



ST. THOMAS MORE CATHOLIC PRIMARY SCHOOL

Health & Safety Policy

MISSION STATEMENT

I have come so that they may have life and have it to the full - John 10:10

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents, the school and Parish and grow as a Christian community.

We aim to embed the virtues in every child to believe in themselves to be the best that they can be and leave school as well-rounded individuals who care about themselves, others, and the world.

This policy must be read in conjunction with the
Safeguarding Policy and the Educational Visits Policy

Date drafted: September 2024

Date ratified by the Governors:

Date for review by Staff and Governors: September 2024

St. Thomas More Catholic Primary School

Lewis Road | Cheltenham | Gloucestershire | GL51 0HZ

Tel: 01242 513339 | Email: admin@st-thomasmore.gloucs.sch.uk

www.st-thomasmore.gloucs.sch.uk

STATEMENT OF INTENT

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

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

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

The Governing Board and Head Teacher 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 Governors and Head Teacher 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 Governors and Head Teacher will ensure adequate resources, including finance to implement the Policy.

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

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

organisational structure and the following arrangements and procedures, has been approved by the school's governors.

1. INTRODUCTION

In order to achieve compliance with the governors and Head Teacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Health & Safety Policy Document.

The Head Teacher, SLT and delegated governors have responsibility for taking steps to ensure that the health and safety policy is implemented within the school.

Details of roles and responsibilities relating to health and safety are also included in the delegation of authority document.

All teaching and support staff plus third parties who complete work activities in the school have a responsibility to:

- Lead on safety management in their respective areas
- Report any unsafe conditions or behaviours
- Report incidents and near misses
- Follow instructions and requirements set out in the School's health and safety policy

The Duties of the Governors

The Governors have overall responsibility for ensuring compliance with this Health & Safety Policy Document. In consultation with the Head Teacher, members of the FGB will ensure that there are effective and enforceable arrangements for the provision of Health & 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.

As a Voluntary-aided school, the Governing Board of St Thomas More assumes the role of 'the employer' in relation to Health & Safety regulations.

The school has a full Governing Board who has a designated health and safety governor who undertakes health and safety assurance activities on behalf of the Governing Board.

Operational health and safety matters are discussed in detail at the Finance & Resources Committee Meetings. The school will inform the Governing Board about:

- Accidents/Incident data
- Health and safety improvements
- Highlights of assurance checks
- Health and safety concerns which cannot be resolved within the committee meetings

The FGB will review the Health & Safety Policy annually.

The Duties of the Head Teacher

The Head Teacher has day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document. In consultation with the governors the Head Teacher 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 Head Teacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions, and will ensure that health and safety standards are maintained at all times.

The Head Teacher has a responsibility to regularly review and update the St Thomas More Risk Register and present to Governors.

Effective arrangements are in place to manage non-routine activities/situations for example:

- Educational Visits
- Emergency Situations
- Construction/Project work
- Use of the school for non-educational activities such as PTA-led events

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school leadership in complying with relevant Health & 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. Staff meetings are held each week which include discussion points about health and safety when necessary – this includes feedback on health and safety concerns which have been raised.

The Health & Safety Policy is communicated to staff as part of their induction and a copy held in Staff Handbook and in the school office.

Copies of FBG Meetings and the Finance & Resources Committee are available for review by staff on request. Annual reports from Governors are shared with teaching and support staff to ensure all identified issues are addressed in a timely manner.

Pupils

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

Communication comes from School Council, School Newsletter, staff and Head Teacher via assemblies.

Supply Staff

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 Head Teacher whilst on the school site.

Early Careers Teachers, supply staff and support staff are inducted about specific site arrangements, and their role/responsibilities in relation to health and safety. Information is included in the induction pack.

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy 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 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. New staff are informed via their induction process. Staff meetings are held weekly and Health and safety is addressed on an ad-hoc basis and when relevant.

Curriculum Leads for subject areas which require specific teaching risk assessments, e.g. PE must ensure that risk assessments are documented and updated regularly to reflect any changes to working practices.

All staff who organise school visits must submit their school visit risk assessment documentation to the Educational Visits Coordinator for review at least 5 days ahead of the visit.

Teaching Assistants

Teaching assistants have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy and are immediately accountable to the teacher in charge whilst the class is in session. SLT also share Health & Safety information updates with TAs when necessary.

The Duties of Educational Visit Coordinator (EVC)

The Educational Visit Coordinator (EVC) ensures that standards for off-site activities and educational visits are followed. The EVC works with visit leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages. The EVC at St Thomas More is Mrs Susan Cerikan.

The EVC is responsible for raising concerns about any planned visits with the visit organiser to resolve ahead of any school visit taking place. If the concerns are not addressed, the EVC must escalate concerns to the Head Teacher.

The Duties of Caretaker

The Finance Officer has a day to day responsibility for ensuring compliance with the school Health & Safety Policy and taking effective action and/or immediately referring to the Head Teacher 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.

The Caretaker will:

- Keep track of open action items from Health & Safety assurance checks, audits etc.

- Ensure that the safety critical maintenance schedule is updated and that records of statutory inspections/tests are accessible for review.
- Monitor the completion and review of risk assessment documentation relating to the curriculum, premises and facilities management activities by those responsible for such assessments.
- Prepare information on health and safety performance, planned project works, maintenance planned and actual spend, plus outstanding health and safety concerns which need input for discussion at the Finance & Resources Sub-Committee.
- Ensure SHE Risk Assessment Toolkits completed and reviewed on an annual basis and share results and information with Head Teacher.

2. GENERAL ARRANGEMENTS

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level. The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc. The school recognises the importance of consulting with employees on health and safety matters. Staff receive updates to policies and procedures, operational changes which have safety impacts ahead of changes taking place. Health and Safety Concerns from staff which cannot be resolved at the Finance & Resources meetings are escalated to the FGB.

Risk Assessment

The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies. Risk assessment is the responsibility of the school staff 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. All risk assessments are held by the school office in the health and safety file within the School Office.

School Trips/Offsite Visits

The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance. New staff informed via induction process. The EVC is responsible for raising concerns about any planned visits with the visit organiser to resolve ahead of any school visit taking place. If the concerns are not addressed, the EVC must escalate concerns to the Head Teacher. The Head Teacher is responsible for putting in place emergency arrangements which relate to offsite school visits. This information must be communicated to all individuals who organise school trips

Working at Height

The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height. 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. Risk assessments must include details of any

working at height. No school maintenance support staff or third-party contractors should attempt to gain access to roof areas whilst working alone. Ladders are stored securely and checked. If a ladder is required, the associated activity must be completed by the Caretaker, with a second person footing the ladder during use. All staff must be advised that they must never use chairs or tables for working at height.

Third parties who complete maintenance or cleaning work at the school which involves working at height must provide trained personnel, access equipment which is appropriate to the task, and the activity must be risk assessed.

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Risk Assessments for tasks which are likely to generate noise must include information about anticipated noise levels, noise reduction measures and personal protection measures. where appropriate.

Violence to Staff

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. Violent incidents are investigated in line with the Aggressive Behaviour Policy (Parents & Visitors).

Site Security

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. The site is secured with high fencing around the whole perimeter with secure locks to all external gates and a CCTV system for the building is also in place. There is a well signed and controlled reception point, staff and visitor signing-in system.

Personal Security/Lone Working

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

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

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. There is a list of hazardous chemicals used by school staff. COSHH risk assessments will be developed for hazardous chemicals used. Training will be given to those who complete the risk assessments and use the hazardous chemicals. All hazardous chemicals are stored in secured areas, with restricted access.

The contract cleaning company and catering company apply their own Health & Safety Management System in relation to chemical management. File of safety data sheets held and displayed.

Employees assess on the basis of risk assessment and CoSHH assessments where the need for personal protective equipment (PPE) is identified as a control measure. Where it is assessed that

PPE is required PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided. PPE is identified through the risk assessment process.

PPE is provided for the cleaning team and catering team by their respective employers. Cleaners and catering staff have tabards/uniform and gloves, catering team wear safety shoes. The selection and supply of PPE for the caretaker and school staff as identified in task risk assessments is the responsibility of the school. Any damaged PPE is discarded and replaced.

School Transport

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. Reputable coach companies are always used (MIDAS trained).

Manual Handling (typical loads)

The school refers to the SHE/GN/30 Manual Handling 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 Head Teacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary. Manual handling aids are available and used e.g. sack trucks.

Curriculum Safety (including extended school activity)

Teachers 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. An inventory of all equipment is kept by the subject lead and all tools/equipment/machinery are checked, maintained and stored correctly. Risk assessments are reviewed on a periodic basis.

Display Screen Equipment

The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – Working with Display Screen Equipment. The Head Teacher will ensure that DSE workplace assessments are conducted for all school staff who are identified as designated ‘users’. DSE assessments are reviewed where equipment changes, or office layouts change or when there are staff changes.

Parent Teacher Association

The school offer support to the Friends of St Thomas More (FOSTM) and provide a forum through which parents & parishioners can become more involved in the education of their children. Risk assessments are carried out for FOSTM run events and adequate insurance is in place. Parent/Volunteer-led events which take place at the school must be risk assessed as part of the planning process. The risk assessment must be submitted to the Educational Visits Coordinator and Head Teacher for review at least 7 days of the event taking place. No event will take place without sign off from the Head Teacher.

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

3. PREMISES

Mechanical and Electrical (fixed and portable)

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing every two years and fixed wiring inspections every five years) are recorded and held in site office.

A programme of safety critical planned maintenance checks is in place. Most checks are annual, with others, such as the fixed wiring test being completed every five years at statutory frequencies. The programme is managed by the Caretaker. Records of maintenance inspections and tests are held in the Reception area.

Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed, and records are kept. Equipment which is subject to visual inspection, eg ladders, are checked by the Caretaker. Other equipment such as portable electrical equipment/tools are checked by approved third parties as per the planned maintenance schedule. Damaged equipment is taken out of service and either repaired or replaced.

Asbestos

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

- 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
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

The Head Teacher has overall responsibility for implementing the Asbestos Management Plan. Copies of Asbestos surveys and the Asbestos Management Plan are kept in the health and safety files in the School Office. There is an asbestos survey in place which is held by the GCC and a map has been developed which provides a visual guide to areas which contain Asbestos.

Information about areas which contain Asbestos has been communicated to all school staff, in addition to guidance about precautions which are required to avoid disturbing the Asbestos.

The Caretaker is responsible for communicating information about affected areas to all third parties who complete work in the school which could potentially expose them to Asbestos Containing Materials.

RAAC (Reinforced Autoclaved Aerated Concrete)

Intrusive surveys have taken place by both GCC and Clifton Diocese to look for any RAAC in the school building. All surveys have confirmed that there is no RAAC in the school building.

Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, pupils 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.

Service contractors who undertake regular planned maintenance and breakdown maintenance for school equipment are usually selected on the basis of prior Local Authority Approval. In some cases, local contractors are used, based on previous experience or recommendation. Checks are undertaken on their insurance and risk assessments and a health and safety plan is produced for works. There is a pre-contract award meeting and pre-start briefing with contractors when starting larger projects. Head Teacher/Caretaker monitor progress as contractors are working on site and check they are adhering to agreed expectations etc.

Slips/Trips/Falls

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

The Caretaker is the nominated responsible person who completes daily inspections of all communal and external areas for hazards. These inspections are recorded and copies are filed within the School Office.

Cleaning

A cleaning schedule is in place, which is monitored by the Head Teacher/Caretaker. 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.

A cleaning contract is in place for both the Pre-School and the School which covers day-to-day cleaning of general school areas. The kitchen is cleaned by personnel from the catering company.

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 Caretaking Duties Risk Assessment Toolkit. Grounds maintenance is carried out by contractors employed through the Local Authority. Smaller grounds maintenance carried out by the school Caretaker.

Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

Glass and Glazing

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 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.

Water Supply/Legionella

An effective water hygiene management plan is in place to control the risks of legionella 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. Monthly documented water checks are undertaken and a system is in place to ensure an bi-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.

Snow and Ice Gritting

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 on site and a sufficient supply of grit/salt is available.

4. MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

Infectious Diseases

The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings.

Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School, which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual Health Care Plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

Administration of Medicines

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance - Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition and procedures include parental consent. Medicines are securely stored in the School Office and the administration of medicines is supervised and recorded. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies can provide additional background information for staff.

The school follows the statutory requirements for first aid and provides suitably trained first aid staff and training is kept up-to-date. The guidance issued by the DfE on first aid for schools SHE/Pro/8 First Aid is followed. First aid kits are available and replenished regularly and First Aid is considered for every Off-Site visit.

Reporting of Accidents, Hazards, Near Misses

The school report and investigate all accidents, incidents and near misses and adhere to SHE/Pro/4 Accident Reporting and Investigation. In line with this procedure, all staff are encouraged to report accidents, incidents and near misses and school will investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.

Fire Safety and Emergency Evacuation

The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place. The alarm is tested weekly by the school Caretaker and six monthly via a contractor. All fire extinguishers on site are visually inspected on a daily basis and an annual service is carried out by a contractor. Fire doors are visually inspected on a daily basis and maintenance checks carried out by a service contractor as per the planned maintenance schedule.

Fire safety evacuation drills are undertaken termly and any actions arising from drills are recorded and completed, making a note of the time taken for the whole school to be evacuated. Trained fire wardens are in place in both the School and Pre-School to assist with fire evacuations. Personal Emergency Evacuation Plans (PEEPS) are in place for individuals who require assistance.

Crisis and Emergency Management

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks, and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency, which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans.

The Major Incident Plan is reviewed on an annual basis and if deficiencies are found remedial action is taken.

5. MONITORING AND REVIEW

Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors. Assurance checks against elements of the arrangements are carried out by the GCC Safety Unit, and the Health and Safety Governor. Details of reviews of actions arising from inspections are completed within the Finance and Resources Committee Meetings. Governors receive highlights from reports within the FGB Meetings if necessary.

Inspections

Regular safety inspections are carried out by the nominated person (using the format found in the Good Stewardship Guide and the SHE Governors Guide – Workplace Inspections) of premises/ furnishings and fittings and grounds are also carried out on a regular basis. All associated hazards and risks are monitored and controlled. The Health & Safety Governor and School Caretaker undertakes a detailed annual inspection of the School and Pre-School premises. Findings are documented and actions are agreed with the Head Teacher. Health and Safety performance, including actions from assurance checks, incident data and health and safety concerns which have been raised are reviewed within the Finance & Resources Sub-Committee.

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.

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the school ensures a complete health and safety audit is carried out by an independent person. This annual SHE Audit of the school is completed by GCC. The action points identified through the audit form part of the school development plan. The Catering and Cleaning Contractors also have an audit and assurance program in place.

6. TRAINING

Staff Health & Safety Training

The school is committed to ensure staff are competent to undertake the roles expected of them. The Head Teacher/Caretaker undertake a training needs analysis to identify the 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.

A training needs analysis will be completed for all roles in relation to their safety specific duties, e.g. Caretaker duties, Educational Visits Coordinator role. This includes members of the Governing Board and School staff. The Chair of Governors has responsibility for the development and implementation of the Governing Board Training and Development Plan. The Head Teacher has responsibility for the development and implementation of the School Training and Development Plan.

Supply and Early Careers Teachers

The school's expectations are made clear to any supply and student teachers through the provision of Staff Handbook, Health & Safety Policy Document and other relevant policies. The Head Teacher/responsible person 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 Head Teacher/responsible person gives guidance on the work to be covered. Trainee teachers and supply are taken through the induction process. Early Careers Teachers have specific training supervised by the school's ECT Induction Tutor.

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the school's safeguarding arrangements. Volunteers receive an induction from the Lead Designated Safeguarding Lead regarding safeguarding and general health and safety. They are expected to wear a visitor's badge and lanyard at all times and follow the school procedures. The organising teacher is the principal point of contact and volunteers are under their direction. Conversations and any documentation to which volunteer/parent helpers may have access to are strictly confidential and are treated as such.

7. HEALTH AND WELLBEING

Pregnant Members of Staff

Members of staff who are pregnant are required to inform the school in writing so that a New and Expectant Mother Pregnancy risk assessment of their work routines can be carried out with reference to SHE guidance. Risk assessments are updated with the individual ahead of their return to work.

Health and Well Being Including Absence Management

The school can refer to the Stress Risk Assessment Toolkit and can carry out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress. 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. The school buys into Occupational Health and Health and Wellbeing services which provides support for all staff including counselling, a 24/7 GP service, stress coaching, nurse support services, physiotherapy, a surgical assistance programme and financial wellbeing. A return to work risk assessment may be required for individuals who will require temporary or permanent adjustments/arrangements to be put in place as they return to work. Advice will be sought from the Occupational Health Department ahead of the Head Teacher completing the return to work risk assessment with the employee.

The school is a non-smoking site and no employee is allowed to smoke on any part of the school site.

8. ENVIRONMENTAL MANAGEMENT

Environmental Compliance

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary. There are different types of waste bin for general and recyclable waste. Arrangements are in place through the Catering contract for the disposal of catering generated waste such as food, and cooking oil. All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

9. CATERING AND FOOD HYGIENE

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority.

10. ADDITIONAL INFORMATION

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

www.gloucestershire.gov.uk/she

The Health and Safety Executive:
<http://www.hse.gov.uk/> Nothing to add

The Department for Education:
<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>

CHAIR OF GOVERNORS

Signed:

Date:

HEAD TEACHER

Signed:

Date: