



HEALTH & SAFETY POLICY

Last Review:	November 2020
Date Ratified:	19 th November 2020
Next Review:	April 2022

PART 1 STATEMENT OF INTENT

Sir William Romney's School's Local Governing Body and Headteacher 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.

SWR 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 Local Governing Body and Headteacher.

In particular the Local Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction 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 Local Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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

The Local Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Local Governing Body and Headteachers 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 Local Governing Body.

Signed:	Signed:
Headteacher's name: JONATHAN BELL	Chair of Governors' name: KATY RIDDINGTON
Date: 19 th November 2020	Proposed review date: April 2022

**PART 2
ORGANISATION**

CONTENTS PAGE

PART 2 - ORGANISATION	1
Organisation – Introduction.	1
The Duties of the Local Governing Body	1
The Duties of the Headteacher.....	1
The Duties of Employees	1
Pupils	2
School Safety Representatives	2
Temporary Staff.....	2
Teaching Staff	2
Teaching Assistants.....	2
The Duties of Off Site Visit Coordinators (OVC)	2
The Duties of Site Manager	3
Volunteer and Parent Helpers	3
PART 3 - ARRANGEMENTS	4
Arrangements.....	4
Communication	4
Consultation with Employees.....	4
Section 1 - RISK ASSESSMENT.....	4
Risk Assessment.....	4
School Trips/Offsite Visits.....	5
Working at Height.....	5
Noise	5
Violence to Staff	5
Security Arrangements Including Dealing with Intruders	5
Personal Security/Lone Working	5
Hazardous Substances (Control of Substances Hazardous to Health CoSHH)	6

Personal Protective Equipment.....	6
School Transport.....	6
Manual Handling (typical loads and handling pupils).....	6
Curriculum Safety (including extended schools activity/study support)	6
Work Experience Placements.....	7
Display Screen Equipment.....	7
Parent Teacher Association	7
Playground Supervision/Play Equipment and Maintenance	7
Section 2 - PREMISES.....	8
Mechanical and Electrical (fixed and portable).....	8
Maintenance of Machinery and Equipment.....	8
Asbestos.....	8
Service Contractors.....	8
Building Contractors	10
Small Scale Building Works.....	10
Lettings (shared working – playgroups etc)	10
Slips/Trips/Falls.....	10
Cleaning	10
Transport Arrangements (on-site).....	10
Bus Duties (supervision of pupils boarding school buses).....	10
Caretaking and Grounds Maintenance (and grounds safety)	11
Gas and Electrical Appliances	11
Glass and Glazing.....	11
Water Supply/Legionella	12
Snow and Ice Gritting	12
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS.....	13
Infectious Diseases	13
Dealing with Medical Conditions.....	13
Drug Administration	13
First Aid.....	13

Reporting of Accidents, Hazards, Near Misses	13
Fire Safety and Emergency Evacuation	14
Crisis and Emergency Management	14
Section 4 - MONITORING AND REVIEW	15
Monitoring.....	15
Inspections.....	15
Review	15
Auditing	15
Section 5 -TRAINING	16
Staff Health & Safety Training/Competence	16
Supply and Student Teachers	16
Volunteer and Parent Helpers	16
Section 6 - HEALTH AND WELLBEING	17
Pregnant Members of Staff	17
Health and Well Being Including Absence Management	17
Smoking on Site	17
Section 7 - ENVIRONMENTAL MANAGEMENT	17
Environmental Compliance	17
Disposal of Waste	17
Section 8 - CATERING AND FOOD HYGIENE.....	17
Catering and Food Hygiene	17
Section 9 – HEALTH AND SAFETY ADVICE.....	17
Information.....	17

PART 2 – ORGANISATION

<p><i>Organisation – Introduction</i></p> <p>In order to achieve compliance with the Local Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.</p>	<p>SWR is secondary school within The Athelstan Trust and buys in its Health and Safety support from the Safety, Health & Environment (SHE) Unit at Gloucestershire County Council.</p>
<p><i>The Duties of the Local Governing Body</i></p> <p>The Local 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>GCC SHE Unit will undertake an annual health and safety audit. The resulting findings will be reported back to the Health & Safety Committee and any items of high priority status will be dealt with as a matter of urgency. In addition, any weaknesses found with this policy will be reported and the necessary amendments will be made following the due process. All actions are undertaken with the full support and knowledge of the Headteacher.</p>
<p><i>The Duties of the Headteacher</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 Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<p>The Site Manager will assist the Headteacher and the nominated Governor with the role for Health and Safety in gaining access to all necessary information and school premises so that they are able to effectively gauge the school’s implementation of this policy. In addition, they will ensure that this policy is known, understood and implemented by all school employees so that a culture of positive attitudes towards Health & Safety, and an understanding of how implementing this policy will assist them in improving the school environment and the students’ learning is created.</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>All employees must follow recognised safe procedures and best practice at all times. Specific activities that have been risk assessed should be administered in the manner described ensuring that all the control measures on that activity have been implemented. Any problems encountered should be reported to, and discussed with the appropriate line manager.</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>The school will ensure that all students are aware of and understand how to be safe in situations they are likely to experience during their time at SWR. They must understand that failure to take on the personal responsibility of ensuring they are behaving safely can have serious consequences for both themselves and other students and school staff. They should understand that there will be consequences to unsafe behaviour in line with The Athelstan Trust's Behaviour Policy.</p>
<p><i>School Safety Representatives</i></p> <p>The Local Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Local Governing Body).</p>	<p>The School will always liaise with a nominated Union Health and Safety representative and provide information as requested.</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 Headteacher whilst on the school site.</p>	<p>Time will be allocated at the beginning of the person's employment to go through all necessary Health and Safety procedures with a relevant person and they will be asked to indicate that they have understood the information provided. In addition they will be given a copy of the Health and Safety Policy.</p>
<p><i>Teaching Staff</i></p> <p>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>All teaching staff must follow recognised safe procedures and best practice at all times. Specific activities that have been risk assessed should be administered in the manner described ensuring that all the control measures on that activity have been implemented. Any problems encountered should be reported to, and discussed with, the appropriate line manager; any oversights in the risk assessment should be reported to the Headteacher. Teachers must ensure that the health and safety of themselves, the students and other adults under their supervision is not placed at risk.</p>
<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>Teaching Assistants must report any encountered problems to the class teacher in charge immediately, ensuring that the students are not placed at further risk when doing so. In addition, they should respond to the teacher's directions on matters of health and safety with immediate effect.</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</p>	<p>Refer to the Educational Visits Policy.</p>

<p>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 Duties of Site Manager</i> The Site 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 Headteacher any health and safety issues brought to their attention; this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.</p>	<p>The Site Manager will collate all relevant information pertaining to the safety of the premises and ensure that all certificates, warranties, guarantees and other information are in date. They will arrange for the regular inspection of items and installations requiring certificate renewal and ensure that subsequent reports are brought to the attention of the Headteacher.</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>Volunteers must report any encountered problems to the class teacher in charge immediately, ensuring that the students are not placed at further risk when doing so. In addition, they should respond to the teacher's directions on matters of health and safety with immediate effect.</p>

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>Action/Arrangements</p>
<p><i>Communication</i> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>A variety of measures will be used to convey the H&S message to the various people using the school premises. These measures will include H&S posters, school announcements during assemblies, newsletters to parents, staff meetings, staff training sessions, school inspections by the Governor for H&S, direct conversations and the regular dissemination of additional or existing information to those people in need of its receipt.</p>
<p><i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Health and Safety will be a regular item on staff meetings. Furthermore, the Headteacher will ensure that H&S issues are discussed at their meetings as and when appropriate. The Headteacher issues an annual H&S Awareness questionnaire to staff. Findings are collated and reported to Governors.</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 Leadership 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>Arrangements are in place for the completion and review of specific school activity based risk assessments where they are not covered by the comprehensive overarching risk assessments of the school activities. The following staff are responsible for completion of risk assessments within the following areas:</p> <p>School Site: Arron Townsend Art: Colin Davies DT: Alex Hutchinson Drama: Laura Blake Science: David Barker PE: Daniel Mills Café: Alison Thompson</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>Refer to the Educational Visits Policy.</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>All staff are made aware that they must feel competent and safe to use a ladder, if this is not the case then a trained ladder user must be asked to complete the task. The Site Manager, Assistant Site Manager, Site Technician, DT Technician, IT Manager, Drama teachers, Catering Manager and Housekeepers have had appropriate ladder training.</p> <p>The Site Manager ensures that all equipment in use is stored safely and appropriately and remains in good condition.</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><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 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>The risk of violence to staff has been mitigated by a variety of measures to ensure that staff are safe within the school premises and that potentially difficult situations are managed effectively to ensure that they do not escalate to a level that becomes threatening. (see School Security Risk Assessment). Office staff have an emergency panic alarm button.</p>
<p><i>Security Arrangements Including Dealing with Intruders</i></p> <p>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<ul style="list-style-type: none"> • The school has a fully operational intruder alarm • All staff and relevant persons have been checked through the DBS process and wear ID badges. • Any person gaining access to the premises will be requested to complete the visitor book and wear a visitor badge so that they are clearly identifiable and so that all those approaching them will understand the basis on which they are within the school. • All visitors are escorted by a member of staff at all times unless there is good reason for this not to be the case and the matter has been agreed with the Headteacher. • The school has a cascade system for the investigation of alarms out of school hours.
<p><i>Personal Security/Lone Working</i></p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>	<p>Refer to Lone Working guidelines</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>All cleaning chemicals are kept in the cleaning cupboards which are locked at all times. The COSHH data sheets are kept by the Site Manager. The Site Manager has a locked storage space where items such as paint and white spirit etc. are stored.</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>The Site Manager holds a PPE checklist for site and catering staff.</p> <p>Science and DT activities on occasion require the use of protective eye wear. Each Department has access to this equipment.</p> <p>When any teacher is planning lessons they will take into account any hazard that may need to be mitigated and will ensure that the necessary precautions are taken, which will include the use of PPE.</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>The school has two minibuses for off site visits and sports fixtures. Every driver requires an assessment before driving either vehicle. Copies of licences are held with the Site Manager and/or Finance Manager.</p> <p>Staff using their own vehicles to transport students are required to produce documentation i.e. MOT certificate, insurance certificate and vehicle tax details to the Off-Site Visits Coordinator on an annual basis.</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. The Site Manager and Personnel 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>For caretaking related situations please refer to the Caretaking Duties Risk Assessment.</p>
<p><i>Curriculum Safety (including extended schools activity/study support)</i> Curriculum Coordinators 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>All lessons are planned in advance and activities involving the development of skills and/or an element of risk are assessed for the level of supervision required and whether additional safety measures need to be employed, for example, eye safety wear.</p>

<p><i>Work Experience Placements</i></p> <p>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>The Work Experience Coordinator (WEC) undertakes checks in accordance with the GCC SHE Work Experience Information Sheet 10 Employers Questionnaire and Risk Guidance. A procedure is in place for checking higher risk placements.</p>
<p><i>Display Screen Equipment</i></p> <p>The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/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>Staff have been made aware of <i>Working with Display Screen Equipment</i> advice.</p>
<p><i>Parent Teacher Association</i></p> <p>The school offer support to the Parent Teacher Friends Association (PTFA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTFA run events and adequate insurance is in place.</p>	
<p><i>Playground Supervision/Play Equipment and Maintenance</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>Staff supervision; restrict use of school field; on-call SLT system in place; security assessments; CCTV systems; H&S inspections; site team maintenance of benches, daily emptying of bins; parking and car access ingress limited; coach/bus drop off/collection points staff rota.</p>

<p>Section 2 - PREMISES</p>	
<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 Manager's 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 <i>Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection</i>.</p>	<p>PAT testing is undertaken by the Site Manager on an annual basis.</p> <p>The Site Manager, Assistant Site Manager and Site Technician are the competent persons for PAT testing.</p> <p>A fixed wiring inspection is undertaken every five years by an electrical contractor.</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 Services (AMPS) on servicing, testing and inspection is followed and records are kept in the Site Manager's office.</p>	<p>Fire alarms checked every 6 months and fire alarms are tested on a weekly basis. Emergency lightning check annually. Emergency light test annually. Visual checks on a weekly basis. Fire equipment checked annually. Visual checks on a weekly basis. Specialist equipment in DT, Art and Science Departments checked annually.</p>
<p><i>Asbestos</i> 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>The asbestos survey is held in the Site Manager's office.</p>
<p><i>Service Contractors</i> 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</p>	<p>The school has a number of maintenance contracts covering:</p> <ol style="list-style-type: none"> 1. Upkeep of the school playing field (F & L Powell & Sons) 2. Service and maintenance of the fire alarm system (One Stop Fire and Security)

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.

3. Service and maintenance of the emergency lighting system (One Stop Fire and Security)
4. Service and maintenance of the gas boilers and associated systems (Axiombs)
5. Service and maintenance of the Intruder System (One Stop Fire and Security)
6. Service and maintenance of CCTV (One Stop Fire and Security)

All other contractors report to the Site Manager before commencing work. The Site Manager will complete a 'contractors on site' checklist and provide any documentation the contractors may require.

<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>Pre-meetings are held by the contractor with the Site Manager. Timescales for work are identified. Access requirements agreed in advance. Emergency access requirements agreed in advance. Safeguarding assessments are undertaken.</p>
<p><i>Small Scale Building Works</i></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p>Contractors are expected to report and sign in at Reception prior to the start of work. The Site Manager is the responsible person. A visitors badge must be worn. Signing in and out must be undertaken when the contractor leaves the site. A 'contractors on site' checklist is completed. Contractors' contact details are left with the Site Manager should a problem arise. Timescales are agreed at pre-start of work meeting. Equipment and services access. Fire precautions and procedures are followed as are any safeguarding assessments.</p>
<p><i>Lettings (shared working – playgroups etc)</i></p> <p>The school follows its Lettings Policy and ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Refer to the Lettings Policy.</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 Site Manager via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	
<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Headteacher and/or the Site 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>In-house cleaning staff are employed. A deep clean takes place during each holiday period. The kitchen is deep cleaned by contractors (Deep Clean Hygiene) on an annual basis. Waste disposal is undertaken by Suez and Printwaste. Medical and sanitary waste disposal is contracted to PHS.</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>Coach drop off/collection embark and disembark in designated areas. Staffing rota for supervision at the start and end of every day. Cycle racks are available for student use.</p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>	<p>Staff supervise students boarding and alighting the buses each day.</p>

<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i></p> <p>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>The Site Manager is responsible for ensuring any defects in buildings and grounds are rectified in good time and that the Headteacher is kept informed.</p> <p>Refer to the Caretaking Duties Risk Assessment</p>
<p><i>Gas and Electrical Appliances</i></p> <p>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>The Site Manager is responsible for overseeing any necessary work and testing of gas and electrical appliances. The gas tests are carried out annually by Axiombs and electrical tests annually by World Network Ltd.</p>
<p><i>Glass and Glazing</i></p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>Staff and/or students will report any window breakages immediately to the Site Manager who will ensure that the broken glass is replaced as soon as possible. In addition, the Headteacher will determine if the area in which the window is broken is still safe to be utilised as part of the normal school activities.</p>

<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 their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Water supply/Legionella survey is completed on the school site by the Site Manager. All water temperatures are recorded monthly and records are held in the Site Manager's office.</p> <p>Air conditioning units are maintained by World Network Ltd.</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>During snow and ice the Site Manager will ensure that the main pathways on the school site and car park are kept clear using the grit spreader.</p>

<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>	
<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>The poster is displayed in the Medical Room.</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>Refer to the Supporting Students with Medical Conditions Policy.</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 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>Refer to the Supporting Students with Medical Conditions Policy</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>The following staff have received first aid training:</p> <p>Sarah Jones, Main Office: First Aid at Work Tracy Ludlow, Main Office: First Aid at Work Arron Townsend, Site Manager: First Aid at Work Kate Townsend, Main Office: First Aid at Work Alex Hutchinson, DT Curriculum Coordinator: First Aid at Work Daniel Mills, PE Department: Emergency First Aid at Work Vikki Oakley, PE Department: Emergency First Aid at Work Sally Brown, PE Department: Emergency First Aid at Work Rachel Sharp, PE Department: Emergency First Aid at Work Sam Powell, Site Technician: Emergency First Aid at Work</p>
<p><i>Reporting of Accidents, Hazards, Near Misses</i> The school reports and investigate all accidents, incidents and near misses and adhere to SHE/Pro/4 <i>Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents,</p>	<p>Accident report forms are held in the Main Office, together with the log of students who have reported to the Medical Room.</p>

<p>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>Entering of accident reports on the SHE Enterprise accident database is the responsibility of the Main Office staff with oversight by the Site Manager.</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>Refer to Fire Procedures.</p>
<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>Refer to Crisis Management Plan</p>

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><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>Inspections are carried out by the Site Manager and Assistant Site Manager. The Governor responsible for health & safety also carries out independent inspections.</p> <p>Curriculum Coordinators are responsible for carrying out their own safety inspections within their departments.</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>The SHE Unit Health & Safety Audit Report is reviewed annually by the Governors.</p> <p>Accident reports are a standing agenda items for the Local Governing Body.</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>	<p>The SHE Unit undertakes an annual audit.</p> <p>A H&S Audit was completed in April 2018; a Fire Risk Assessment was completed in November 2019. The next Audit/Assessment will be booked as and when Government Covid-19 restrictions allow.</p>

<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 Headteacher/Curriculum Coordinators 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>Health & Safety is a standing agenda item for the Local Governing Body; this covers accident reporting.</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 Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher or Personnel Manager gives guidance on the work to be covered.</p>	<p>The Headteacher or Personnel Manager meets with all supply and student teachers before they commence work.</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 required 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>The Headteacher and the Personnel Manager meets with all volunteer and parent helpers before they commence work.</p>

Section 6 - HEALTH AND WELLBEING	
<p><i>Pregnant Members of Staff</i> The first aid room has rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</p>	The Personnel Manager will undertake an appropriate risk assessment when a member of staff notifies pregnancy.
<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>	<p>The Personnel Manager carries out Stress Risk Assessments as required.</p> <p>The school holds a whole staff Wellbeing Day annually.</p>
<p><i>Smoking on Site</i></p>	There is no smoking on the school site.
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>	Waste disposal is undertaken by Suez and Printwaste.
<p><i>Disposal of Waste</i> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	IT equipment is disposed of by the Site Manager using compliant disposal companies.
Section 8 - CATERING AND FOOD HYGIENE	
<p><i>Catering and Food Hygiene</i> Catering staff have in place a food hygiene management system and competent health and safety advice.</p>	The school employs in-house catering staff. The facility is registered with Cotswold District Council.
Section 9 – HEALTH AND SAFETY ADVICE	
<p><i>Information</i> Health and safety advice is obtained from the Safety, Health & Environment (SHE) Unit at GCC on 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she</p>	