schools. Schools no longer within LA control may use this template but must make changes to reflect local ownership of responsibilities no longer held by the LA.

Part 1 – Statement of Intent

All Community and Controlled schools may adopt the Gloucestershire County Council statement of intent – see Part 1 of this model. Foundation and VA schools are recommended to accept the model policy statement but are free to adapt or create their own.

This statement is your headline commitment to managing health and safety by identifying risks in your school and stating how you will mitigate and manage those risks.

Part 2 - Organisation

All Community and Controlled schools should operate to the organisation and responsibilities as laid down in Part 2, section one of this model. Foundation and VA schools are recommended to adopt but are free to create their own version. Section Three can be used to detail schools specific arrangements.

Part 3 – General Arrangements

This part of the document states how the school will meet the standards set in the Statement of Intent. It involves procedures and arrangements for controlling risks. In most cases you will be able to summarise the key control measures in a few sentences or bullet points; in some instances, you may prefer to signpost to a separate school policy – in this case simply refer to it and do not duplicate information. Be specific about your local practices and avoid general statements.

Again, Community and VC schools should follow the advice given here. Foundation and VA schools are free to create their own arrangements.

Specific arrangements should be summarised for the subjects outlined in Part 3 – General Arrangements so far as they apply. Delete any items that are not relevant and edit the text so that a true reflection is given of your arrangements to manage risks.

Where a school has separate policies, you can simply refer to them ('signposting') as this will keep your H&S Policy Document concise and avoid the risk of two sources becoming out of step.

3.3 Using the Finished Document

Once the H&S Policy Document has been completed the following should occur:

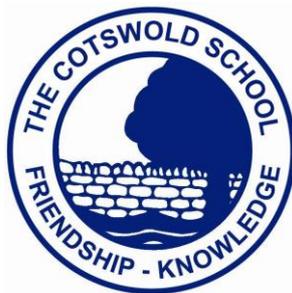
- communication to all staff in school;
- review – typically annually or if significant changes take place (e.g. new buildings);
- inclusion in any induction arrangements for new staff, student teachers and supply teachers.

The document also will form part of the portfolio of documentation required to demonstrate a robust safety management system e.g. at audit.

3.4 Further Information and Assistance

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

Safety, Health and Environment has published a wide range of material that can assist all staff in managing health and safety and this can be found on the GCC website www.gloucestershire.gov.uk/she



THE COTSWOLD SCHOOL HEALTH AND SAFETY POLICY DOCUMENT

STATEMENT OF INTENT

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

The school's Governing Body and Principal 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 Principal.

In particular the Governing Body and Principal 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.

Section 3 - Guidance

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

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

The Governing Body and Principal are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body and Principal'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:
Principal's name:	Chair of Governors' name:
Date:	Proposed review date:

**PART 2
ORGANISATION**

CONTENTS PAGE

PART 2 - ORGANISATION	14
Organisation – Introduction.	14
The Duties of the Governing Body	14
The Duties of the Principal.....	14
The Duties of Employees.....	15
Pupils.....	15
School Safety Representatives	15
Temporary Staff	16
Teaching Staff.....	16
Teaching Assistants.....	16
The Duties of Off Site Visit Coordinators (OVC)	17
The Duties of Premises Manager (Bursar, Business Manager, Site Manager).....	17
Volunteer and Parent Helpers.....	17
PART 3 - ARRANGEMENTS	18
Arrangements	18
Communication.....	18
Consultation with Employees	18
Section 1 - RISK ASSESSMENT	19
Risk Assessment.....	19
School Trips/Offsite Visits	20
Working at Height.....	20
Noise	20
Violence to Staff	20
Security Arrangements Including Dealing with Intruders	21
Personal Security/Lone Working.....	21
Hazardous Substances (Control of Substances Hazardous to Health CoSHH)	21

Section 3 - Guidance

Personal Protective Equipment.....	22
School Transport.....	22
Manual Handling (typical loads and handling pupils)	22
Curriculum Safety (including extended schools activity/study support).....	22
Work Experience Placements	23
Display Screen Equipment	23
Parent Teacher Association	24
Playground Supervision/Play Equipment and Maintenance.....	24
Section 2 - PREMISES	25
Mechanical and Electrical (fixed and portable).....	25
Maintenance of Machinery and Equipment.....	25
Asbestos.....	27
Service Contractors	27
Building Contractors.....	28
Small Scale Building Works.....	28
Lettings (shared working – playgroups etc)	28
Slips/Trips/Falls	29
Cleaning.....	30
Transport Arrangements (on-site).....	30
Bus Duties (supervision of pupils boarding school buses)	30
Caretaking and Grounds Maintenance (and grounds safety)	31
Gas and Electrical Appliances	31
Glass and Glazing.....	31
Water Supply/Legionella	31
Snow and Ice Gritting	32
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS	33
Infectious Diseases.....	33
Dealing with Medical Conditions	33

Section 3 - Guidance

Drug Administration	33
First Aid.....	34
Reporting of Accidents, Hazards, Near Misses	34
Fire Safety and Emergency Evacuation	34
Crisis and Emergency Management	35
Section 4 - MONITORING AND REVIEW	36
Monitoring.....	36
Inspections	36
Review	36
Auditing.....	37
Section 5 -TRAINING.....	38
Staff Health & Safety Training/Competence	38
Supply and Student Teachers.....	38
Volunteer and Parent Helpers.....	39
Section 6 - HEALTH AND WELLBEING.....	40
Pregnant Members of Staff.....	40
Health and Well Being Including Absence Management.....	40
Smoking on Site	40
Section 7 - ENVIRONMENTAL MANAGEMENT	41
Environmental Compliance.....	41
Disposal of Waste	41
Section 8 - CATERING AND FOOD HYGIENE	41
Catering and Food Hygiene.....	41
Section 9 – HEALTH AND SAFETY ADVICE.....	42
Information	42

PART 2 - ORGANISATION

<p><i>Organisation – Introduction.</i></p> <p>In order to achieve compliance with the Governing Body and Principal’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.</p>	
<p><i>The Duties of the Governing Body</i></p> <p>The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p><i>The Governors liaise via the Health and Safety Governor and Health and Safety is a regular agenda item at full Governors’ Meetings.</i></p> <p><i>The policy is updated annually and the Governing Body agrees the Health and Safety Policy at the start of the academic year.</i></p>
<p><i>The Duties of the Principal</i></p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Principal 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.</p>	

<p><i>The Duties of Employees</i></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 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.</p>	<p><i>All staff to report any problems or concerns to Health and Safety Officer as soon as noticed.</i></p> <p><i>All staff are reminded of the need for good housekeeping and any offenders are picked up during the annual health and safety inspection and then checked throughout the year.</i></p> <p><i>All electrical equipment is checked but staff are reminded of their responsibility to visually check for damage and report any faults.</i></p>
<p><i>Pupils</i></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 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.</p>	<p><i>Departmental health and safety is covered before practical activities begin, e.g. Science, PE and D&T.</i></p> <p><i>Hygiene is covered via PSHE sessions and other personal issues covered in tutor time.</i></p>
<p><i>School Safety Representatives</i></p> <p>The Governing Body and Principal 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</p>	<p><i>Trade Union Representatives join Governors and Site Team to perform the annual Health and Safety inspection</i></p>

<p>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 Principal or Governing Body).</p>	
<p><i>Temporary Staff</i> Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Principal whilst on the school site.</p>	<p><i>Supply teachers are given information by the Cover co-ordinator. ITT and maternity cover and cover supervisors have access to all policies on line.</i></p>
<p><i>Teaching Staff</i> 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.</p>	<p><i>Teaching Staff should refer to Department Policies, Health and Safety documents and Staff Handbook. Teaching staff are reminded to check their rooms and equipment and report any issues immediately All staff using shared rooms are responsible rather than just the teacher in that room most often</i></p>
<p><i>Teaching Assistants</i> Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p><i>Teaching assistants must be aware of any specific problems relating to the students they are helping, such as PEEPs</i></p>

<p><i>The Duties of Off Site Visit Coordinators (OVC)</i> 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><i>All trip supervisors must be suitably qualified for the trip they are responsible for. The OVC will help with any issues staff organising a trip have</i></p>
<p><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i> The Premises 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 Principal 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.</p>	<p><i>Any problems brought to the attention of the Health and Safety Officer are to be reported to the Site Manager, then followed up Any unsafe practised are stopped immediately</i></p>
<p><i>Volunteer and Parent Helpers</i> 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><i>The Cotswold School rarely uses volunteers, some are used on off site visits but must be DBS checked by the school and made aware of our policies</i></p>

PART THREE – GENERAL ARRANGEMENTS

<p><i>Arrangements</i></p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (customise to meet your own situation)</p>
<p><i>Communication</i></p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Premises Manager Principal Site Manager H&S Officer</p>	<p><i>New staff are made aware of policies via handbooks etc Visitors are signed in with information on badges Health and Safety is always an agenda item at site meetings</i></p>
<p><i>Consultation with Employees</i></p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>H&S Officer</p>	<p><i>Staff are informed of any matters immediately when important or on a regular basis via emails, meetings and handbook</i></p>

Section 1 - RISK ASSESSMENT		
<p><i>Risk Assessment</i></p> <p>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.</p> <p>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.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>Health and Safety Officer</p> <p>All HODs Premises Manager Site Manager</p>	<p><i>The Whole School Risk assessment is updated annually or when there is a change in circumstance</i></p> <p><i>All HODs are responsible for their department's Risk Assessments which must be written into lesson plans where necessary and in consultation with other professional bodies</i></p>

<p><i>School Trips/Offsite Visits</i></p> <p>The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.</p>	<p>Off Site Visit Coordinator</p>	<p><i>The policy is accessible to staff on the school website system and also on the SHE website. Help is available from the OVC if necessary</i></p> <p><i>Any overnight trips recorded on SHE</i></p>
<p><i>Working at Height</i></p> <p>The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Site Manager</p> <p>Persons responsible for H&S in Drama productions</p>	<p><i>Ladders are locked at all times and checked on use.</i></p> <p><i>Those using equipment must be trained and further training for tower scaffolds is completed for those using them</i></p> <p><i>All staff who use ladders are ladder trained</i></p>
<p><i>Noise</i></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>Site Manager Groundsman HOD Music D&T Technician</p>	<p><i>PPE used at all times along with limited time use</i></p>
<p><i>Violence to Staff</i></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</p>	<p>Principal Assistant Principal Pastoral</p>	

<p>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><i>Security Arrangements Including Dealing with Intruders</i> Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p>Premises Manager Site Manager</p>	<p><i>The perimeter gates are locked after pupils leave Reception and isolated buildings are secure and manned with electronic locked doors Visitors to sign in and wear badges for identification CCTV throughout building and on perimeter Weekend inspections carried out</i></p>
<p><i>Personal Security/Lone Working</i> 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>Site Manager</p>	<p><i>If lone working there is a communication system in place between the site team All staff sign in and out during the holidays</i></p>
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i> Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.</p>	<p>Site Manager HODs</p>	<p><i>Refer to departmental H&S Policies</i></p>

<p><i>Personal Protective Equipment (PPE)</i> 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>HODs Site Manager</p>	<p><i>PPE used by various departments, further information in departmental policies</i></p> <p><i>PPE used by Site Team</i></p>
<p><i>School Transport</i> 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>Finance Department</p>	<p><i>Copies of current driving licenses and MOTs are kept for all staff who use their own vehicles</i></p> <p><i>Copies of license retained for Mini-Bus drivers and a program of MIDAS training testing is followed for Mini-Bus users</i></p> <p><i>Site team often transport small groups with the minibuses</i></p>
<p><i>Manual Handling (typical loads and handling pupils)</i> 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. Premises Manager and Site Manager are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	<p>Site Manager Premises Manager</p>	<p><i>Risk assessments written for Manual Handling tasks</i></p> <p><i>Teaching Assistants are trained in the use of the bathroom hoist</i></p>
<p><i>Curriculum Safety (including extended schools activity/study support)</i> Heads of Departments ensure that risks related to curriculum areas are identified and controlled where</p>	<p>HODs</p>	<p><i>See departmental policies</i></p> <p><i>Risk assessments are written into lesson plans and</i></p>

<p>necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>		<p><i>adapted to individual class needs</i></p>
<p><i>Work Experience Placements</i> The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <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>Work Experience co-ordinator</p>	<p><i>The school uses County Careers Ltd to Risk assess all placements</i></p>
<p><i>Display Screen Equipment</i> 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>. Principal s/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Principal Network Manager</p>	<p><i>Staff have access to SHE guidance for working with display screen equipment</i></p> <p><i>Equipment layout is checked during annual H&S check with Governors and Union representatives</i></p> <p><i>Network Manager gives advice</i></p>

<p><i>Parent Teacher Association</i> 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>PTA</p>	<p><i>Our Cotswold School PTA co-ordinate car parking, Bars sales for events and Quizzes</i></p> <p><i>Any activities are covered in the Events Risk assessment and the PTA will assess anything more specific</i></p>
<p><i>Playground Supervision/Play Equipment and Maintenance</i> Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. 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.</p>	<p>Staff on duty rota</p>	<p><i>There is no play equipment</i></p> <p><i>All areas are supervised/patrolled throughout break and lunch with a member of SLT at all times. Pupils are not allowed in areas accessible to the public</i></p> <p><i>Pupils are supervised on and off the busses</i></p> <p><i>Access to site is limited during arrival and departure of pupils</i></p>

Section 2 - PREMISES		
<p><i>Mechanical and Electrical (fixed and portable)</i> 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.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Site Office.</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>	<p>All staff</p> <p>Site Manager Science Technicians D&T Technical</p> <p>Site Manager Premises Manager</p>	<p><i>All staff are responsible for reporting any visual defects on equipment</i></p> <p><i>PAT testing is undertaken at least annually where appropriate or with a greater frequency for high use equipment</i> <i>An inventory is stored on PAT software in Site Office</i> <i>Equipment repairs are carried out externally</i></p> <p><i>Fixed wiring is tested every 5 years</i></p>
<p><i>Maintenance of Machinery and Equipment</i> 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</p>	<p>Site Manager Science Technicians</p> <p>HOD D&T</p>	<p><i>Fume cupboards tested annually</i></p> <p><i>D&T equipment is tested annually</i></p>

Services (AMPS) on servicing, testing and inspection is followed and records are kept.	HOD PE	<i>PE equipment tested and maintained externally</i>
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<p><i>Asbestos</i></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>Premises Manager</p> <p>Site Manager</p>	<p><i>The Asbestos Register is located with the Premises Manager and all contractors are kept informed</i></p>
<p><i>Service Contractors</i></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>Site Manager</p> <p>Premises Manager</p>	<p><i>The Site Manager instructs and manages contractors on site.</i></p> <p><i>Where possible all work is carried out in school holidays or if not possible under supervision. If the school is unhappy with any methods during term time work is stopped immediately</i></p>

<p><i>Building Contractors</i> 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>ASTAM our Project Managers</p>	<p><i>All sites for building works are contained with supervised access with banksman within time constraints For any large works, such as cranes, all staff are notified by H&S Officer Where pupil access is needed there must be supervision at all times All details are discussed at length in Site Meetings</i></p>
<p><i>Small Scale Building Works</i> 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>Site Manager</p>	<p><i>The Site Manager instructs and manages contractors on site when work is not completed by the Site Team Where possible all work is carried out in school holidays or if not possible under supervision</i></p>
<p><i>Lettings (shared working – playgroups etc)</i> 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 Principal 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>Community Use Manager</p>	<p><i>All users are informed that they have responsibility A copy of the users' Public Liability is kept on file Where necessary risks are discussed with hirers Hirers are notified of school activities occurring simultaneously</i></p>

<p><i>Slips/Trips/Falls</i></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 Principal or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>HODs Teachers with responsibilities for rooms</p> <p>Cleaning Supervisor</p>	<p><i>Any problems reported to the H&S Officer who investigates and recommends any actions</i></p> <p><i>Cleaning is mainly carried out between 3:30 and 5:00pm when most pupils have left. Warning signage used when necessary</i></p>
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<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Cleaning Supervisor. 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>Cleaning Supervisor</p>	<p><i>The school has its own team of cleaners including 6th form pupils who are trained and work under close supervision</i></p> <p><i>Deep cleaning is done during school holidays</i></p>
<p><i>Transport Arrangements (on-site)</i></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>Principal Premises Manager</p>	<p><i>There is no access to the school when the busses are on site and during break and lunch</i></p> <p><i>There is a 5mph speed limit in place</i></p> <p><i>Vehicular access to the central area is only allowed with supervision</i></p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>	<p>Principal Staff on duty</p>	<p><i>Staff are in attendance during embarking and disembarking</i></p>

<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i> 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>.</p>	<p>Site Manager Groundsman</p>	<p><i>The Site Manager has responsibility for the Caretaking H&S Policy</i></p> <p><i>All inspection logs are stored in the Site Office</i></p>
<p><i>Gas and Electrical Appliances</i> 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.</p>	<p>Site Manager Science Technicians Catering Manager HOD D&T</p>	<p><i>Gas appliances are tested annually by CORGI registered contractors</i></p> <p><i>Visual checks and isolations switches are done daily</i></p>
<p><i>Glass and Glazing</i> 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>Site Manager</p>	<p><i>Any damaged glazing is reported immediately, made safe and repaired as soon as possible</i></p>
<p><i>Water Supply/Legionella</i> 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</p>	<p>Site Manager</p>	<p><i>Checks are carried out regularly and the logs kept with at the Site Office</i></p>

<p>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><i>Snow and Ice Gritting</i> 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>Site Manager</p>	<p><i>The turning circle, drive school entrance and paths in playground are made safe first followed by other areas</i></p>

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
<p><i>Infectious Diseases</i> 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>Pupil Reception</p>	<p><i>The latest guidance from GCC is followed, information on current infections is posted and staff are informed and then disseminate to pupils</i></p>
<p><i>Dealing with Medical Conditions</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</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>Assistant principal, pastoral</p>	<p><i>Information on individual pupils is kept on our MIS and on the staff shared area All staff are informed of cases for new pupils at the start of the year and updated when necessary Staff are trained for pupils' individual needs and specific equipment</i></p>
<p><i>Drug Administration</i> 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</p>	<p>Pupil Reception</p>	<p><i>Medicines are kept locked in pupil reception to be given to pupil when requested in consultation with parents</i></p> <p><i>Training is given for treating pupils with more serious</i></p>

<p>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><i>conditions</i></p>
<p><i>First Aid</i> 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>Pupil Reception</p>	<p><i>Pupil reception deal with most cases and recommend further treatment to parents or call for an ambulance in serious cases, e.g. breaks, head injuries Boxes are marked throughout the school List of first aiders found in first Aid Policy</i></p>
<p><i>Reporting of Accidents, Hazards, Near Misses</i> The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>	<p>Pupil Reception H&S Officer</p>	<p><i>Pupil reception deal with any incidents then if appropriate pass accident forms to H&S Officer then to Principal and reported if necessary Incident forms are kept with the Accident forms and are completed by any witness</i></p>
<p><i>Fire Safety and Emergency Evacuation</i> The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p>Fire Officer</p>	<p><i>An internal Risk Assessment is carried out annually All visitors and staff are notified of procedures</i></p>

Crisis and Emergency Management

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Bursar
Senior Leadership Team

Full details can be found in the school's Crisis Management Action plan which is updated termly

<p>Section 4 - MONITORING AND REVIEW</p>		
<p><i>Monitoring</i> 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>Principal Governing Body HODs</p>	
<p><i>Inspections</i> 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>HODs All Staff</p>	<p><i>All staff to report any problems to H&S officer</i></p> <p><i>Annual inspection carried out by H&S Officer, H&S Governor, Site manager and Union representative and followed up by H&S Officer</i></p> <p><i>H&S Officer regularly checks the school</i></p>
<p><i>Review</i> 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>HODs All Staff</p>	<p><i>All staff to report any problems to H&S officer</i></p> <p><i>Annual inspection carried out by H&S Officer, H&S Governor, Site manager and Union representative and followed up by H&S Officer</i></p> <p><i>H&S is regularly on the agenda at Governors' Meetings</i> <i>H&S Officer regularly checks the school</i></p>

<p><i>Auditing</i> 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>	GCC	<p><i>Last Audit undertaken on 1st December 2015</i></p> <p><i>PE specific audit undertaken on 22nd May 2015</i></p> <p><i>Next Audit planned for December 2017 when new H&S officer in position</i></p>
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<p>Section 5 -TRAINING</p>		
<p><i>Staff Health & Safety Training/Competence</i> The school is committed to ensure staff are competent to undertake the roles expected of them. The Principal /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.</p>	<p>Principal/Personnel Officer HODs</p>	<p><i>A record of any training undertaken can be found in personnel files</i></p>
<p><i>Supply and Student Teachers</i> The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Principal 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 Principal /responsible person gives guidance on the work to be covered.</p>	<p>ITT Trainer Cover co-ordinator</p>	<p><i>ITT teachers have access to all policies on line</i> <i>Supply teachers are given information by the Cover co-ordinator</i></p>

<p><i>Volunteer and Parent Helpers</i> 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.</p>	<p>Principal/Personnel Officer</p>	<p><i>The Cotswold School rarely uses volunteers, some are used on off site visits but must be DBS checked by the school and made aware of our policies</i></p>
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Section 6 - HEALTH AND WELLBEING		
<p><i>Pregnant Members of Staff</i> The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</p>	Principal/Personnel Officer	<p><i>The Staff Room is available</i></p> <p><i>Personnel hold Risk Assessments to be completed by the Line Manager and kept live during the pregnancy</i></p> <p><i>A wellbeing group has been set up and any suggestions are implemented</i></p>
<p><i>Health and Well Being Including Absence Management</i> 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>	Principal/Personnel Officer	<p><i>Where necessary Occupational Health are employed to deal with each case on an individual basis</i></p> <p><i>Staff wellbeing is included in INSET</i></p>
<i>Smoking on Site</i>	All staff	<i>No smoking on the school site.</i>

Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><i>Environmental Compliance</i> 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>	Premises Manager Site Manager Network Manager Eco Council	<i>The school currently recycles paper, plastics and print cartridges</i>
<p><i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	Premises Manager Science Technicians	<i>There is a minimal amount of hazardous waste that is disposed of via GCC or CLEAPs guidance</i>
Section 8 - CATERING AND FOOD HYGIENE		
<p><i>Catering and Food Hygiene</i> All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).</p>	Catering Manager	<i>The school does not use contractors All staff are trained in food hygiene</i>

Section 9 – HEALTH AND SAFETY ADVICE		
<i>Information</i> Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she		

_____ (10 - 10 -2016)

ratified by Governors and
 signed as such by The Chair of Governors

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.