

## **HEALTH AND SAFETY HANDBOOK**

### **PART ONE - STATEMENT OF INTENT**

This handbook statement is the local supplement to Gloucestershire County Council Corporate Health and Safety Handbook Document.

Together, with the Primary QuEST Trust, the School's Local Advisory Board and head teacher 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 head teacher.

In particular the MAT/LAB 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 MAT/LAB and head teacher also recognise their obligations to non-employees and will 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 MAT/LAB and head teacher will ensure adequate resources, including finance to implement the handbook. The MAT/LAB and head teacher are committed to this handbook and all staff are required to comply. They are encouraged to support the MAT/LAB and head teacher’s commitment to continuous improvement in the schools health and safety performance. For the handbook to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This handbook and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary. This handbook, together with the organisational structure and the following arrangements and procedures, has been approved by the school’s local advisory board.

<p>Signed:</p> <p>A.Sallis</p> <p>Head Teacher</p>	<p>Chair of LAB name:</p> <p>Adam Griffiths</p>
<p>Date:</p> <p>Reviewed Dec 2025</p>	<p>Proposed review date:</p> <p>September 2026</p>

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## PART TWO - ORGANISATION

<p><b>Organisation – Introduction.</b></p> <p>In order to achieve compliance with the Trust Board 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 Handbook Document.</p>	
<p><b>The Duties of the MAT/LAB</b></p> <p>Primary QuEST has overall responsibility for ensuring compliance with this Safety Handbook Document. In consultation with the Head teacher, the MAT/LAB 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 Handbook and monitor its implementation.</p>	<p>Weekly walk by HT – reported to Trust Board and CEO at the end of each term.</p>
<p><b>The Duties of the Head teacher</b></p> <p>The Head teacher has day-to-day responsibility for ensuring compliance with this Safety Handbook Document. In consultation with the MAT/LAB, 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 Handbook 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.</p>	<p>Head teacher carries out weekly health &amp; safety check and reports this back to the LAB and MAT.</p>
<p><b>The Duties of Employees</b></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 and Safety Handbook 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 staff report any concerns as they arise.</p>

<p><b>Pupils</b></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><b>School Health and Safety Representatives</b></p> <p>The Trust Board and head teacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and 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. Trade Union 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 Head teacher or Trust Board.</p>	
<p><b>Temporary Staff</b></p> <p>Temporary staff are provided with information and guidance which includes the Health and Safety Handbook 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.</p>	
<p><b>Teaching Staff</b></p> <p>Teaching Staff have a day-to-day responsibility for ensuring compliance with this Safety Handbook 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 class teachers are responsible for classroom risk assessments and day to day health &amp; safety aspects of their classrooms, including checking other areas around the school prior to use i.e. ICT, PE, PSHE, science etc.  AFPE guidance adhered to for PE.  CLEAPPS adhered to for D &amp; T &amp; Science.  Teachers must ensure that all equipment is safe to use and classroom organisation takes account of all aspects of H &amp; S.</p>

<p><b>Teaching Assistants</b></p> <p>Teaching assistants have a day-to-day responsibility for ensuring compliance with this Safety Handbook Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p><b>The Duties of Off Site Visit Coordinators (OVC)</b></p> <p>The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. The school refers to SHE webpages.</p>	<p>The named competent person nominated as Off Site Visits Coordinator is the Head Teacher; Adam Sallis. The HT attends regular training as provided by GCC.</p> <p>Class teachers carry out risk assessments for trips, which the HT authorises.</p>
<p><b>Volunteer and Parent Helpers</b></p> <p>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>	

**PART THREE - ARRANGEMENTS**

<p><b>Arrangements</b></p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p><b>Action/Arrangements (customise to meet your own situation)</b></p>
<p><b>Communication</b></p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Communication is on a one-to-one basis due to the size of the school. Fire evacuation procedures are detailed prominently on the wall next to the fire alarm in the main reception area where any visitors sign-in on arrival to the site.</p>
<p><b>Consultation with Employees</b></p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Health, Safety and Safeguarding Committee delegate this responsibility to the head teacher, who uses staff meetings on an 'as and when required' basis.</p>
<p><b>Section 1 - RISK ASSESSMENT</b></p>	
<p><b>Risk Assessment</b></p> <p>The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>See section on teaching staff above.</p> <p>H&amp;S committee undertake annual Risk Assessments</p> <p>GCC external Risk Assessments are carried out for external Play equipment.</p> <p>Risk assessments to be completed for all pupils returning from serious injury.</p>

<p><b>School Trips/Offsite Visits</b></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 County Council Guidance.</p>	<p>This is shared annually through the staff handbook.</p>
<p><b>Working at Height</b></p> <p>The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Nobody works at height without having first been trained. Thus, high level cleaning is undertaken annually by SCS Cleaning. No school staff are allowed to work at height.</p> <p>No staff member is allowed to use a ladder. They are allowed to use a kick stool.</p> <p>Contractors have to use their own ladders only.</p>
<p><b>Noise</b></p> <p>The school is aware of their 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><b>Violence to Staff</b></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 Enterprise System.</p>	
<p><b>Security Arrangements Including Dealing with Intruders</b></p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>The school uses a security alarm system monitored and serviced by Stroud Alarms. All visitors to the site are signed in and given badges. Dealing with intruders – named staff are called, should the security alarm be sounded out of hours. They will then call the police to investigate if they aren't aware of anyone currently authorised to be on site.</p>
<p><b>Personal Security/Lone Working</b></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>The school has discussed the issues of lone working and have initiated procedures to be taken in case of concern for the HT.</p>
<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b></p> <p>Where hazardous substances are used, a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Handbook Document is supplemented by a local Departmental Handbook relating to the specific activities of the Department or area.</p>	<p>Any COSHH substances are kept in the locked cleaner's cupboard on a shelf out of children's reach.</p>

<p><b>School Transport</b></p> <p>The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance 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>All staff who drive have documents checked and complete a letter stating that they have insurance, license, MOT, and a roadworthy vehicle.</p> <p>Parent volunteers sign a letter stating they have insurance, license, MOT and a roadworthy vehicle, but have also been made aware that it is their own responsibility to arrange the transport of their child(ren) to and from sporting events and fixtures.</p> <p>Booster seats are used and the children’s heights are monitored to ensure safety when private cars are used.</p>
<p><b>Manual Handling (typical loads and handling pupils)</b></p> <p>The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment.</p> <p>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 the SHE Unit and Occupational Health as necessary.</p>	<p>Manual handling risk assessment is in place for cleaners who follow SCS cleaning Guidance.</p> <p>Manual handling is very limited e.g. occasional boxes of stationery or fruit. Staff are to break down into small loads and a trolley is available.</p> <p>Handling pupils – care plan would be developed if needed.</p>
<p><b>Curriculum Safety (including extended schools activity/study support)</b></p> <p>Head teacher ensures that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the secretary.</p>	<p>AfPE document purchased and followed by staff as relevant.</p> <p>An inventory of equipment is available in school.</p> <p>All electrical items are annually PAT tested.</p>
<p><b>Display Screen Equipment</b></p> <p>The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Handbook, guidelines and procedure SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Head teacher ensures 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>Head teacher, administrators and ABM have undertaken DSE assessments.</p>

<p><b>Parent Teacher Association</b></p> <p>The school offer support to the Parent Teacher Association (The Friends of Hope Brook School)) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place. The PTA are members of Parentkind and are covered by their insurance.</p>	<p>SENDCo attends the PTA (FOHBS) meetings.</p> <p>PTA carries out risk assessments prior to events with support from the head teacher.</p> <p>GCC SHE events toolkit in place.</p>
<p><b>Playground Supervision/Play Equipment and Maintenance</b></p> <p>Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>1 Staff on playground duty at all times.</p> <p>Midday supervisors at lunchtime 1:60 met with extra staff always on duty leading to a 1:30 ratio (Classroom Teaching Ratio 1:30)</p> <p>1 staff member on gate duty at the start of the school day.</p> <p>Play equipment checked annually by external consultant. Reports on file.</p>
<p><b>Section 2 - PREMISES</b></p>	

**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 and fixed wiring inspections) are recorded and held in the school office.

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

PAT checked every 2 years.

Fixed Wiring Periodic Test and Inspection. Every 5 years. Last: 2024

<p><b>Asbestos</b></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"> <li>• complying with all regulations and County Handbook concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable and/or identify the location of asbestos and ensuring that everyone is made aware of it;</li> <li>• having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance.</li> <li>• communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>	<p>No asbestos on site (report 2005).</p> <p>Head teacher is the named officer.</p>
<p><b>Service Contractors</b></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 Handbook is provided to them.</p>	<p>The school provides details of its safe systems of work to any contractors where relevant and all contractors are consulted over emergency arrangements.</p>
<p><b>Building Contractors</b></p> <p>This involves work where part of the site is used by a contractor. Hazards are controlled by supervision of children/contractors whilst on the school site.</p>	
<p><b>Small Scale Building Works</b></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>All workers report to school office.</p>

<p><b>Lettings (shared working – playgroups etc)</b></p> <p>The school follows the Asset Management and Property Services (AMPS) Guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the head teacher 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>N/A</p>
<p><b>Slips/Trips/Falls</b></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 head teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Slips, trips and falls to pupils are recorded in a note book appropriate action is taken and parents are informed. <i>Parents are informed when there is a head bump or when, after advice from the First Aider, the injury is felt to require medical attention.</i></p> <p>Potential risk hazards are also recorded and activated.</p> <p>Accident book to fill in for anybody going to hospital or a more serious fall/slip and reported to the SHE team.</p> <p>Reviewing of the accident forms is done by the HS&amp;S committee to identify trends or concerns.</p>

<p><b>Cleaning</b></p> <p>A cleaning schedule is in place which is monitored by the Head teacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.</p>	<p>Appointed contractor, SCS Cleaning carry out deep cleaning in the school in the school holidays.</p>
<p><b>Coaches / Minibuses (supervision of pupils boarding school coaches)</b></p>	<p>Class teachers supervise boarding of coaches / minibuses on the occasions that coaches are used. Ratios are at least those recommended in the visit Handbook.</p>
<p><b>Caretaking and Grounds Maintenance (and grounds safety)</b></p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the GCC SHE General Risk Assessment Toolkit.</p>	<p>We use Glebe as contractors for grounds maintenance.</p> <p>External play equipment through GCC if contracted.</p>
<p><b>Gas and Electrical Appliances</b></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>Electrical appliances – PAT testing (01/2026)</p> <p>Fixed Electrical Installations – 5 year cycle (08/2024)</p>
<p><b>Glass and Glazing</b></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 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported and that the area is made safe immediately and repairs carried out as soon as possible.</p>	<p>Head Teacher carries out weekly site inspection.</p> <p>Staff report any concerns to HT.</p>

<p><b>Water Supply/Legionella</b></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>The HT is the named person responsible, but delegates to Mr Rob Gamston, who ensure the required checks are undertaken and updates the Legionella file (kept in the school office).</p> <p>HT alerted to any concerns. Leogionella Risk Assessment last completed 04/2025)</p>
<p><b>Snow and Ice Gritting</b></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>Salt to be placed into small bucket for use by headteacher.</p> <p>Salt to be placed at appropriate places down pathways – front and back in inclement weather.</p>
<p><b>Dogs</b></p>	<p>With the exception of guide dogs, hearing dogs and therapy dogs, dogs are only allowed as far as the main gate and must be tied up there. Whilst walking on site, they must be on a lead.</p>
<p><b>Section 3 - MEDICAL/FIRE &amp; EMERGENCY ARRANGEMENTS</b></p>	
<p><b>Infectious Diseases</b></p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>Poster kept in office for reference.</p>

<p><b>Dealing with Medical Conditions</b></p> <p>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 those involved with these pupils is aware of what's expected. Close cooperation between school, parents, health professionals and agencies help provide a supportive environment for those pupils.</p>	<p>Medical Protocols are in place for all applicable pupils.</p> <p>Staff are suitably trained.</p>
<p><b>Drug Administration</b></p> <p>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>Parents fill out a form authorising staff – those who are first aid trained and that volunteer to administer medicine – to administer medicines. Medicines to be prescribed and returned after course has finished.</p> <p>Check all dosages</p>
<p><b>First Aid</b></p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed</p>	<p>Staff receive basic first aid training. See office file for details of certificates held.</p> <p>Paediatric First Aid trained staff are listed by the photocopier. Charlotte Denham is the First Aid at Work nominated person for dealing with adult First Aid.</p> <p>All pupils are to be checked by a qualified Paediatric First Aid trained person for major injuries.</p> <p>Risk assessment to be completed for all pupils returning from serious injury.</p>

<p><b>Reporting of Accidents, Hazards, Near Misses</b></p> <p>The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure <i>SHE/Pro/4 Accident Reporting and Investigation</i>.</p> <p>In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>	<p>Head teacher or school administrator inputs to SHE Enterprise. Any accident requiring medical help or being transported in an ambulance should have a SHE enterprise form submitted.</p> <p>If a form has been submitted to SHE and an ambulance or hospital visit notify Insurers at same time.</p> <p>Minor bumps/accidents record held in the satffroom.</p> <p>For pupils returning to school from a serious injury, a risk assessment needs to be completed.</p>
<p><b>Fire Safety and Emergency Evacuation</b></p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p>External fire risk assessment carried out by SHE unit 05/2024. Report received and discussed at H&amp;S Meeting.</p> <p>Fire extinguishers maintained annually and fire alarm system maintained.</p> <p>Fire drills take place termly at varying times. All call points tested every week. Recorded in Fire File in the office.</p> <p>Fire signs in every class. Visitor detail evacuation procedure. Fire drill takes place every term.</p>
<p><b>Section 4 - MONITORING AND REVIEW</b></p>	
<p><b>Monitoring</b></p> <p>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>Health &amp; safety is regularly reviewed by the LAB</p>
<p><b>Inspections</b></p> <p>Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the <i>Good Stewardship Guide</i> and the GCC SHE <i>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>Weekly walk round check by head teacher.</p>

<p><b>Auditing</b></p> <p>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>SHE Unit undertake audit every 3 years. (last done 12/2021)</p>
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<p><b>Section 5 -TRAINING</b></p>	
<p><b>Staff Health and Safety Training/Competence</b></p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The head teacher/deputy head teacher 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>Training carried out as necessary e.g. Child Protection, First Aid, Water Safety, Legionella &amp; positive handling.</p>
<p><b>Supply and Student Teachers</b></p> <p>The school's expectations are made clear to the Supply and Student Teacher through the provision of Temporary Staff Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Handbook Document and other relevant Policies. The head teacher 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.</p>	<p>Staff Handbook is update regularly and emailed out to staff.</p> <p>See staff code of conduct Handbook</p>

<p><b>Volunteer and Parent Helpers</b></p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers 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>All regular volunteer and parent helpers are DBS checked as a matter of course. Any 'one-off' volunteers are never alone with children.</p> <p>Code of conduct Handbook issued where relevant.</p>
<p><b>Section 6 - HEALTH AND WELLBEING</b></p>	
<p><b>Pregnant Members of Staff</b></p> <p>The Staff 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 GCC SHE guidance.</p>	<p>Risk assessment for pregnant workers in place.</p>
<p><b>Health and Well Being Including Absence Management</b></p> <p>The school refers to GCC SHE <i>Stress Risk Assessment Toolkit</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>HT Support Services</p>
<p><b>Smoking on Site</b></p>	<p>No smoking is permitted on the school site.</p>
<p><b>Section 7 - ENVIRONMENTAL MANAGEMENT</b></p>	

<p><b>Environmental Compliance</b></p> <p>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>County contractor, Printwaste, is used for recycling collections.</p>
<p><b>Disposal of Waste</b></p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner</p>	<p>The county contractor, Printwaste, is used for waste collections.</p>
<p><b>Section 8 - CATERING AND FOOD HYGIENE</b></p>	
<p><b>Catering and Food Hygiene</b></p> <p>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>Caterlink</p>
<p><b>Section 9 – HEALTH AND SAFETY ADVICE</b></p>	
<p><b>Information</b></p> <p>Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425349/50</p>	