

SVPS Health & Safety Policy 2020 – 2021



Governor Committee Responsible:	Premises	Staff Lead	Mr. G. Mills
Status	Statutory	Review Cycle	Yearly
Last Review	February 2021	Next Review Date	February 2022

Designation	Name	Date	Signature
Chair of Premises	Mrs D. Eccles	11.02.2021	
Head Teacher	Mr. G. Mills	11.02.2021	

1. Statement of Intent

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

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

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

In particular, the Governing Body and SLT are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

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

The Governing Body and SLT will ensure that there are adequate resources, including finance to implement the Policy.

2. Organisation Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

An organisational chart for H&S Management is attached at Appendix One.

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Headteacher and SLT

- The Headteacher/SLT has day-to-day responsibility for ensuring compliance with this H&S Policy Document.
- In consultation with the Governors the Headteacher/SLT 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/SLT 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 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.
- All employees must comply with the school's Health & Safety Policy Document and procedures at all times.
- All employees will co-operate with school management in complying with relevant health and safety law.
- All employees will use all work equipment and substances in accordance with instruction, training and information received.
- All employees will report to the School Business Manager (see appendix 1) any hazardous situations and defects in equipment found in their work places.
- All employees will report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform the School Business Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

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 willfully misuse, neglect or interfere with anything provided for their health and safety.

School Safety Representatives

- The Governing Body and Headteacher/SLT and Premises Team 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, SLT or Governing Body).

Temporary Staff

- Temporary employees 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. They are directly accountable to the Headteacher or SLT in their absence whilst on the school site.

Teaching Staff

- Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- Teaching Staff 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.

Teaching Assistants

- 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 or their line manager.

The Duties of Off-Site Visit Coordinators (OVC)

- The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school.

The Duties of the School Business Manager and Caretaker

- The School Business Manager has 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/SLT 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 is under the direction of the School Business Manager and Head teacher. The Caretaker will report any areas which may need addressing to the School Business Manager who, in liaison with the Headteacher will give support and guidance.

Volunteer and Parent Helpers

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

Part 3 General arrangements

- This policy is supplement to the Local Education Department's statement of policy with respect to the health and safety of all employees who work in educational establishments situated outside the Shire Hall complex.
- It details the arrangements made by the Headteacher as an employee of the County Council for the discharge of the health and safety responsibilities ascribed to them by the Health and Safety at Work Act 1974.
- It is the school policy to encourage every employee to bring any hazards that are identified to the notice of the SBM (SLT member) without delay.
- The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

3.1 Risk Assessment

- The SHE Primary School Risk Assessment Toolkit should be consulted as guidance to help manage workplace risks associated with the operational activities.
- The school risk assessment will be reviewed on an annual basis.
- Risk assessment is the responsibility of the school's management at a variety of levels in conjunction with an annual governor site health and safety inspection using the SHE recommended checklist.
- Premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.
- Risks should be assessed in a manner that ranks them by severity / probability for prioritisation and control measures identified and put in place that are proportional to the level of risk.
- The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area.
- Risk assessments should be reviewed periodically or where there is a change in circumstances.
- An inventory of all equipment is kept by the Premises Team and all tools/equipment/machinery are checked, maintained and stored correctly.
- A copy of this policy will be available to every member of staff and copies of the statement of intent are posted on notice boards.
- Visitors will be advised of their individual responsibilities under this policy when signing in. Parents during the admissions process, school prospectus, website, newsletters and volunteers by simple induction and contractors as part of work planning.
- The school recognises the importance of consulting with employees on health and safety matters. This is achieved through discussion at staff meetings, weekly bulletins and staff training.

3.2 Specific Risks

Display Screen Equipment

- The majority of employees within the school are not considered to be DSE users; Office staff using computers will have appropriate equipment
- The school refers to SHE guidance
- The Headteacher/SBM ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

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. Safety data sheets are used for hazardous materials. The school refers to SHE guidance

Curriculum Safety (including extended schools activity / study support)

- The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work.
- A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- All guidance material will be reviewed and will be reviewed using County procedures and guidance.
- All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.
- Schemes of work will be reviewed to assess the risk in all activities in order to determine:
 - where close supervision is required,
 - suitable group size, suitability for whole class participation,
 - where particular skills need to be taught, personal protective equipment (PPE), levels of hygiene required.

Lone Working

The school manages the risk of lone working by:

- Staff lone working should notify a family member, friend or colleague before and after leaving the premises.
- Setting appropriate security measures
- Ensuring they have access to a 'phone
- Designating days in the holidays when staff can come in

Manual Handling

- Any activities that involve significant manual handling shall be risk assessed and where appropriate training provided for staff

- Loads will be broken down for easier movement
- Use of manual handling aids e.g. trolley or sack truck
- Use of agreed methods for regular tasks e.g. setting up tables at lunchtime

Moving and Handling Pupils

- Included in pupil behaviour/ care plans
- Employees trained in correct moving/ handling techniques if identified risk

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.
- Generally, noise risk is managed by keeping the dose (exposure time) low.

Parent Teacher Association/ Friends of the School

- Risk assessments are carried out for FOSVPS run events and adequate insurance is in place.
- Measures used during events include adequate supervision, food hygiene, controlling vehicle movements.

Personal Protective Equipment (PPE)

- The need for PPE as a control measure is assessed on the basis of risk assessment and COSHH assessments.
- 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.
- Employees are responsible for ensuring that they use PPE where it is provided.

Playground Supervision/Play Equipment and Maintenance

- Risks are assessed using the SHE Information Sheet 14 Playground Supervision
- A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.
- The Scrap play pod hold a separate risk assessment.

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.
- The OVC is the Head Teacher who will: assess the competence of leaders and other adults proposed for a visit, organise the training of leaders and other adults going on a visit and will commonly involve first aid, hazard awareness etc. and organise the emergency arrangements with an emergency contact for each visit;

School Transport

- Use of 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.
- Checks made that employees who drive 'at work' have the correct documents.

Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:

- door security
- visitor signing in/ badges
- challenging any strangers on site
- fences, hedges and gates

Work Experience Placements

- using the SHE checklist/ questionnaire for employers
- filtering low risk locations
- briefing pupils before placements and reviewing afterwards

Working at Height

- The risks associated with working at height are identified through risk assessment using SHE Risk Assessment Guidance.
- 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 employees.
- 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.
- Employees 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 (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)
- Training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high step ladders)

Workplace Violence to Employees and Behaviour Management

- school security measures
- dealing with difficult parents
- reporting incidents through SHE Assure
- follow-up to incidents
- pupils with behaviour management plans where required
- employees have Team teach or Thrive training

Part 3.3 – Premises Risks

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;
 - The School Business Manager has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance. Where necessary communicating to all employees and visitors where asbestos containing materials are located within the school site.

Building Contractors

- The school will follow the guidance issues by Corporate building services
- Work where part of the site is handed over to the contractor - hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of students and contractors whilst on the school site and issues relating to premises work are communicated effectively.
- Small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are controlled by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

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 Guidance on Caretaking Duties Risk Assessment Toolkit.
- The Caretaker will be appropriately trained to ensure that risks associated with grounds maintenance are adequately controlled.

Cleaning

- A cleaning schedule is in place which is monitored by the Headteacher and Premises Team.
- All waste is disposed of according to appropriate health and safety guidelines.
- Deep cleaning is undertaken on a regular basis or when 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.

Gas and Electrical Appliances

- Any necessary work and testing of gas and electrical appliances is carried out by qualified, accredited contractors.

- Gas and electrical appliances are 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 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.

Shared working with onsite lessees

- Risks are managed by:
 - Maintaining separate entrances/ exits to the buildings.
 - Tenancy agreement in place including a clear understanding of each party's responsibilities.
 - Tenant co-operates with the school's arrangements

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 qualifications, 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 Head Teachers Office
- Fixed wire electrical checks are carried out in accordance with AMPS Technical Guidance Note

Maintenance of Machinery and Equipment

- The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependent 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.

Slips/Trips/Falls

- The school recognises the main cause of accidents is slips, trips and falls.
- It is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- A responsible person ensures regular inspection of communal areas.
- All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher/ School Business Manager.
- All employees are expected to be vigilant and aware of possible hazards.
- Food spills are cleared immediately.
- Cleaners and Midday Supervisors are briefed not to leave hazards such as wet floors without warning signs.

Snow and Ice

- 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 action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted.
- 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.

Water Hygiene

- An effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.
- A site log book is used to record checks
- A process is also in place to deal with any actions should they arise.
- 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.

3.4 Health and Wellbeing

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 employees.
- 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.

Drug Administration

- 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. 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 employees.
- Staff must not normally give medicine to children. If a child requires medication whilst on the school premises, the child's parent/carer must complete a parental agreement if they wish medication to be administered to their child during school hours.
- Any medication should be clearly labelled with the child's name and the dosage required. The medicine must be stored securely, out of the reach of children in either the fridge or the medicine cabinet in the first aid room.
- Additional safety measures may need to be taken for outside school visits. Copies of pupil's individual care plans should be taken on visits in the event of the information being needed in an emergency. Arrangements for taking any necessary medicines need to be considered i.e. inhalers and parental permission for travel sickness tablets.
- Refusing Medicines - If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents will be informed of the refusal on the same day.

Premises Crisis Management

- A Premises Crisis Management Policy and procedure is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building).
- The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press.
- A team is in place to act as the decision-making body for the management of any incident.
- 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 emergency, 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 periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Fire Safety

- The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted. The school has a fire risk assessment undertaken by a competent body every 3 years.
- The Headteacher/SLT reviews the fire risk assessment and any actions within it at least annually
- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols) arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

The Headteacher is the competent person who is responsible for the implementing the Fire Management Plan by:

- Detailing significant findings from the fire risk assessment and any action taken
- Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person and recording of false alarms including any alteration to premises
- Testing and maintenance of emergency lighting systems; fire extinguishers, hose reels, fire blankets and other fire safety equipment such as fire-suppression and smoke control systems
- Recording and training of relevant people and fire evacuation drills; planning, organising, policy and implementation, monitoring, audit and review and maintenance and audit of any systems that are provided to help the fire and rescue service;

First Aid

- The school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders [including pediatric trained staff for EYFS] and according to the first aid needs analysis.
- The guidance issued by the DfE on first aid for schools and SHE guidance is adhered to
- The first aid materials are located in the first aid room. The contents of all first aid boxes / kits will be regularly checked and replenished.
- Details of any accident involving children, staff, parents, helpers or visitors must be recorded along with details of any first aid treatment given (i.e. who was involved, nature of injuries, date, time, witnesses and signature of person administering first aid).
- Disposable gloves must always be worn when dealing with bodily fluids (blood, urine, vomit, saliva) and biohazard kit utilised to clear up spillages
- In the event of an accident or injury to a child, the parent or carer must be notified at the earliest opportunity. If a child requires urgent hospital treatment, the parent / carer will be contacted immediately, whilst two adults (one must be a staff member) take the child to hospital.

Health and Well Being Including Absence Management

- The school endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- Headteacher will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, the Headteacher will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.

Violence to Staff / School Security

- Risks to personal security, premises and property will be assessed through the risk assessment process.
- Security in the school is the responsibility of the Headteacher and the Governing Body. The Headteacher will liaise with the local Crime Prevention Officer.

- The Headteacher/School Business Manager is responsible for assessing the risks of violence to staff. Were violence is identified as a significant risk the Headteacher/ School Business Manager will ensure that appropriate control measures are put in place.
- Staff must report incidents of violence and aggression in the same manner as accidents.

Infectious Diseases

- The school follows the guidance produced by Public health England, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings' and the Public Health England booklet 'The Spotty Book'.
- Children who are ill or suffering from an infection will be requested to stay at home until the infection clears. If a child becomes ill during a session, the parent / carer will be contacted and requested to collect their child.

Pregnant Members of Staff

- 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
- The checklist contained in SHE is used and reasonable adjustments made
- The first aid room/ rest room have rest facilities for expectant and nursing mothers.

Reporting of Accidents, Hazards, Near Misses and their investigation

- The school will report and investigate accidents, incidents and near misses seriously and the school will adhere to the GCC SHE Procedure for accident reporting and investigation.
- In line with this procedure, all staff will be encouraged to report accidents, incidents and near misses and the Headteacher or School Business Manager will investigate such incidents and identify and implement means to prevent a recurrence.
- All completed accident / incident / near miss forms will be reported electronically using SHE Enterprise accident database

Smoking on Site

- The school is a no smoking site and visitors and contractors are required to conform to this status.

3.5 – Monitoring, Review and Audit

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 by competent persons.
- The action points identified through the audit form part of the school development plan.

Inspections

- The Headteacher/SLT and Premises Team are required to undertake regular workplace inspections and record any issues.
- The Headteacher will ensure that hazards associated with premises are monitored and controlled.
- Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.
- Reference should be made to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.

Monitoring and Review

- The school has a programme for review, updating and reissue of policies and these are ratified by the Governing body

3.6 – Training

Employee Health and Safety Training/Competence

- The school is committed to ensure employees are competent to undertake the roles expected of them. The school will 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.

Supply and Student Teachers

- 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 material.
- The Headteacher/SLT 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/SLT gives guidance on the work to be covered.

Volunteer and Parent Helpers

- Volunteer and parent helpers are subject to the schools safeguarding arrangements.
- Volunteers will receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures.
- The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

3.7 - Environmental Management

Environmental Compliance

The school fulfils its waste management responsibilities by:

- Seeking to minimise waste at source and using only what is needed
- Seeking alternatives where possible
- Recycling as much as is practicable
- Disposing of as little as necessary

Disposal of Waste

- Waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- Fire safety is considered e.g. security of bins
- An appropriate (licensed) waste contractor is used
- All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

3.8 - Catering and Food Hygiene

Food Hygiene

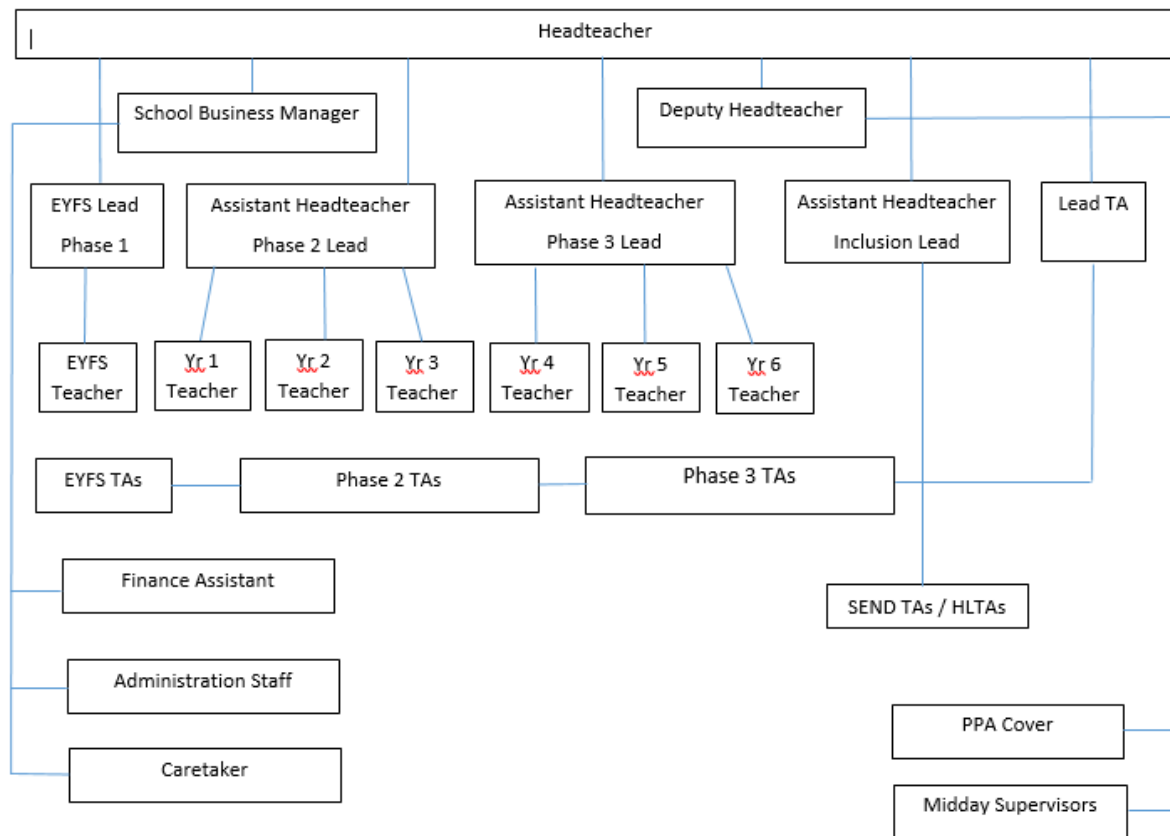
- Catering staff are appropriately trained in food hygiene.
- Contractors have access to competent health and safety advice and is registered with the Local Authority (District/Borough Council)
- Food hygiene inspection reports are shared with the school

3.9 – Health & Safety Advice

Information

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

Appendix 1 - SVPS Organisation Chart 2020-2021



Appendix 2 – Safety notes to all staff.

Please find below notes on Health and Safety which are given as a reminder of certain specific areas where care and reasonable precautions should be taken.

General Storage	Access and exit points in all rooms MUST BE KEPT CLEAR AT ALL TIMES. Storage areas must be kept tidy. Fire doors, classroom doors, P.E. storage areas at the rear of the hall must be clear in order not to impede the emergency evacuation of the school.
Electrical Safety	All portable apparatus should be routinely inspected and tested. Each school term all such apparatus should be visually checked and any defect reported / rectified. At least bi-annually all portable appliances should have a more detailed inspection (PAT test) by a suitably qualified person. Staff and pupils must not bring portable electrical equipment on to the premises as this may not satisfy the electrical standards laid down by the Local Authority.
Lifting	DO NOT lift, carry or move a heavy object until assistance has been obtained.
Scissors	It is advisable that round-headed scissors should be used in the classroom.
Staples in Classroom and Corridor Walls	The practice of using metal staples to secure posters, notices, displays etc. to the walls creates a safety hazard for the cleaning staff, especially when the staples are left in the walls after the posters, displays etc. are removed. PLEASE REMOVE COMPLETE STAPLES. No sharp points should be left protruding. Staples should not be used directly into the walls, plaster or woodwork (i.e. door frames, window sills etc.). Staples may only be used on the appropriate display boards.
Floors	These must be kept free from obstruction and free from any matter that could cause slipping or stumbling. Spillages should be wiped up immediately.
Lead in Paint	Please be aware of the possibility of oil-based gloss paint flaking off door frames, skirting's, sill etc. The lead content in such paints should be minimal but it is best to ensure that children do not touch such areas of paintwork. Please report such problems.
Metallic Marker Pens	The pens containing metallic ink have caused health problems, particularly skin complaints. Please be vigilant for any appearing in your class and remove immediately. If swallowed the contents of such pens can be lethal.
Appointed First Aiders	The designated first aider should be called if any serious injury or illness occurs – Should they not be available then a qualified paediatric first aider should be called
Special Hazard	In the hall, possible hazards are connected with the large apparatus and other pieces of equipment.
COVID'19 RA	The link below will take you to our COVID'19 Risk Assessment. This has been checked by GCC. http://www.swindonvillage.co.uk/Uploads/SVPS/Policies/SVPS%20COVID-19%20Risk%20Assessment%20-%20Update%2014.01.2021.pdf

Governors/Premises Committee Primary School Site Health and Safety Inspection Checklist

(Y=Yes, N=No, or N/A=Not Applicable)

Health and Safety Management Systems	Y/N	Comments
<p>Is there a process in place to review and monitor the school's health and safety performance over the past year? <i>This should be monitored at the Governor's Health and Safety/Premises meeting and cover topics such as review of accidents and incidents, off-site visits, this inspection, GCC h&s audit, health and safety policy, risk assessment and procedures etc.</i></p>		
<p>Are records being kept for new staff induction and staff health and safety training? <i>Are these kept centrally or individually? Ask the Bursar or responsible teacher.</i></p>		
<p>Are accidents and incidents being recorded correctly and investigated properly? <i>Check use of 'bumps book' for minor pupil injuries, SHE Enterprise system for staff and more serious accidents to pupils, visitors etc.</i></p>		
<p>Is health and safety information given to contractors and visitors up-to-date? <i>Also look at some sample pages of the visitors' book and Premises Log Book to check they are being completed properly.</i></p>		
<p>Is the Health and Safety Law poster displayed prominently with HSE contact numbers/addresses displayed? <i>There is a new version of the poster which is easier to read and has a single Infoline contact number. Existing posters need only be replaced if necessary e.g. due to damage as there is a 5 year change-over period.</i></p>		
<p>Are risk assessments in place and up to date to cover the key risks associated with managing the school site? <i>These should include activities such as caretaker's duties, grounds maintenance, lone working, site security, working at height etc.</i></p>		
<p>Are there arrangements in place to share health and safety information and agree responsibilities with other users or occupants of the site including hirers? <i>You may need to draw up a written agreement to reflect how health and safety is to be managed in a shared facility?</i></p>		
<p>Are GCC guidelines and procedures being followed for all Off-Site Visits and activities? <i>Ask the OVC to show you a sample of completed online/paper notification forms and associated risk assessments</i></p>		

Fire Safety	Y/N	Comments
<p>Has a fire risk assessment been completed for the school? Have all actions been completed and the assessment been reviewed in the past year?</p>		

<i>Actions should be tracked at Governors' Health and Safety/Premises meeting.</i>		
Are fire evacuation procedures clearly displayed and up-to-date? <i>Check the fire action notices - they should be posted in each classroom and adjacent all break-glass call-points.</i>		
Are fire drills being conducted termly and recorded? <i>This should include a report on the effectiveness of the drill with any actions for improvement.</i>		
Have Personal Emergency Evacuation Plans (PEEP) been prepared for any disabled member of staff or disabled pupil? <i>This may require additional training/equipment for staff assisting with an evacuation e.g. from an upper floor/use of Evac-Chairs etc.</i>		
Are fire alarm systems being tested weekly and fire extinguishers serviced annually? <i>Ask the site manager/caretaker to provide evidence that this is being recorded.</i>		
Are exit routes/emergency exits clearly signed with running man/directional arrow, unobstructed and equipped with emergency lighting? <i>Check a sample of push-bar operated doors for operation. Check a sample of self-closing fire doors to see if they shut properly. Ask the site manager/caretaker to provide documented evidence of emergency lighting tests.</i>		

Management of Asbestos	Y/N	Comments
Is the Asbestos Register up to date and consulted on every occasion work is carried out on any affected areas of the building fabric? <i>Check a sample from the Premises Log Book to confirm contractors have recorded that they have inspected the register where appropriate.</i>		
Have key staff in site management attended a suitable asbestos training course? <i>Ask to see appropriate training records.</i>		

First Aid/Medication	Y/N	Comments
Has first aid needs been assessed and adequate numbers of first aiders appointed?		
Are first aid boxes in appropriate places and contents being maintained? <i>Check a sample box to see if contents have not exceeded their expiry date.</i>		
Is there a documented system for administration of medicines to pupils? <i>This should include written consent from parents, individual dosage sheets and secure storage arrangements etc.</i>		
Is staff first aid training up to date including any specialist training e.g. Administration of Epipens?		

Electrical Systems	Y/N	Comments
Have portable and other electrical items been PAT tested by a competent person at appropriate intervals? <i>Check a sample of stickers on plugs for test dates.</i>		
Generally are plugs, sockets, switches etc in good condition? <i>Look at a sample to see if they are free from cracks, loose etc.</i>		
Is the use of extension leads kept to a minimum? <i>Check to see they are not overloaded or daisy chained.</i>		
Has an inspection of all fixed wiring systems been carried out in last 5 years? <i>Ask the site management team to show you the records.</i>		

Housekeeping		
Are work areas, circulation spaces, walkways and corridors free from obstruction? Are systems in place to prevent the build up of waste/rubbish?		
Is flooring in good condition and free of slip or trip hazards?		
Is the school cleaning schedule adequate? <i>Look at the standard of cleaning in all areas including emptying of waste bins etc.</i>		
Are items stored above head height (e.g. files, folders etc) accessible, secure and safe and of a relatively lightweight nature? <i>Check condition of shelving and racking and ensure small industrial stepladders or kick stools are available for access.</i>		
Are walls/wall coverings clean and in good condition (e.g. paint not flaking, no damp etc.) <i>Especially important in kitchens and food technology areas.</i>		
Are ancillary areas such as boiler rooms and electrical cupboards kept locked and free of combustible materials? <i>These can often be seen as suitable space to dump miscellaneous equipment etc. but except for critical spares and other items such as ladders should be kept clear and not used as a store.</i>		

Tools and Equipment (including working at height)	Y/N	Comments
Is there a system in place for inspection of all tools and equipment e.g. ladders at regular intervals? <i>This should include a ladder and access equipment register and all tools and equipment used by caretaker or site management team e.g. power tools, hand tools, grounds maintenance equipment etc.</i>		
Are tools and equipment (including ladders) stored securely and out of reach of unauthorised persons? <i>Workshops and associated ancillary areas should be kept locked.</i>		
Has training and instruction been given to the relevant members of staff in the safe use of tools and equipment including ladders/step ladders etc?		

<i>Ask to see appropriate staff training records.</i>		
Is there suitable access equipment available for staff (e.g. small industrial step ladders or kick stools) to gain access to high shelves/displays etc? <i>Check a sample of departmental storage areas and ask question of staff as to how they access high shelves.</i>		

Welfare facilities	Y/N	Comments
Are toilets clean with sufficient washing facilities, means of hand drying etc? <i>For disabled toilets – check the pull cord alarm has been regularly tested.</i>		
Are staffroom areas suitable for rest and eating? <i>Check also that staff have sufficient facilities to store personal belongings, outdoor clothing etc.</i>		
Are sufficient drinking water outlets available and labelled as such?		

General workplace	Y/N	Comments
Are all regular DSE (computer) users identified and workstations assessed? <i>Staff should be using the self assessment checklist in link - and reviewing this on a regular basis especially where changes occur.</i>		
Are lighting levels sufficient in all areas? Are heating systems working properly and sufficient temperatures maintained? Is there a means of adequately ventilating areas either via open able windows or other means of mechanical ventilation? <i>Check to see if there have been any complaints by staff members in relation to any of the above e.g. are fan/blinds provided where necessary to alleviate high temperatures etc.</i>		
Is there sufficient space to carry out school activities safely? <i>Check to see if there have been any complaints by staff members in relation to lack of space.</i>		
Is there sufficient equipment to assist staff with manual handling tasks (e.g. trolleys, sack trucks, hoist etc.)? <i>Check to see if these are suitable and in good condition – larger equipment such as hoists for moving persons or pallet trucks must be subject to independent insurance inspection as well as a planned maintenance scheme.</i>		
Are any passenger lifts installed in good condition? <i>These must be subject to 6 monthly insurance inspection and monthly maintenance regimes.</i>		
Is window glazing in vulnerable areas of safety glazing type or protective film applied? <i>e.g. panes in door vision panels or next to doors, areas where PE is conducted etc.</i>		
Has a Legionella survey/risk assessment been carried out? <i>This requires checks of hot and cold water temperatures in line with risk assessment – check records are being maintained.</i>		

External Areas	Y/N	Comment
<p>Are paths/walkways stable underfoot and free from significant trip hazards? <i>e.g. no potholes, significantly raised or sunken slabs, insecure manholes etc.</i></p>		
<p>Are pedestrian routes clearly defined and segregated from vehicular movements <i>Suitable traffic signs in place where required, designated parking, unloading/delivery areas defined.</i></p>		
<p>Is any outdoor play equipment in good condition? <i>Should be inspected annually by competent contractor.</i></p>		
<p>Is external lighting adequate? <i>Should cover all walkways, exit routes, assembly points etc.</i></p>		
<p>Are security systems being properly maintained and adequate for the site? <i>Look at security gates/fencing, access control systems on external doors, CCTV, intruder alarms, areas where anti-climb paint used etc.</i></p>		
<p>Is access to fragile/low roof areas restricted and signed appropriately?</p>		
<p>Are external waste bins secured where necessary and located away from buildings? <i>Secured where necessary and away from site boundary to prevent arson attack. Positioned away from buildings to provide fire separation.</i></p>		
<p>Are arrangements in place to manage site trees? <i>(Note County Arboriculturalist - Alan Watson 01452-427694 or mobile 07768513552).</i></p>		