



The Crypt School HEALTH & SAFETY POLICY

Lead Person : Headmaster, Deputy Headmaster and Estate & Payroll Manager
Support Persons : SLT, PHSS Committee, HoDs
Governing Body Committee : Welfare

PART 1 STATEMENT OF INTENT

The Crypt School's Governing Body and Headmaster recognise and accept their responsibilities under law. 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 Headmaster.

In particular, the Governing Body and Headmaster 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 Headmaster 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 Headmaster will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headmaster are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the commitment of the Governing Body and Headmaster 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:
Headmaster's name: Nick Dyer	Chair of Governors' name: Richard James
Date:	Proposed review date: December 2017

Review: December 2016

Approved Full Governors : January 2017

PART 2 - ORGANISATION	5
Introduction	5
The Duties of the Governing Body	5
The Duties of the Governors' Property, Health and Safety, and Safeguarding Committee	6
The Duties of the Headmaster	7
The Duties of the Leadership Team	7
The Duties of Heads of Department	7
The Duties of All Employees	9
Pupils	9
School Safety Representatives	9
Temporary Staff	9
Teaching Staff	11
Teaching Assistants	12
The Duties of Off Site Visit Coordinators (OVC)	12
The Duties of Estate Manager (in conjunction with the Resident Caretaker)	12
Visitors, Volunteers and Parent Helpers	14
PART 3 – GENERAL ARRANGEMENTS	15
Arrangements	15
Communication	15
Consultation with Employees	15
Section 1 – Risk Assessment	15
School Trips / offsite Visits	16
Working at Height	16
Noise	16
Violence to Staff	17
Security Arrangements including dealing with intruders	17
Personal Security / Lone Working	19
Hazardous Substances (Control of Substances Hazardous to Health CoSHH)	19
Personal Protective Equipment (PPE)	19
School Transport	19
Manual Handling (typical loads and handling pupils)	19
Curriculum Safety (including extended schools activity/study support)	20
Work Experience Placements	20
Display Screen Equipment	20
Parent Teacher Association (CSA)	21
Playground Supervision	21
Section 2 - Premises	22
Mechanical and Electrical (Fixed and Portable)	22
Maintenance of Machinery and Equipment	22
Asbestos	23
Service Contractors	23
Building Contractors	23
Small scale Building Works	24
Lettings (sharing working – playgroups, etc.)	24
Slips / Trips / Falls	24
Cleaning	24
Transport Arrangements (on site)	25
Bus Duties (supervision of pupils boarding school buses)	25

Caretaking and Grounds Maintenance (and grounds safety)	26
Gas and Electrical Appliances	26
Glass and Glazing	26
Water Supply / Legionella	26
Snow and Ice Gritting	27
Section 3 – Medical / Fire and Emergency Arrangements	28
Infectious Diseases	28
Dealing with Medical Conditions	28
Drug Administration	28
First Aid	28
Reporting of Accidents, Hazards and Near Misses	29
Fire Safety and Emergency Evacuation	29
Crisis and Emergency Management	30
Section 4 – Monitoring and Review	31
Monitoring	31
Inspections	31
Review	31
Auditing	31
Section 5 – Training	33
Staff Health and Safety Training / Competence	33
Supply and Student Teachers	33
Volunteer and Parent Helpers	33
Section 6 – Health and Wellbeing	34
Pregnant Members of Staff	34
Health and Well Being including Absence Management	34
Smoking on Site	34
Section 7 – Environmental Management	34
Environmental Compliance	34
Disposal of Waste	34
Section 8 – Catering and Food Hygiene	34
Catering and Food Hygiene	34
Section 9 – Health and Safety Advice	35
Information	35
Section 10 – Other Related Documents	35

PART 2 - ORGANISATION

Section 4 - Appendices

<p><i>Organisation – Introduction.</i> In order to achieve compliance with the Statement of Intent of the Governing Body and Headmaster 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> The Governing Body's duties are set out in the Health and Safety at Work Act, 1974. The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headmaster, 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 and ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p><i>The Governors have delegated routine oversight of Health and Safety matters to its Property, Health and Safety, and Safeguarding Committee. This Committee meets every other term to review issues relating to Health and Safety and reports back to full Governors' Meetings.</i></p>
<p><i>The Duties of the Governors' Property, Health and Safety, and Safeguarding Committee</i></p> <ol style="list-style-type: none"> a. The study of accidents and notifiable diseases, statistics and trends. b. The examination of safety reports on a similar basis. c. To consider reports which safety representatives may wish to submit. d. To consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health and Safety at Work Act. e. To assist in the development, implementation and review of School safety rules and safe systems, working within current legislation and co-operating with Trade Union and Professional Association Representatives. f. To monitor the effectiveness of the safety content of staff training. g. To monitor the adequacy of health and safety communication and publicity in the School. h. To provide a link with the appropriate inspectorates of the enforcing authority. i. To review annually and revise all health and safety practices in the light of any new legislation. j. To make recommendations to the Governing Body. 	<p><i>The Committee meets four times each academic year and a full report of its meetings and recommendations are submitted to Full Governors' meetings.</i></p>

Section 4 - Appendices

The Duties of the Headmaster

The Headmaster has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headmaster 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 and ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headmaster 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.

On a day-to-day basis, this responsibility has been delegated to the School Estate Manager, who works closely with the Deputy Head. Each fortnight a meeting is held (Resources) where a detailed review of H&S matters is considered by the Headmaster, Deputy Head, Estate and Finance managers.

The Duties of the Leadership team

The School's Senior Leadership Team should ensure that the School is so organised that there is no unacceptable risk to members of staff, pupils, or other users of property. They should:

- a. Ensure that all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff induction and development.
- b. Set a personal example and encourage a safe attitude towards work amongst all employees.
- c. Ensure that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- d. Co-operate with the safety representatives of recognised trade union

The SLT team is organised in such a way, that responsibility for departments is shared out among the team. Each term, meetings take place between the SLT member and each Head of Department at which H&S matters should be discussed. Reports of these meeting are submitted to the Headmaster.

The Duties of Heads of Department

2. Heads of Department are responsible for:
 - a. Safe methods of working exist and are implemented throughout their area of responsibility;
 - b. Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
 - c. Staff, pupils and others under their jurisdiction are instructed in safe working practices;
 - d. New employees working within their area are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as necessary, or as required by the Headmaster;
 - e. Regular safety inspections are made of their areas of responsibility as necessary or as required by the Headmaster;
 - f. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
 - g. All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
 - h. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the departments in which they work;
 - i. Hazardous and highly flammable substances in the departments in which they work are correctly stored and labelled, and exposure is minimised;
 - j. They monitor the standard of health and safety throughout the departments in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
 - k. All health and safety information is communicated to the relevant persons and they report any health and safety concerns to their SLT line manager, Headmaster and Estate Manager as H&S Officer.

Art, Drama, DT, Science and PE all have their own H&S procedures and policies. An audit by SHE takes place each summer to check a good standard of H&S is observed and appropriate procedures are in place. Departments are expected to adopt any ideas and resources suggest by SHE. Deputy Headmaster and Estate Manger conduct a review of departmental audits within 3 months follow receipt of audit findings

Section 4 - Appendices

<p><i>The Duties of all 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. They must : comply with the School's Health and 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 situation 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; know and apply the procedures in respect of fire, first aid and other emergencies; and exercise good standards of housekeeping and cleanliness.</p>	<p><i>All employees should also observe all instructions on health and safety recommended by the LA H&S annual audit, School or any other person delegated to be responsible for a relevant aspect of health and safety.</i></p> <p><i>All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.</i></p> <p><i>Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments and identify any training needs.</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>H&S briefings to pupils will take place with lessons and in assemblies as appropriate e.g. Science and DT lessons</i></p> <p><i>All pupils receive a H&S briefing before going on any trips/visits by lead teacher.</i></p>
<p><i>School Safety Representatives</i></p> <p>The Governing Body and Headmaster 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 Headmaster or Governing Body.</p>	<p><i>Representatives from each area of the School where H&S are considered high risk are invited to join the Governors' Property, Health and Safety, and Safeguarding Committee.</i></p>
<p><i>Temporary Staff</i></p> <p>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 Headmaster whilst on the school site.</p>	<p><i>Heads of the relevant department (hold the responsibility to) carry out this function.</i></p>

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 their 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.

They are expected to:

- a. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPPS, if issued, and to ensure that they are applied.
- c. Give clear oral and written instructions and warnings to pupils where necessary.
- d. Follow safe working procedures personally.
- e. Require the use of protective clothing and guards where necessary.
- f. Make recommendations to the Headmaster or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- h. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and
- i. Report all accidents, defects and dangerous occurrences to the Headmaster, Estate Manager or Head of Department.

Section 4 - Appendices

<p><i>Teaching Assistants</i></p> <p>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>SEN TA's work with subject teachers on a class to class basis in identifying any special requirements for those pupils needful of any additional H&S consideration.</i></p>
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i></p> <p>The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.</p>	<p><i>The school OVC is the Deputy Head, Phil Stanlake.</i></p>
<p><i>The Duties of the Staff Development Co-ordinator</i></p> <p>The Staff Development Co-ordinator determines the education and training needs of staff in consultation with the Headmaster and Estate Manager, and ensures that training in safety and related topics is kept under constant review.</p>	<p><i>This function is carried out by the Deputy Headmaster.</i></p>

Section 4 - Appendices

The Duties of Estate Manager (in conjunction with the Resident Caretaker)

The Estate 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 Headmaster or his deputy any health and safety issues brought to their attention.

Responsibilities include:

- a. Monitoring and implementing the general safety programme with the Headmaster and the Caretaker.
- b. Carrying out regular programmes of inspection of the premises, maintaining records, and reviewing training requirements.
- c. Ensuring all accidents and hazardous situations are reported.
- d. Analysing accident reports and reporting to the Governors' Property, Health and Safety, and Safeguarding Committee.
- e. Establishing and monitoring first aid procedures, and review from time to time all First Aid and Emergency Regulations.
- f. Being the focal point for day to day references on safety and give advice or indicate sources of advice.
- g. Holding relevant information on health and safety, which will include Health and Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its annexes.
- h. Co-ordinating and implementing the School's safety regulations as approved by the Governors' Health and Safety Committee.
- i. Establishing and monitoring fire procedures with the Deputy Headmaster.
- j. Setting a personal example and encouraging a safe attitude towards work amongst all staff and pupils.

e. First aid training records are maintained by L Green, receptionist. All staff requiring training renewal are agreed with the Estate Manger.

Section 4 - Appendices

- k. Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.
- l. Maintaining contact with outside agencies.
- m. Reporting all known hazards immediately and stopping any practices or the use of any plant, tools, equipment etc. considered unsafe, until their safety is satisfactory.
- n. Making recommendations for additions or improvements to plant, tool, equipment etc which are dangerous or potentially so.
- o. *Work with outside contractors to ensure safe working is practised, promoted and monitored*

Visitors, Volunteers and Parent Helpers

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

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

Visitors must sign in at reception upon arrival at the school and always wear a visitor's badge while in the premises, which is provided together with an information sheet with regards to H&S, fire regulations and Child Protection.

Section 4 - Appendices

PART THREE – GENERAL ARRANGEMENTS

<p><i>Arrangements</i> 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> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>P Stanlake Deputy Headmaster</p>	<p>New staff induction programme led by Assistant Headmaster Information leaflet available at Reception Policies available on intranet and on the school website – all staff are required to read the relevant policies at the start of each year and when updated H&S briefings to pupils in lessons and assemblies</p> <p><i>Contractors – SEM – regular meetings and reviews with contractors when work is carried out on the premises.</i></p>
<p><i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Hazel Baldwin Estate & Payroll Manager</p>	<p><i>This is carried out in the Property, Health and Safety, and Safeguarding Committee, in Staff Meetings, 'as and when required'</i></p>
<p>Section 1 - RISK ASSESSMENT</p>		
<p><i>Risk Assessment</i> The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the school's Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are dated and reviewed periodically or where there is a change in circumstances.</p>	<p>H Baldwin Estate & Payroll Manager</p> <p>P Stanlake Deputy Headmaster</p>	<p>Delegated responsibilities</p> <ul style="list-style-type: none"> • Science – Paul Wood, Head of Chemistry Please see H&S document attached. Reviewed in 2012 and approved by the LEA. • DT – Clare Medcroft head of DART Faculty • PE – Ashly Bowden , Head of PE • Art – Clare Medcroft, Head of DART • Drama – Alice Green, Head of Drama • Premises – Julian Burchett, Resident caretaker • Educational Visits – Phil Stanlake, Deputy Head • ICT Equipment – Gordon Taylor

Section 4 - Appendices

<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>P Stanlake Deputy Headmaster</p>	<p>The named competent person nominated as Educational coordinator (P Stanlake/Deputy Headmaster) is responsible for:</p> <ol style="list-style-type: none"> a. supporting the head and governors with approval and other decisions; b. assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience; c. organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.; d. organising thorough induction of leaders and other adults taking pupils on a specific visit; e. organising the emergency arrangements and ensure there is an emergency contact for each visit; f. reviewing systems and, on occasion, monitoring practice.
<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>Julian Burchett Resident Caretaker</p>	<p>Line managers/heads of department will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks. Only staff who have been trained will be allowed to work at height.</p> <p>Monthly ladder checks Scaffold checked before use and on assembly Working at height risk assessments held on file in the caretakers office and on electronic file</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>Hazel Baldwin, Estate & Payroll Manager</p>	<p>Ear defenders made available for Resident and Assistant Caretaker. RA in place. Ear defenders available in DT and issued by C Medcroft, Head of DT. Ear defenders available in Music and issued by J Whittaker, Head of Music</p>

Section 4 - Appendices

<p><i>Violence to Staff</i></p> <p>The school is aware of its 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 internally on The Crypt School accidents reporting system and by the Deputy Headmaster and reported to the Headmaster.</p>	<p>P Stanlake Deputy Headmaster</p>	<p>Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headmaster and Governing Body who will liaise with their local Crime Prevention Officer.</p> <p>Managers/heads of department are responsible for assessing the risks of violence to staff.</p> <p>Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place.</p> <p>Staff must report incidents of violence and aggression in the same manner as accidents.</p> <p>If a pupil is thought to be carrying a dangerous weapon (e.g. knife) in school the Headmaster (or a delegated member of the SLT) has the right to carry out a search of that pupil and any possessions of that pupil (bag, locker etc.). The search must be carried out by at least two member of the SLT (a female member of SLT must be present if the search involves a female student). Parents/carers should be informed and a report logged about the incident on to the school's CMIS system.</p> <p>All members of staff and visitors must wear an identification badge at all times whilst on the school site.</p>
---	---	--

Section 4 - Appendices

<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>H Baldwin Estate & Payroll Manager</p>	<p><i>Staff are requested to vacate the building by 6:30pm, when there are no after school activities or functions, in order to secure the premises.</i></p> <p><i>CCTV is operational 24hrs and monitored by IT staff and in main Admin Office during school hours. Access can also be gained by site staff, Deputy Headmaster and Estate Manager if and when required.</i></p> <p><i>Email alerts received from GCC, police and other schools are sent to all staff to inform about possible security matters.</i></p> <p><i>Electronic front gates have preset opening and closing times which can be overridden when required. Access out of these times can only be granted through use of personal fobs given to staff, and set to the appropriate times. Emergency services are provided with a PIN number for access.</i></p> <p><i>All staff, visitors and contractors are required to record their presence on site by completing a register in and out during normal school holidays, in case of an emergency. External doors remain locked to keep the site secure. Emergency exits are accessible by those wishing to leave the building.</i></p> <p><i>Lettings are provided with electronic fobs programmed to restrict access to only areas required.</i></p> <p><i>Security lighting operates on light sensors to illuminate the outside of building in hours of darkness.</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>P Stanlake Deputy Headmaster</p>	<p>Risk assessment carried out for Estate Manager and Headmaster's PA, Resident and Assistant Caretaker also morning cleaning staff while working alone, reviewed annually. In the event of emergency call out NO member of staff will enter the building without back-up. Key personnel provided with a mobile phone.</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>J Burchett Resident Caretaker Relevant HoD</p>	<p>CoSHH database on "S" Drive : Caretakers folder, and updated when new chemicals used by Caretaking and Department staff are brought onto site. Cleaning CoSHH sheets stored in file in cleaners' cupboard for easy access. <i>Data sheets are kept departmentally e.g. Art, D&T and Science etc.</i> <i>Responsibility for daily inspections prior to use of dust extraction/fume cupboard fall to user.</i> <i>Hazardous chemicals are store in controlled suitable areas</i></p>

Section 4 - Appendices

<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>J Burchett Resident Caretaker Relevant HoD</p>	<p>All PPE is provided by the school and ordered by Resident Caretaker for various jobs on site. These include, gloves, work boots, dust masks, overalls, protective clothing, ear defenders, safety glasses and high visibility jackets. High vis waistcoats are available for pupils when assisting with car parking during evening events.</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>H Baldwin Estate & Payroll Manager</p>	<p>All staff who wish to use the school minibus have to present their driving license to the School office to be recorded, and complete a minibus induction. Documents are checked annually. Staff are required to report any changes to their driving license immediately</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. Headmaster & Estate 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>J Burchett Resident caretaker</p>	<p>Staff are requested to use trolleys and carts as provided by the school for movement of heavy and bulky items. SEN Staff must inform the relevant line manager of any training needs</p>

Section 4 - Appendices

<p><i>Curriculum Safety (including extended schools activity/study support)</i> Heds of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>P Stanlake Deputy Headmaster Relevant Hod</p>	<p>The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.</p> <p>Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPPSS, AfPE (formally BAALPE) DATA and county procedures and guidance.</p> <p>All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.</p> <p>Schemes of work will be reviewed to assess the risk in all activities in order to determine:</p> <ul style="list-style-type: none"> • where close supervision is required • suitable group size • where particular skills need to be taught • personal protective equipment (PPE) • levels of hygiene required
<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>. The Headmaster’s PA will 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>Mrs S Wales, Headmaster’s PA</p>	<p><i>Risk assessments have been carried out with all professional support staff and are reviewed every two years</i></p>
<p><i>Parent Teacher Association (PTA)</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 CSA-run events and adequate insurance is in place.</p>	<p>Link staff member = C Sturge, Assistant Headteacher & H Baldwin, Estate Manager</p>	<p><i>Add local information e.g. who is responsible for carrying out risk assessments • information relating to insurance • PTA named members • names of school staff who attend PTA forum • where risk assessments are held etc</i></p> <p><i>CSA have been asked to carry out a risk assessment for all their events and present a copy to the school Estate Manager. SA have their own insurance.</i></p>

Section 4 - Appendices

<p><i>Playground Supervision</i></p> <p>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>P Stanlake Deputy Head</p>	<p><i>There are no significant hazards in the playground areas. Pupils can use the field in good weather. Staff supervise pupils at break and before and after school MDS patrol at lunchtimes liaising with a member of the SLT A member of SLT is on duty all day CCTV monitors the entrance to the school and some of the play areas. All visitors are instructed to report to Reception and have to wear identity badges Vehicle and pedestrian traffic is segregated and all traffic movement is banned between 3.10pm and 3.25pm each day</i></p>
---	-----------------------------------	---

Section 4 - Appendices

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. 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 on the S drive</p>	<p>J Burchett Resident Caretaker</p>	<p><i>Records of annual and bi-annual testing kept on file in the Estates office and if available electronically also "S" drive / caretakers / Inspection Reports. The school requires any member of staff using electrical equipment to conduct a visual inspection of the equipment before its use. The school requires all contractors to be competent in their designated field and provide supporting evidence, method statements and risk assessment where possible Portable Appliance Testing is undertaken in-house on a rolling process, with site and IT staff, trained also Science (J Sheather) and DT (J Loewenthal) technician. Records are kept and stored on "S" drive. Delegation of PAT areas; DT – J Loewenthal IT equipment, Music & Offices – G Taylor, N Ledoux Science – Science Technicians Classrooms & other – J Burchett, P Cresswell Fixed wiring test is conducted every 5yrs by competed contractor. Last inspection & report 2012</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.</p>	<p>H Baldwin Estate & Payroll Manager</p>	<p><i>Running maintenance spreadsheet is kept on "S" drive Air conditioning units are inspected annually by Stroud Alarms Gym Equipment – monthly checks by caretaker's dept. Mini Bus – weekly checks by caretaker's dept. Fume cupboards – annual check by Tecomak DT equipment – annual check – Safety & Technical Services Fire alarm Panels – twice a year - A&E Kiln – every 5 yrs- Potclays Ltd Lightning conductor – annual - G&S Steeplejacks Fire Extinguishers – annual check – Stroud Alarms Alarm system – quarterly – Stroud Alarms Pressure vessels – annual RSA Lift – annual – RSA Boilers, school and bungalow – annual check – S & K Heating Gas sensor – annual - Gas Alarm Systems Ltd Kitchen equipment – annual check - Severn Electrical</i></p>

Section 4 - Appendices

<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 • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p>H Baldwin Estate & Payroll Manager</p>	<p><i>The school holds an Asbestos Management Plan and all copies of asbestos surveys stored electronically ("S" drive / caretakers / Asbestos) and also in hard copy and duly provided to all contractors undertaking work in areas asbestos material reported. A copy is also displayed in the Estate Office</i></p> <p><i>The school requires a R&D type asbestos survey to be carried out where there is an element of suspicion of asbestos present before any refurbishment is undertaken within the school. The register is updated when identified material is removed. Specialist contractors are hire to undertake removal of such material.</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>H Baldwin Estate & Payroll Manager</p>	<p><i>Contractors are required to sign in at main reception where they are provided with visitor badges and then report to the Estate Manager or the site staff and again after work completed to offer a report of work carried out. Method statements and RA requested and read before work commences.</i></p>
<p><i>Building Contractors</i></p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>H Baldwin Estate & Payroll Manager</p>	<p><i>For large scale works the school engages a CDM. Pre-works meeting is held with main contractor, Headmaster, Estate Manager and Resident Caretaker, followed by a regular monthly meeting to discuss progress and any problems identified. The Estate Manager will also meet on a weekly basis to review work and act as mediator to ensure the smooth safe running of the school and its stakeholders. Construction Site Manager, Estate Manager and Site Staff have open contact to deal with day-to-day issues as they arise. Contractors and sub-contractors will register / record all presents on school site at main contractors site office.</i></p> <p><i>School provide main contractor with a code of conduct which the school expects all contractor and sub-contractor staff to adhere too while working on site.</i></p>

Section 4 - Appendices

<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>H Baldwin Estate & Payroll Manager</p>	<p><i>Contractors are required to sign in at main reception where they are provided with visitor badges and then report to the Estate Manager or the site staff and again after work completed to offer a report of work carried out. Contractors are expected to provide their own equipment i.e. Ladders.</i></p>
<p><i>Lettings (shared working – playgroups etc)</i> 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 Headmaster 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>H Baldwin Estate & Payroll Manager</p>	<p><i>The school requires all letting to provide evidence of liability insurance and where possible risk assessments, together with booking form. These are stored electronically in the booking appointment in Outlook calendar for easy access to all.</i></p> <p><i>Hirers of the school for functions are provided with information and practical talk by the site staff, regarding emergency procedures and security, at the time of the event.</i></p> <p><i>The school provides all lettings with a copy of the School's Guidance for Lettings and Terms & Conditions</i></p> <p><i>The School make every effort to ensure the site and its facilities are safe for lettings, but it is the responsibility of the hirer to carry out and risk assessment and a visual check of the premises safety prior to each booking.</i></p>
<p><i>Slips/Trips/Falls</i> 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 Estate Manager/Caretaker or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>H Baldwin Estate & Payroll Manager</p>	<p><i>All employees & pupils are requested and encouraged to report any hazards identified by emailing or phoning the caretaker, copying in the Estate Manager.</i></p> <p><i>Good Stewardship Guide check list will be considered for use</i></p>

Section 4 - Appendices

<p><i>Cleaning</i> A cleaning schedule is in place which is monitored by the Estate 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 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>H Baldwin Estate & Payroll Manager</p>	<p><i>Cleaning staff are encouraged to report any concerns they have of any area in relation to health and safety. Cleaning supervisor S Carter undertakes regular inspections and arranges appropriate work schedules. Kitchen deep clean – Annual by contractors or site staff during summer closedown.</i></p>
<p><i>Transport Arrangements (on-site)</i> 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>Deputy Headmaster in liaison with Estate & Payroll Manager</p>	<p><i>Pedestrians enter school through pedestrian gates and proceed into school via the relevant footpath. Car movements are restricted at the end of the school day: 3.10pm-3.25pm to allow for the safe exit of all pedestrians along both the main school drive and footpath. Sixth Form drivers have to agree to a safe driving procedure to be given permission to park on the school site. Those not complying with safe driving are reported to Head of VI form. A speed limit of 5MPH is in force. Staff duty includes monitoring safe exit of pupils from 3.15-3.25pm each day</i></p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>	<p>P Stanlake Deputy Head</p>	<p><i>A caretaker or member of SLT is stationed at the School gate from 3.10pm each day to oversee the safe exit of pupils from the school site. A member of staff is also on duty outside from 3.15pm-3.25pm each day. There is no expectation on staff to supervise pupils on public or private buses although the DHM will deal with any issues which arise.</i></p>

Section 4 - Appendices

<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>Estate & Payroll Manager in liaison with Resident caretaker</p>	<p><i>Grounds Maintenance undertaken by GMS Services. The School requires all ground workers on site to wear PPE</i> <i>Defects & issues identified risks are reported to the Estate Manager.</i></p> <p><i>Test undertaken by caretaking staff and recorded on "S" drive / caretakers / Inspection Reports:</i></p> <p><i>Legionella- monthly</i> <i>Fire Alarm - weekly</i></p>
<p><i>Gas and Electrical Appliances</i> Any necessary work and testing of gas and electrical appliances is 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>The school has trained its own PAT testers</p>	<p><i>The school requires any member of staff using electrical equipment to conduct a visual inspection of the equipment before its use. Testing is conducted on a rolling basis.</i></p> <p><i>Pat Testing IT equipment – IT Dept.</i> <i>Pat Testing premises – Caretaking Dept.</i> <i>Pat Testing DT – DT Technician</i> <i>Boilers, school and bungalow – annual checks by SK Heating</i> <i>Gas sensor – annual- Gas Alarm Systems Ltd</i> <i>Kitchen equipment – annual check by Severn Electrical</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>J Burchett Resident Caretaker</p>	<p><i>All glass repairs are reported to Resident Caretaker. Cracked or damage glass is taped immediately to make safe and replaced by glass contractor, Andy Powell.</i></p>

Section 4 - Appendices

<p><i>Water Supply/Legionella</i></p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of his/her duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>J Burchett Resident Caretaker</p>	<p>Caretaking Dept attend weekly flushing and monthly temperatures checks throughout the school. Database updated weekly. Link</p>
<p><i>Snow and Ice Gritting</i></p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>J Burchett Resident Caretaker</p>	<p><i>Resident caretaker in liaison with the Estate Manager are responsible for dealing with adverse weather conditions</i></p> <p><i>The Headmaster will determine whether the school needs to be closed in adverse weather conditions – a procedure is in place to close the school in emergencies.</i></p>

Section 4 - Appendices

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 Stanlake Deputy Head	<i>Poster will be displayed in the school Office</i>
<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>	School Office	<i>A risk assessment will always be completed by the Deputy Headmaster for each pupil and member of staff who has specific medical condition Risk assessments will be circulated to all relevant parties Parents and pupils/staff will be involved in the risk assessment process</i>
<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 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>	School Office	<i>All drugs/medicines are held in the school Office</i>
<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>	Lynn Green Lead First Aider	<i>First Aid boxes are located at: Reception, Science prep rooms, DT and Food Rooms, PE Office. There are 10 staff who are paid as First Aiders.</i>

Section 4 - Appendices

<p><i>Reporting of Accidents, Hazards, Near Misses</i></p> <p>The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>.</p> <p>In line with the SHE procedure, all staff must report accidents, incidents and near misses immediately to Reception who will complete the on-line accident reporting form. Line managers investigate such incidents and identify and implement means to prevent a recurrence.</p> <p>All completed accident/incident/near miss forms are reported electronically using the school's on-line system.</p>	<p>H Baldwin Estate & Payroll Manager</p>	<p><i>The Estate Manager will inform HSE of any reportable accidents etc. All other accidents are recorded centrally using the Crypt on-line system and are input by Reception or by first aider dealing with any incidents.</i></p>
--	---	--

Section 4 - Appendices

<p><i>Fire Safety and Emergency Evacuation</i> A risk assessment has been carried out and a safety management plan is in place.</p>	<p>H Baldwin Estate & Payroll Manager</p>	<p>The named competent person [Estate & Payroll Manager or delegated person] who is responsibility for implementing the fire Management Plan by:-</p> <ol style="list-style-type: none"> a. Detailing of any significant findings from the fire risk assessment and any action taken. b. testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices; c. testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person; d. recording of false alarms; e. testing and maintenance of emergency lighting systems; f. testing and maintenance of fire extinguishers, hose reels and fire blankets etc.; g. testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems; h. recording and training of relevant people and fire evacuation drills; i. planning, organising, policy and implementation, monitoring, audit and review; j. maintenance and audit of any systems that are provided to help the fire and rescue service; k. the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire; l. all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
---	---	---

Section 4 - Appendices

<p><i>Crisis and Emergency Management</i> A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</p>	<p>P Stanlake Deputy Headmaster</p>	<p><i>The Crisis Management Team are: Headmaster and Deputy Headmaster, Estate Manager and Headmaster's PA (others will be co-opted if deemed necessary). Emergency plan is located in the school Office.</i></p>
---	---	---

Section 4 - Appendices

Section 4 - MONITORING AND REVIEW		
<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>Chair Property, Health & Safety and Safeguarding Cttee</p>	<p>Carried out by Governors' Property, Health and Safety, and Safeguarding Committee</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 Inspection</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>J Burchett Resident Caretaker</p>	<p>Chair of PHSS and committee annual walk round Each class teacher is responsible for his/her classroom. He/She is required to inform the site staff of any repairs and/or maintenance Gym – monthly check Mini Bus – weekly check Running maintenance spreadsheet is kept on Here Fume cupboards – annual DT equipment – annual Fire alarm Panels – twice a year Kiln – every other year Lightning conductor – annual Fire equipment and alarm system – quarterly Pressure vessels – annual Lift – annual Boilers, school and bungalow – annual Gas sensor – annual Kitchen equipment - annual Visual inspection is conducted in June by Estate Manager and Caretaker to identify maintenance issues to be addressed during summer close down. Reports stored on "S" drive, Finance Office</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>H Baldwin Estate & Payroll Manager</p>	<p>The Health & Safety Policy Document will be reviewed annually and approved by the Governors; accident trends are reviewed at sub-committee level and reported back to full governors; LA annual audit</p>

Section 4 - Appendices

<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 and are reviewed in Governors PHS Cttee</p>	<p>P Stanlake Deputy Headmaster</p>	<p><i>LA audit carried out each year (usually in June/July) Report made available to PHS Cttee and progress towards implementing any recommendations are reported to the Committee</i></p>
---	---	--

Section 4 - Appendices

<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 relevant 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>Deputy Headmaster Estate & Payroll Manager Heads of department</p>	<p><i>Training records are held centrally by the Deputy Headmaster and on a central electronic record. H&S training is available through the LA or other providers. Support Staff Training records kept by Estate Manager electronically.</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 School Training Manager is responsible for liaising with the any student teachers on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the responsible person gives guidance on the work to be covered.</p>	<p>Mrs J James Mrs R Bolton</p>	<p><i>Student teachers are given an induction by the Training Manager but on a day-to-day basis are directly responsible to the relevant head of department. Mrs James carries out all necessary inductions with supply teachers.</i></p>
<p><i>Volunteer and Parent Helpers</i> Volunteer and parent helpers are subject to the school's 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>Relevant teacher</p>	<p><i>Child Protection officers are: Mr R Salt & Mr P Stanlake. All visitors receive an information leaflet available at Reception.</i></p>
<p>Section 6 - HEALTH AND WELLBEING</p>		

Section 4 - Appendices

<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>	<p>P Stanlake Deputy Headmaster</p>	<p><i>School carries out risk assessment of any pregnant members of staff once the school has been informed. The Deputy Headmaster will oversee risk assessment process with relevant line manager.</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 will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>Mrs J Waterston, Assistant Headteacher oversees absence</p>	<p><i>A staff development and welfare committee exists and meets under the leadership of the Deputy Headmaster 3 times each year. Staff training involves a wellbeing focus</i></p>
<p><i>Smoking on Site</i></p>		<p><i>No smoking is allowed on the school site.</i></p>
<p>Section 7 - ENVIRONMENTAL MANAGEMENT</p>		
<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>	<p>H Baldwin Estate & Payroll Manager</p>	<p>Compost bins are used by food technology to recycle food waste where possible. All metal waste is taken for recycling Light tubes are recycled by either local contractors or Grundons, in specified disposal units.</p>
<p><i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	<p>J Burchett Resident Caretaker,</p>	<p>Old ICT equipment is periodically taken to <i>Hemplan</i> located in Innsworth to be disposed of responsibly. Grundons employed under contract to dispose of general waste weekly and recycle cardboard / paper every fortnight. Sanitary Bins – CW Group</p>
<p>Section 8 - CATERING AND FOOD HYGIENE</p>		
<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>	<p>Ms Jayne Parsons Catering manager</p>	<p><i>Chartwells have the contract for the canteen service The Food technology technician Mrs N Workman has a food hygiene qualification as does the Food tech teacher, Mrs Chad-Daniels</i></p>

Section 4 - Appendices

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		
Section 10 - Other related documents		
Educational Trips Policy and related documents Science H&S Policy		