



# HEALTH & SAFETY POLICY

## Introduction

At Horsley School we believe that the safety of the children, staff and visitors is extremely important. We aim to provide a safe working and learning environment, with adequate care, supervision and planned emergency procedures to ensure that our responsibilities are covered.

The School's policy is to establish and maintain as far as is reasonably practicable, safe working and learning conditions for all staff and pupils by continuous attention to all aspects of health and safety at work. The health and safety of all staff and pupils is of primary importance and it is a management responsibility to do everything reasonably practicable to prevent personal injuries and risks to health.

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

Horsley School, as a voluntary aided school, is responsible for Health & Safety and Welfare in its own right and may adopt the policies of Gloucestershire County Council. This policy statement is thus local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

This health and safety policy is divided into sections:

- Part 1 – Statement of Intent; the statement of the Horsley School's general policy on health and safety,
- Part 2 – Organisation: the organisation for implementing arrangements including allocation of functions to individuals, and
- Part 3 – General Arrangements: the arrangements for carrying out the functions to control risks.

## **Part 1** **STATEMENT OF INTENT**

The school's Governing Body and Headteacher 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 Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition so far as it is reasonably practicable;
- 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 Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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

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

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

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's name: Gary Price	Chair of Governors' name: Mags Ratford
Date: September 2018	Proposed review date: September 2019

## ORGANISATION & GENERAL ARRANGEMENTS

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## PART 2 – ORGANISATION

Item	Notes
<p><b>Organisation – Introduction.</b></p> <p>In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&amp;S Policy Document.</p>	<ul style="list-style-type: none"> <li>• Audits will be carried out as legal requirements by Gloucs. County Council officers. The last SHE H &amp; S audit was 9.3.18</li> <li>• The Headteacher is appointed Health and Safety Officer for the School, supported by Business Manager and Link Governor.</li> <li>• Specific duties: Sarah Edgell (SE) (First Aid); Gary Price (GP) (Fire Marshall), Link Governor Mike Vaughan (MJV)</li> </ul>
<p><b>The Duties of the Governing Body</b></p> <ul style="list-style-type: none"> <li>• The Governing body has overall responsibility for ensuring compliance with this H&amp;S Policy Document.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The Chairperson of the Governing Body is Mags Ratford.</li> <li>• For its part the Governing Body will:               <ul style="list-style-type: none"> <li>• ensure health and safety has a high profile;</li> <li>• ensure adequate resources for health and safety are available;</li> <li>• consult staff and provide training opportunities;</li> <li>• monitor and review health and safety; and</li> <li>• will take all reasonable steps to identify hazards and reduce them to a minimum.</li> </ul> </li> <li>• Annual* reviews will be carried out by Link Governor MJV and then approved by Full Governing Body *This will be earlier if required eg during new build or extension work.</li> </ul>
<p><b>The Duties of the Headteacher</b></p> <ul style="list-style-type: none"> <li>• The Headteacher has day-to-day responsibility for ensuring compliance with this H&amp;S Policy Document.</li> <li>• In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</li> <li>• The Headteacher will maintain the profile of health and safety within</li> </ul>	<ul style="list-style-type: none"> <li>• The Headteacher is Mr Gary Price.</li> <li>• All staff to have access to Safer Working Practices Document.</li> <li>• GP to ensure new members of staff will have induction training.</li> <li>• GP responsible for Health and Safety compliance with regard to hygiene, cleaning, safe storage of materials, training requirements for above.</li> </ul>

Item	Notes
<p>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><b>The Duties of Employees</b></p> <ul style="list-style-type: none"> <li>• 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,</li> <li>• and must comply with the school's Health &amp; Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law,</li> <li>• 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,</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• All safety procedures and rules must also be followed.</li> <li>• In particular, it is the personal responsibility of each member of staff to use properly and conscientiously all safety equipment devised and protective clothing which is fitted or available.</li> <li>• Following any Health &amp; Safety policy review, all employees to be reminded of their responsibilities by the Headteacher GP.</li> </ul>
<p><b>The Duties of Pupils</b></p> <ul style="list-style-type: none"> <li>• Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others,</li> <li>• 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.</li> </ul>	<p>For pupils this means:</p> <ul style="list-style-type: none"> <li>• Adherence to school or The Golden Rules.</li> <li>• Adherence to the Behaviour policy and Anti-Bullying Policy.</li> <li>• Adherence to the Uniform code.</li> <li>• Termly (6 per year) Fire Drills will be undertaken with the full school.</li> <li>• Use of Assembly for whole school issues and class briefings as and when necessary depending on activities &amp; including safeguarding awareness. Teachers run through lessons with pupils, verbal communication &amp; signage.</li> </ul>

Item	Notes
	<ul style="list-style-type: none"> <li>External agencies support the school e.g. internet safety, PCSO, etc.</li> <li>PHSE/ SCARF – focus on areas of safety.</li> <li>There is also an active School Council.</li> </ul>
<p><b>School Safety Representatives</b></p> <ul style="list-style-type: none"> <li>The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union.</li> <li>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.</li> <li>Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).</li> </ul>	<ul style="list-style-type: none"> <li>Currently no Trade Union appointed representatives for Health and Safety.</li> <li>If any Health and Safety issue was raised with a Trade Union there would be communication and access to records etc.</li> </ul>
<p><b>Temporary Staff</b></p> <ul style="list-style-type: none"> <li>Temporary staff are provided with information and guidance which includes the Health &amp; Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role.</li> <li>Temporary staff are directly accountable to the Headteacher whilst on the school site.</li> </ul>	<ul style="list-style-type: none"> <li>All temporary staff, as well as student teachers, are provided with a copy of the Information for Supply Teachers leaflet that covers these areas and appropriate induction is given.</li> <li>The school use Monarch (Agency) plus regular supply staff who are aware of school procedures etc. Information e.g. specific medical needs etc. are delivered via class registers and TA's assist where needed.</li> </ul>
<p><b>Teaching Staff</b></p> <ul style="list-style-type: none"> <li>Teaching Staff have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and ensuring all persons under their control are aware of the general health and</li> </ul>	<p>All staff to</p> <ul style="list-style-type: none"> <li>Take reasonable care of themselves and others.</li> <li>Ensure as far as is reasonably practicable that their classroom or work area is safe.</li> </ul>

Item	Notes
<p>safety requirements of the school and the detailed requirements for activities relevant to them.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Report shortcomings to the School Office so they can be recorded in the Premises Log Book.</li> <li>The Horsley School staff induction covers Health &amp; Safety requirements and responsibilities.</li> </ul>
<p><b>Teaching Assistants</b></p> <ul style="list-style-type: none"> <li>Teaching assistants have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</li> </ul>	<ul style="list-style-type: none"> <li>Induction covers Health &amp; Safety requirements and responsibilities</li> </ul>
<p><b>The Duties of Off Site Visit Coordinators (OVC)</b></p> <ul style="list-style-type: none"> <li>The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed.</li> <li>The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school.</li> <li>The school refers to the Off-Site Visits Manual on the SHE webpages.</li> </ul>	<ul style="list-style-type: none"> <li>OVC – SE</li> <li>SHE guidance followed and standards followed for all off-site visits and activities.</li> <li>Records kept in office.</li> </ul>
<p><b>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</b></p> <ul style="list-style-type: none"> <li>The Premises Manager has a day to day responsibility for ensuring compliance with the school Health &amp; Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</li> </ul>	<ul style="list-style-type: none"> <li>The School Business Manager SE has the role of Premises Manager.</li> <li>The School Business Manager is assigned as the First Aid 'Appointed Person'.</li> <li>Horsley School subscribes to Gloucestershire County Council Property Services and has access to Technology forge.</li> </ul>

Item	Notes
<p><b>Volunteer and Parent Helpers</b></p> <ul style="list-style-type: none"> <li>• Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc.</li> <li>• Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers are supervised/ accompanied and DBS checks are in place. ICT acceptable use policy is provided and the School Central Record of checks is kept current with changes in staffing and any new volunteers (8.3.18).</li> <li>• All volunteers in the School are provided with a copy of the, 'Information for Volunteers', leaflet that covers these areas.</li> <li>• Volunteers and parent helpers will receive an induction from the designated teacher for safeguarding/child protection – GP.</li> <li>• This will include matters of health and safety, fire and emergency procedures, general health and safety until they are known and familiar to the school.</li> <li>• Volunteers and parent helpers are expected to sign in to the School's visitor book and wear a visitors badge at all times. They shall always follow the school procedures.</li> <li>• The class teacher is the principal point of contact and volunteers are under their direction and accountable to them.</li> <li>• Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</li> </ul>

### PART 3 – GENERAL ARRANGEMENTS

<p><b>Arrangements</b></p> <ul style="list-style-type: none"> <li>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</li> </ul>	<p><b>Responsibility of: Name/Title</b></p>	<p><b>Action/Arrangements</b></p>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</li> </ul>	<p><b>GP with delegation to Business Manager and Senior Teachers</b></p>	<ul style="list-style-type: none"> <li>All temporary staff are provided with Information for Supply Teachers leaflet</li> <li>Appropriate induction given.</li> <li>Phone calls, newsletter and website used to communicate with parents.</li> </ul>
<p><b>Consultation with Employees</b></p> <ul style="list-style-type: none"> <li>The school recognises the importance of consulting with employees on health and safety matters.</li> </ul>	<p>As Above, in addition Governor Rep.</p>	<ul style="list-style-type: none"> <li>Staff meetings agenda used to communicate information regarding health &amp; safety, as well as Inset time.</li> <li>Weekly briefings with support staff include any relevant health &amp; safety information.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 1 - RISK ASSESSMENT</b>		
<p><b>Risk Assessment</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Risk assessment is the responsibility of the schools Management Team at a variety of levels.</li> <li>Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities.</li> <li>Risk assessments are reviewed periodically or where there is a change in circumstances.</li> </ul>	<p>SHE Guidance/G010/ August 2017</p>	<ul style="list-style-type: none"> <li>Advice from Audits undertaken by GCC and other external agencies are acted upon.</li> <li>Curriculum activities in school – responsible teacher as part of planning.</li> <li>Action: Risk Assessments and Volunteer Driver forms completed for travel by car – this form of transport only used when coach transport not practical or viable.</li> <li>Risk Assessments include emergency contacts / school is emergency contact if within manned school times.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<ul style="list-style-type: none"> <li>The following staff are responsible for completion of risk assessments within the following areas:</li> </ul>		
<p><b>School Trips/Offsite Visits</b></p> <ul style="list-style-type: none"> <li>The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.</li> <li>A separate school trips procedure based on GCC guidance.</li> </ul>	GCC Offsite/ Educational Visits Guidance and Forms	<ul style="list-style-type: none"> <li>A generic Risk Assessment was last completed on 30/06/17</li> <li>Offsite visits and activities – responsible teacher overseen by SE.</li> <li>Residential trips are recorded through the EGO system and day trips (non hazardous) are paper based.</li> </ul>
<p><b>Working at Height</b></p> <ul style="list-style-type: none"> <li>The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>.</li> <li>Frequent documented checks take place to ensure the safe working condition of access equipment.</li> <li>Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.</li> <li>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.</li> <li>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.</li> </ul>	The School Generic Risk Assessment for Working at Height was completed on 30/06/17. The SHE Primary School Risk Assessment Toolkit has a section relating to WAH - this can be enhanced to include specifics.	<ul style="list-style-type: none"> <li>The School undertakes the inspection of any ladders in its possession annually during H &amp; S review. These checks are documented.</li> <li>Any person working at height must have received ladder training. Staff use small step ladder – brief supplied.</li> <li>Children are not permitted to use ladders.</li> <li>Risk Assessments undertaken and staff informed of their responsibility to ensure their own health and safety through induction.</li> <li>Documentation is held in the School’s Health and Safety Folder.</li> <li>There is also separate WAH Guidance and a more in-depth risk assessment which can be found in the SHE A-Z. Contact Ruth Hale - GCC Support Services for ladder courses.</li> </ul>
<p><b>Noise</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	The School Generic Risk Assessment for Noise was completed on 30/06/17.	<ul style="list-style-type: none"> <li>The Adult responsible for the activity shall ensure that noise is kept to an acceptable level e.g. music activity, dining hall, classroom activities.</li> <li>The Headteacher and Business Manager (or delegated adult) is responsible for ensuring noise made by contractors on site is controlled appropriately.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Violence to Staff</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</li> <li>All reported incidents of violence are recorded on the SHE Assure system.</li> </ul>	<p>The School Generic Risk Assessment for Violence to Staff was completed on 30/06/17.</p>	<ul style="list-style-type: none"> <li>The current risk to staff in Horsley School is very low.</li> <li>Staff shall inform the Headteacher and Business Manager if they have any concerns about the possible risk of any aggression or violence, and they shall be responsible for ensuring that appropriate control measures are put in place.</li> <li>The Business Manager is responsible for recording any incidents.</li> </ul>
<p><b>Security Arrangements Including Dealing with Intruders</b></p> <ul style="list-style-type: none"> <li>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</li> </ul>	<p>SHE/GN/7 Issue 2 October 2013 Risk Assessment and School Security Evaluation Sheet Site Security Audit conducted by Paul Cobb 2014 and 2018 The School Generic Risk Assessment for Security was completed 06.17</p>	<ul style="list-style-type: none"> <li>A Low risk school – Site Security Audit was undertaken in 2014. This was revised – audit 8.3.18. Site security is reasonable but enhancement to low walls and playground procedures.</li> <li>Premises are secure. Controlled access to site through main entrance. All main exterior doors have proximity card reader security systems.</li> <li>Log of cards issued to staff kept in office.</li> <li>Visitors sign in and are issued with a lanyard / visitors badge.</li> <li>Key holders on call out should be mindful of their own safety. If the police have left the premises a key holder can contact the police and request that they return before entering the building.</li> <li>Key Holders should lock themselves in when dealing with call outs and before leaving ensure the school is secure and the alarm re-set.</li> </ul>
<p><b>Personal Security/Lone Working</b></p> <ul style="list-style-type: none"> <li>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to</li> </ul>	<p>SHE/GN/9 Issue 5 April 2012</p>	<ul style="list-style-type: none"> <li>To be communicated to staff.</li> <li>Support staff to be briefed and have access to documentation.</li> <li>All staff have access to Guidance for Safer Working</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p>mitigate those risks.</p> <ul style="list-style-type: none"> <li>Staff assist in the operation of any systems designed to provide for their safety.</li> </ul>	<p>The School Generic Risk Assessment for Personal security/lone working was completed on 30/06/17.</p> <p>See the School's Lone Working policy (policy 44).</p>	<p>Practice</p> <ul style="list-style-type: none"> <li>All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.</li> <li>Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.</li> <li>Any one lone working on a regular basis, should be equipped with a personal mobile phone.</li> <li>There are few external lights to the rear of the school and the Church yard car park is particularly dark in the dark evenings. When two or more people work late they should try to leave the building together. Cars should then be parked as close to the main doors as possible.</li> <li>Staff should let someone know if they will not be home at their usual time and what time they can be expected.</li> </ul>
<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b></p> <ul style="list-style-type: none"> <li>The principal requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 1994 is that an assessment be made of the use at work of substances which are classified as hazardous to health and that steps are taken to prevent or, where this is not reasonably practicable to adequately control exposure to such substances.</li> <li>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.</li> <li>Where necessary this H&amp;S Policy Document is supplemented by a local Departmental Policy (e.g. in D&amp;T) relating to the specific activities of the Department or area.</li> </ul>	<p>SHE/Pro/3 Issue 6 April 2013 COSHH Assessment template. SHE info sheet 16/V2/Jan 2013 – Overview of Globally Harmonised System for Classification, Labelling and Packaging of</p>	<ul style="list-style-type: none"> <li>Very limited use of hazardous substances (audit 8.3.18)</li> <li>SE responsible for COSHH and keeping training current.</li> <li>COSHH Assessments up to date against Data Safety Sheets.</li> <li>Substances used in the science, art and technology areas are covered by assessments and safe working procedures developed by CLEAPSS and are only to be used within these guidelines.</li> <li>Any non-hazardous materials that may require risk assessments are completed separately by appropriate staff member (Teacher).</li> <li>These risk assessments shall be reviewed when required (e.g. hand soap, play sand, sanitizer, outside salt, glue sticks and First Aid products).</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Information only</b> - CoSHH forms are not required unless the substance is a classified hazardous (label with orange background and black warning symbol).</p>	<p>Substances. The School Generic Risk Assessment for Hazardous substances was completed on date 30/06/17.</p>	<ul style="list-style-type: none"> <li>• Where contractors undertake school cleaning, the contractor is responsible for undertaking the assessment of those substances.</li> <li>• CoSHH assessments and Material Safety Data Sheets held by cleaning company.</li> <li>• Cleaning substances and records stored in locked cupboards.</li> </ul>
<p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• The Business Manager shall assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure.</li> <li>• 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.</li> <li>• Staff are responsible for ensuring that they use PPE where it is provided.</li> </ul>	<p>SHE Info sheet 23/V1/Dec 2011</p>	<ul style="list-style-type: none"> <li>• Gloves used for cleaning and other activities e.g. spillage and bodily fluids as required.</li> <li>• Staff carry out risk assessments (on planning) for individual activities.</li> <li>• A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary.</li> </ul>
<p><b>School Transport</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Risks associated with driving are evaluated within assessments for activities.</li> <li>• Transport in parent cars only used when coach/mini bus not practical or viable.</li> </ul>	<p>Offsite Visits Transport Section 11 (Manual Oct 13) Generic RA10 Travel by Car; Model letter to drivers transporting young children. Generic RA11 Travel by Coach</p>	<ul style="list-style-type: none"> <li>• Transport arrangements for Horsley School is a very low risk area, signs and banners are in place to make the public highway area as safe as possible during drop-off/pick-up times.</li> <li>• Reputable local coach companies are used for trips. Risk assessment and driver form completed.</li> <li>• Transport in parent cars a Volunteer Driver Form is completed. This includes a signed declaration that appropriate insurance, licenses, MOT's etc are in place.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Manual Handling (typical loads and handling pupils)</b></p> <ul style="list-style-type: none"> <li>The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment.</li> <li>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.</li> <li>Headteacher GP responsible for assessing the appropriate approach to handling tasks and the need for manual handling assessment and may seek professional advice from SHE and Occupational Health as necessary.</li> <li>The responsibility for ensuring manual handling assessments are completed lies jointly with the Headteacher and the staff member undertaken the handling. This assessment will be completed and reviewed during premises health and safety inspections or at the introduction of any manual handling hazard.</li> </ul>	<p>SHE/GN/30 Issue 3 September 13 Completed Generic Risk Assessment completed 25.11.13</p>	<ul style="list-style-type: none"> <li>Teachers and staff will make proper use of equipment and any systems of work provided for them, in accordance with their training and the instructions given to them. Failure to wilfully shall be recorded as a near miss accident.</li> <li>Staff shall be made aware of SHE Guidance on Manual Handling.</li> <li>Manual Handling training for staff working with children with physical disabilities.</li> <li>Risk assessments carried out on individual activities when appropriate.</li> </ul>
<p><b>Curriculum Safety (including extended schools activity/study support)</b></p> <ul style="list-style-type: none"> <li>Class 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.</li> <li>For any activity falling outside published a risk assessment is carried out.</li> <li>An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.</li> </ul>	<p>Art SHE/GN/36 Issue 3 April 2013 D &amp; T SHE/GN/35 Issue 3 May 2013 PE SHE/GN/32 Issue 2 January 2013 Science SHE/GN/34 Issue 2 January 2013</p>	<ul style="list-style-type: none"> <li>Curriculum planning incorporates any risk assessments / safety requirements for a specific activity in class / school time.</li> <li>Clubs / Activities run by external organisations provide risk assessments to school for approval and monitoring.</li> <li>Subject leaders are responsible for keeping check on any tools and equipment used. Science and DT lead follows CLEAPSS guidance, Risk assessments are in place and lesson planning includes health and safety.</li> <li>The School Generic Risk Assessment for Curriculum safety was completed on 30/06/17.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Work Experience Placements</b></p> <ul style="list-style-type: none"> <li>The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>.</li> <li>The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</li> </ul>	<p>SHE Info Sheet 10/V2/July 12 Intended for schools seeking work placements for pupils but useful as a checklist to ensure we have everything in place when needed.</p>	<ul style="list-style-type: none"> <li>GP co-ordinates placements.</li> <li>SE co-ordinates checks on related paperwork and records.</li> <li>SE has responsibility for maintaining the Single Central Record.</li> <li>All Work Placement Students are given appropriate induction (also see section temporary staff).</li> </ul>
<p><b>Display Screen Equipment</b></p> <ul style="list-style-type: none"> <li>The majority of staff within the school are not considered to be DSE users.</li> <li>The school refers to SHE/Pro/5 – Working with Display Screen Equipment.</li> <li>Headteacher GP ensures that DSE workplace assessments are conducted for all users.</li> <li>DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</li> </ul>	<p>SHE/Pro/5 Working with Display Equipment, Issue 8 June 2013 Self-Assessment Process June 2013 SHE/GN/17 Issue 4 January 2013 and Health and Safety checklist for laptops.</p>	<ul style="list-style-type: none"> <li>Appropriate staff to be made aware of documentation and responsibility. Habitual users of DSE are to complete the self assessment checklist annually.</li> <li>The Business Manager shall arrange for all “classified users” to receive a DSE workplace assessment of their workstation via the safety section during their premises inspections. Where necessary, initial and follow up eye-sight tests will be recommended during the assessment.</li> <li>Office furniture is checked.</li> <li>Laptops when used for prolonged periods of time need careful consideration of HSE recommendations e.g. regarding seat height, a proper keyboard, mouse and display screen, and regular breaks.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Parent Teacher Association – Friends of Horsley School</b></p> <ul style="list-style-type: none"> <li>The school offer support to the Friends of Horsley School (FHS) and provide a forum through which parents can become more involved in the education of their children.</li> <li>Risk assessments are carried out for FHS run events and adequate insurance is in place.</li> </ul>	<p>SHE/GN/42 Issue 3 April 2013 SHE Info Sheet 13/V2/July 2012 Public Liability Ins.for inflatables</p>	<ul style="list-style-type: none"> <li>Chair of FHS responsible for Risk Assessments.</li> <li>Relevant SHE documentation (PTA Run events Guidance and Toolkit for School Events) to given to Chair of FHS.</li> <li>FHS have own insurance and are responsible for obtaining necessary licences and insurance for all events.</li> <li>Major events - school ensures RA carried out and appropriate actions in place.</li> <li>SHE School Events Risk Assessment Toolkit will be forwarded to the FHS for consideration to reflect the current practices.</li> </ul>
<p><b>Playground Supervision/Play Equipment and Maintenance</b></p> <ul style="list-style-type: none"> <li>Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>.</li> <li>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.</li> </ul>	<p>SHE Info Sheet 14/V3/March 2013 Inspection Summary report for indoor and outdoor play equipment 2014.</p>	<ul style="list-style-type: none"> <li>Play equipment inspected by GCC annually (SportsSafe).</li> <li>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.</li> <li>Playtime Guidance updated 27.11.13 to include visual checks of grass area to ensure safe.</li> <li>Staff supervise outdoor play at all times and everyone remains vigilant to intruders/strangers. Use of the playground still under review to enhance arrangements.</li> </ul>
<p><b>Physical education</b></p> <ul style="list-style-type: none"> <li>All children will change into suitable clothing for the activity in which they will participate -details of PE clothing are listed in the school uniform list.</li> <li>Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.</li> </ul>	<p>The School Generic Risk Assessment for Physical education was completed on 30/06/17.</p>	
<p><b>Jewellery</b></p> <ul style="list-style-type: none"> <li>The wearing of jewellery and nail varnish is not permitted for children in the School. If ears are pierced, studs only</li> </ul>	<p>The School Generic Risk Assessment for</p>	

Item	Guidance	Horsley C of E Primary School Notes
<p>may be worn but must be removed or taped over for P.E.</p> <ul style="list-style-type: none"> <li>• A watch may be worn if it is named and not of any great value.</li> <li>• It is advisable to collect all such items prior to the lesson and store safely.</li> </ul>	<p>Physical education was completed on 30/06/17.</p>	
<p><b>Horsley Playgroup</b></p> <ul style="list-style-type: none"> <li>• Horsley Playgroup use the School premises on a weekly basis, typically one afternoon a week.</li> <li>• Horsley Playgroup staff shall sign in and out at main office and return key fobs at end of session and maintain responsibility for all children in their care at all times whilst on the School premises.</li> </ul>	<p>The School Generic Risk Assessment for Shared working was completed on 30/06/17.</p>	<p>Also see below section on shared working</p>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 2 – PREMISES</b>		
<p><b><i>Mechanical and Electrical (fixed and portable)</i></b></p> <ul style="list-style-type: none"> <li>The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.</li> <li>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.</li> <li>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.</li> <li>Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the main office.</li> <li>Reference is made to <i>AMPS Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</li> </ul> <p><b><i>Personal Portable equipment *</i></b></p> <ul style="list-style-type: none"> <li>A large and varied amount of portable electrical equipment (PEE) is used throughout the school.</li> <li><i>Equipment brought in by staff is to be subjected to a Formal Visual Inspection and/or Combined testing and inspection and be included testing regime before use.</i></li> </ul>	<p>Health and Safety Inspection Checklist SHE Info Sheet 006/V3/Jan 13 to be completed Autumn Term 2.</p> <p>GCC Safety Inspections Sheet Dec 2009.</p> <p>Guide to Premises Maintenance Management July 2012.</p> <p>Annual Premises Health &amp; Safety Compliance Check</p> <p>Periodic 5 year electrical test August 2014 – Awaiting defect report.</p>	<ul style="list-style-type: none"> <li>All work carried out by County approved contractors.</li> <li>Main electrical contractor Mitchells/A1 Maintenance . Fixed electrical tests for School completed May 2015 (5 yearly) including circuit board remedial work required prior to completion.</li> <li>PAT testing completed annually in March, last testing was via Eleksafe in February 2018.</li> <li>Records kept in Main Office.</li> </ul> <p><b>Personal Portable equipment*</b></p> <ul style="list-style-type: none"> <li>Dry cell batteries should be replaced regularly to avoid fire and acid damage. Electrical sockets should be switched off before a plug is removed.</li> <li>The Headteacher shall ensure that all PEE is subjected to the following maintenance regime.</li> </ul> <p><b>A. User visual checks</b> All users will carry out a quick visual check of the appliance before use. Users will look for damage to the cable, such as signs of being worn or splitting, the plug, such as cracks, cable being loose, bent pins or loose screws and any scorch marks on the equipment, plug or socket which may indicate that a short circuit has occurred.</p> <p><b>B. Formal visual inspection</b> A visual inspection of all portable appliances will be carried out regularly by School Business Manager. The inspections will be completed termly and the form in the corporate guidance note completed for each item and kept on file in the Main Office.</p>

Item	Guidance	Horsley C of E Primary School Notes
		<b>C. Combined testing and inspections</b> Arrangements will be made for the periodic testing and inspection of specific PEE identified by the School Business Manager, as above.
<b>Maintenance of Machinery and Equipment</b> <ul style="list-style-type: none"> <li>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.</li> <li>Guidance issued by Asset Management &amp; Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</li> </ul>		<ul style="list-style-type: none"> <li>Annual PAT testing – see above.</li> <li>Periodic maintenance of equipment carried out by County Approved Contractors</li> </ul>
<b>Asbestos</b> To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: <ul style="list-style-type: none"> <li>complying with all regulations and GCC practices concerning the control of asbestos;</li> <li>removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>.</li> <li>where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>	Asbestos Survey Report 27 <sup>th</sup> August 2013 – School only. No recommendation  The School Generic Risk Assessment for Asbestos was completed on 14 date 2017.	<ul style="list-style-type: none"> <li>Some asbestos on site (minimal) and managed.</li> <li>Asbestos survey has been carried and is held in building drawer in the school office.</li> <li>Register and management plan.</li> <li>Condition checks by Phil Ashby-Dobbins (AMPS).</li> <li>Survey must be provided to contractors working on site.</li> <li>Database of property (Technology Forge – TF) gives access to all the information about property including building maintenance, facilities and estates.</li> <li>Surveys kept in Health and Safety folder in office.</li> </ul>
<b>Service Contractors</b> <ul style="list-style-type: none"> <li>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is</li> </ul>	Overview sheet GCC Extra website –	<ul style="list-style-type: none"> <li>County approved contractors used for all areas of maintenance and servicing.</li> <li>First point of contact SE</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><i>expected of them and what they can expect from the school.</i></p> <ul style="list-style-type: none"> <li>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.</li> <li>The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.</li> <li>A copy of this policy is provided to them.</li> </ul>	<p>Contractor / Consultant Frameworks and the Premises Log Book.</p>	<ul style="list-style-type: none"> <li>All contractors to report to reception to sign in and be given visitors badge, outlining procedures in event of a fire.</li> <li>The School shall use the Gloucestershire County Council SHE/GN/17 Issue 3, of November 2013 (Contractors (selection &amp; use) information sheet), and the Overview sheet Gloucestershire County Council website, the Contractor / Consultant Frameworks, and the Premises Log Book.</li> </ul>
<p><b>Building Contractors</b></p> <ul style="list-style-type: none"> <li>This involves work where part of the site is handed over to the contractor.</li> <li>Contractors shall 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.</li> <li>Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</li> </ul>	<p>Property Care Inspection is carried out annually under the Traded Services buyback from GCC</p>	<ul style="list-style-type: none"> <li>Pre-meetings held with Headteacher</li> <li>Timescales will be clearly identified.</li> <li>Unless unavoidable, all building work is carried out during holiday periods.</li> <li>All contractors to report to reception to sign in and be given visitors badges, outlining procedures in event of a fire. The Contractors shall be advised by the School business manager, or Headteacher, of any precautions that need to be taken, specific to works.</li> <li>The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</li> </ul>
<p><b>Small Scale Building Works</b></p> <ul style="list-style-type: none"> <li>This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</li> </ul>		<ul style="list-style-type: none"> <li>All contractors to report to reception to sign in and be given visitors badge, outlining procedures in event of a fire.</li> <li>Contractors advised by Business Manager or HT of any precautions that need to be taken, specific to works.</li> </ul>
<p><b>Lettings (shared working – playgroups etc)</b></p> <ul style="list-style-type: none"> <li>The school follows Asset Management &amp; Property Services</li> </ul>		<ul style="list-style-type: none"> <li>Breakfast club and after school clubs are run by the school.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p>(AMPS) guidance and casual hiring agreement form.</p> <ul style="list-style-type: none"> <li>The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence.</li> <li>If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner.</li> <li>A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</li> </ul>		<ul style="list-style-type: none"> <li>All responsibilities fully understood by staff. School procedures followed – all emergency procedures etc.</li> <li>Risk assessment in place and shared with Head Teacher.</li> <li>Horsley Play group uses the school reception class once per week – the play group have their own procedures/ insurance etc.</li> <li>Playgroup staff sign in and out at main office and return key fobs at end of session.</li> </ul>
<p><b>Slips/Trips/Falls</b></p> <ul style="list-style-type: none"> <li>The school recognises the main cause of accidents is slips, trips and falls.</li> <li>It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.</li> <li>The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</li> </ul>	<p>GCC: Toolkit Info Sheet listed here</p>	<ul style="list-style-type: none"> <li>GP/SE responsible persons.</li> <li>Communal areas checked on an on-going daily basis by SE and inspection of communal areas is carried out by GP, SE and link governor MJV during annual H &amp; S review.</li> <li>Regular verbal feedback is sought from MDSAs.</li> <li>See Gloucestershire County Council Toolkit:</li> <li>Info Sheet 001 version 4 of September 2012,</li> <li>Info for Schools Sheet 003 version 4 of September 2012,</li> <li>Ideas for dealing with hazards Info Sheet 005 version 4 of September 2012,</li> <li>Information for Cleans/Caretakers Sheet 004 version 4 of September 2012,</li> <li>Information for Premises Managers Sheet 002 version 4 of September 2012</li> </ul>
<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>A cleaning schedule is in place which is monitored by the Headteacher/responsible person.</li> <li>All waste is disposed of according to appropriate health and safety guidelines.</li> </ul>	<p>See Gloucestershire County Council SHE/GN/46 Issue 4, August 2013</p>	<ul style="list-style-type: none"> <li>Cleaning staff are employed by A-Z Cleaning Services</li> <li>School carries out regular Cleaning Monitoring.</li> <li>Findings are discussed with A-Z and actions taken when needed.</li> <li>Sita Suez and Printwaste used for specific waste</li> </ul>

Comment [VM1]: Annual?

Item	Guidance	Horsley C of E Primary School Notes
<ul style="list-style-type: none"> <li>• Deep cleaning is undertaken on a regular basis where necessary.</li> <li>• The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.</li> <li>• All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</li> </ul>	(Caretaking Duties Risk Assessment Toolkit).	<ul style="list-style-type: none"> <li>• collection.</li> <li>• Deep cleaning of carpets is undertaken as required.</li> <li>• Cleaners undertake a deep clean during the summer holidays and additional tasks at Easter.</li> <li>• Windows are cleaner annually by approved contractor.</li> <li>• Records kept in Main Office.</li> <li>• The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.</li> <li>• All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</li> </ul>
<p><b><i>Transport Arrangements (on-site)</i></b></p> <ul style="list-style-type: none"> <li>• There is no vehicular access to the school. Vehicles using the St Martin’s Church may use the Church driveway during school hours.</li> <li>• Contractors and Parents are requested not to use this parking facility for drop-off or collection, so segregating access traffic, and vulnerable pedestrians.</li> </ul>		<ul style="list-style-type: none"> <li>• Transport arrangements for Horsley School is a very low risk area and actions have been completed (signs and banners) to make the public highway area as safe as possible during drop-off and pick-up times.</li> <li>• Reputable local coach companies are used for trips and when parents drive children in their cars a Volunteer Driver Form is completed.</li> </ul>
<p><b><i>Bus Duties (supervision of pupils boarding school buses)</i></b></p>		<ul style="list-style-type: none"> <li>• Horsley School does not require daily bus transport and hence the supervision of pupils boarding school buses is not a risk for this school.</li> </ul>
<p><b><i>Caretaking and Grounds Maintenance (and grounds safety)</i></b></p> <ul style="list-style-type: none"> <li>• The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</li> </ul>	SHE/GN/46 Issue 4 August 2013  The School Generic Risk	<ul style="list-style-type: none"> <li>• SE/GP responsible persons.</li> <li>• Records kept in Office.</li> <li>• Checks on fire alarm completed weekly and records kept in Fire Log.</li> <li>• GCC carry out regular checks and paperwork kept in Office.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
	Assessment for Caretaking and grounds maintenance was completed on 14/07/17.	<ul style="list-style-type: none"> <li>• Contracts for all premises are carried out by approved GCC contractors.</li> <li>• Grounds maintenance is carried out by Goldenstones who will have their own assessments.</li> <li>• Apple trees are managed by Horsley Orchard Project.</li> <li>• Governor H &amp; S check, during walk around also includes visual inspection of trees on school site.</li> </ul>
<p><b>Gas and Electrical Appliances</b></p> <ul style="list-style-type: none"> <li>• Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors.</li> <li>• Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</li> </ul>	The School Generic Risk Assessment for Gas appliances was completed on 14/07/17.	<ul style="list-style-type: none"> <li>• Annual boiler and heating service carried out by P&amp;R Heating, date of last check last test in November 2017.</li> <li>• Person who uses equipment is responsible for visual checks reporting any defects to SE who will then contact approved contractor for a more formal inspection.</li> </ul>
<p><b>Glass and Glazing</b></p> <ul style="list-style-type: none"> <li>• A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards.</li> <li>• 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.</li> <li>• 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.</li> <li>• Glazing is also assessed during a regular site inspection.</li> </ul>	The School Generic Risk Assessment for Glass and glazing was completed on 14/07/2017.	<ul style="list-style-type: none"> <li>• Glazing conforms to current safety standards.</li> <li>• Visual checks carried out daily and all persons responsible for localised areas.</li> <li>• AMPS glazing survey has been carried out.</li> <li>• Bars on most windows (older property).</li> <li>• Finger guards in key areas and monitored by the school.</li> <li>• All broken glazing is reported to HT / Business Manager who then contacts appropriate contractor for repairs to be carried out as soon as possible.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Water Supply/Legionella</b></p> <ul style="list-style-type: none"> <li>• An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public.</li> <li>• 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.</li> <li>• Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out.</li> <li>• 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.</li> </ul>	<p>AMPs Control of Water Hygiene Dec 12 GCC Water Hygiene Manual V8 Nov 12 Legionellosis Risk Assessment –</p> <p>The School Generic Risk Assessment for the Water supply was completed on 14/07/17.</p>	<ul style="list-style-type: none"> <li>• Documented temperature testing is carried out on a monthly basis by the Administrator who hasn't attended a legionella training course however testing has been checked by AMPS who confirm tests are carried out effectively. (school to contact John Tarr if they feel training is necessary in the future).</li> <li>• Water hygiene report – 2018 (commissioned by AMPS).</li> </ul>
<p><b>Snow and Ice Gritting</b></p> <ul style="list-style-type: none"> <li>• Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>SHE/GN/2 Issue 8 September 2013 Top 10 Tips Winter Weather Policy Risk Assessment Checklist</p>	<ul style="list-style-type: none"> <li>• HT, SE responsible for dealing with adverse weather conditions.</li> <li>• Aids for clearing snow and ice gritting: large plastic shovels.</li> <li>• The School Generic Risk Assessment for Snow and ice was completed on 14/07/17.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b>		
<p><b><i>Infectious Diseases</i></b>  The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>	Public Health England is now the advisory body:	Poster located in Main Office and referred to as required.
<p><b><i>Dealing with Medical Conditions</i></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</li> </ul>	<p>Managing Medical Needs Info Sheet 15/V2/July 12 Supporting pupils with medical needs Dfe</p> <p>DFE 'supporting pupils at school with medical conditions' December 2015</p>	<ul style="list-style-type: none"> <li>• GP overall responsible person with all staff having responsibility for pupils' safety and well-being.</li> <li>• Contact details of Health professionals involved with a pupil are kept in pupil's Personal folder.</li> <li>• Training undertaken when necessary including Diabetes, Manual Handling, Allergy &amp; Anaphylaxis and Asthma.</li> <li>• Policies are kept in Policy folder – refer to <u>policy Supporting Pupils with Medical Needs 22<sup>nd</sup> March 2018</u></li> <li>• Staff training record kept and checked to keep training up-to-date.</li> <li>• School nurse service involved when required.</li> <li>• Allergies – (minimal) children's names listed with head shot plus information provided to catering staff.</li> <li>• No children with specific medical needs at the present time (8.3.18).</li> <li>• Team Teach training would be provided and refresher training where necessary – the Head</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Drug Administration</b></p> <ul style="list-style-type: none"> <li>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>.</li> <li>Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition.</li> <li>Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed.</li> <li>The school nurse and specialist voluntary bodies provide additional background information for staff.</li> </ul>	<p>Risk Assessment and Inventory completed 19.11.13 – Very low risk</p>	<p>Teacher is trained (2016).</p> <ul style="list-style-type: none"> <li>Procedure for administering medicines – parents/ carers must give written instructions for any medication to be administered during the school day.</li> <li>Medicines kept securely in Office area (refrigerated if needed).</li> <li>Health Plans/ Care Plans where necessary.</li> <li><u>See separate Supporting Pupils with Medical Needs 22<sup>nd</sup> March 2018 policy, section 'Procedures for managing medicines' for details.</u></li> </ul>
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</li> <li>The guidance issued by the DfE on first aid for schools SHE/Pro/8 <i>First Aid</i> is followed.</li> <li>SHE Procedure First Aid at Work referred to.</li> </ul>	<p>SHE/Pro/8 Issue 3 July 12 First Aid training record</p>	<ul style="list-style-type: none"> <li>First aid kits located in strategic areas and replenished</li> <li>All incidents occurring in school will receive prompt attention from a designated/trained first aider.</li> <li>School staff are expected to take reasonable action as responsible adults, to deal with injuries that children sustain until the child can, if necessary, receive professional medical treatment.</li> <li>The Headteacher shall ensure that the relevant staff have up to date first aid training, that there are trained/designated first aiders, and will ensure training is provided.</li> <li>All training is kept up to date (renewed every 3 years), and training update needs reviewing (audit 8.3.18)</li> <li>Training record of staff is held in Appendix to this</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
		<p>Health and Safety Policy.</p> <ul style="list-style-type: none"> <li>• All staff have Emergency First Aid at work training.</li> <li>• One staff has Paediatric First Aid qualification.</li> <li>• Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime.</li> </ul>
<b><i>First Aid supplies</i></b>		<ul style="list-style-type: none"> <li>• First aid and medical treatment is available in the School office.</li> <li>• Staff will be expected to be familiar with the location of first aid equipment.</li> <li>• The School Business Manager shall check all first aid boxes each week.</li> <li>• First aid boxes for school journeys are stored in the School Office as well as other items required to be on hand during a journey</li> <li>• Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.</li> <li>• If a child receives a bump to the head which causes concern, parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.</li> <li>• Children who bump heads are always issued with a sticker on their jumper and a “bumped head” letter to take home to be signed and returned to the School office.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p><b>Non minor injuries</b></p> <p><b>Recording</b></p>		<ul style="list-style-type: none"> <li>• Whenever there is a concern about the condition of a child's injuries, medical advice shall be sought either by the School or on the School's recommendation, by the Parent.</li> <li>• Serious accidents will require an accident form to be completed and may require statements from all staff involved.</li> <li>• Any child that goes home should be recorded as having done so and the class teacher informed.</li> <li>• The circumstances of any accident or incident, other than minor incidents, will be recorded using the online SHE facility - <a href="https://educnet.gloucestershire.gov.uk/SHEenterprise/">https://educnet.gloucestershire.gov.uk/SHEenterprise/</a></li> <li>• The parents of any pupils involved in, or causing, an incident resulting from inappropriate behaviour, or breaking of the Golden Rules, shall be informed of the circumstances</li> <li>• The Accident Book shall be kept outside the School office.</li> <li>• A record shall be made of any occasion that a pupil, member of staff, or other person, receives first aid treatment, or other such occasion as deemed appropriate. A note of all actions taken shall be made in the Accident Book.</li> </ul>
<p><b>Reporting of Accidents, Hazards, Near Misses</b></p> <ul style="list-style-type: none"> <li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require</li> </ul>	<p>SHE/Pro/4 Issue 6 July 2012</p>	<ul style="list-style-type: none"> <li>• The RIDDOR (HSE Guidance Incident Reporting in Schools) is kept in the Health and Safety folder.</li> <li>• To ensure the School fully complies with these</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p>Gloucestershire County Council as an employer to report certain accidents, near misses, specified dangerous occurrences and diseases to the Health &amp; Safety Executive (HSE). The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</li> </ul>	<p>Flowchart for reporting procedures for incident off-site.</p>	<p>duties, all accidents (including simple bumps and bruise type accidents) or “near misses” are to be reported immediately to the Headteacher (or in their absence the School Business Manager). They are responsible for informing all appropriate persons and organisations and where necessary conducting an accident investigation.</p> <ul style="list-style-type: none"> <li>• SE responsible person for inputting completed accident/incident/near miss forms electronically to SHE Enterprise accident database.</li> <li>• Procedures for recording injuries are outlined in School First Aid Procedures within Safeguarding Policy.</li> <li>• <b>Accidents</b> - the Accident Book shall be kept in the School office.</li> <li>• A record shall be made, in the Accident book, of any occasion that a pupil, Employee, or other person, receives first aid treatment, or other such occasion as deemed appropriate. A note of all actions taken shall be made in the Accident Book.</li> <li>• <b>Near misses</b> - Employees and Pupils are also encouraged to report ‘near misses’ which are also reviewed by the Finances and Resources Committee and appropriate action/risk assessments carried out.</li> <li>• Staff shall be reminded of their duty to be aware of, and remind children of, the need to be vigilant and report potential health and safety situations to prevent incidents.</li> <li>• Any dangerous situation shall be brought to the</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
		attention of the Headteacher and School Business Manager, who will take steps to prevent future occurrences. This will include completion of the LEA online SHE reporting facility (as above).
<p><b>Fire Safety and Emergency Evacuation</b></p> <ul style="list-style-type: none"> <li>The school follows AMPS guidance.</li> <li>A risk assessment has been carried out and a safety management plan is in place.</li> </ul>	<p>GCC Guidance on Fire Safety Log Book v4  GCC Fire Action Notice  Fire Safety Audit Checklist – to be adapted  GCC Fire Risk Assessment 09.04.2013 – review due February 2014</p>	<ul style="list-style-type: none"> <li>Termly fire drills carried out and evaluated.</li> <li>Checks carried out in line with guidance.</li> <li>Alarm - weekly documented testing by Admin and annually by contractor - last independent testing by EKE in January 2018</li> <li>Fire alarm and extinguishers serviced regularly by contractor (Eke Security)- last independent testing was by EKE in January 2018.</li> <li>Fire Risk Assessment carried out by County. Last fire risk assessment was undertaken by Paul Cobb GCC SHE in 2016.</li> <li>Staff fire refresher training is undertaken every three years.</li> <li>PEEP/GEEP for individual pupils as required and needed.</li> <li>Emergency lighting - monthly documented testing by Admin and annually by contractor – (school carry out a discharge test). Last independent testing was in January 2018 via EKE.</li> <li>See full Fire Safety and Emergency Evacuation procedure Appendix A</li> </ul>
<p><b>Crisis and Emergency Management</b></p> <ul style="list-style-type: none"> <li>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and</li> </ul>	<p>Crisis and Business Continuity Planning in Schools – GCC Guidance</p>	<ul style="list-style-type: none"> <li>GP/SE responsible persons, along with assistant head Pete Feldon.</li> <li>Procedure to be reviewed annually by GP and</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p>risks and to action a recovery plan in the event of a serious accident.</p> <ul style="list-style-type: none"> <li>• The team acts as the decision-making influence for the management of an incident.</li> <li>• Procedures and practices are in place for handling emergency situations and communicating these to all staff.</li> <li>• 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.</li> <li>• A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</li> </ul>	<p>Emergency Plan template Coping with a School Emergency (Nottinghamshire CC 2011 – signposted to by GCC)</p>	<p>Governors.</p> <ul style="list-style-type: none"> <li>• See full Crisis and Emergency Management procedure appendix B</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 4 - MONITORING AND REVIEW</b>		
<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>		<ul style="list-style-type: none"> <li>• GP/SE to review annually.</li> <li>• Referencing GCC monitoring and reviews carried out.</li> <li>• The records of these shall be kept in the School office.</li> <li>• Monitoring and safety checks by the Governors will be via the Finances and Resources Committee and the Headteacher's Report.</li> <li>• The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.</li> <li>• All staff will carry out monitoring on a day to day basis and shall include the school grounds and premises.</li> <li>• All hazards and risks associated with the premises/departments/grounds shall be monitored and controlled.</li> </ul>
<p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>• Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide - Workplace Inspections</i> of premises /departments /furnishings and fittings and grounds are also carried out on a regular basis.</li> <li>• All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</li> </ul>	<p>See Premises Checklist section Folder 2.</p> <p>Link governor inspection to use the GCC SHE Inspection Check Sheet for Governors which is on file at school or can be found within the SHE WebPages A-Z</p>	<ul style="list-style-type: none"> <li>• SHE H &amp; S Audit 2014 (GP, SE, link governor MV).</li> <li>• SHE H &amp; S Audit 2018 (GP, SE, gov. chairperson MR)</li> <li>• Link Governor visits scheduled from 2015.</li> <li>• Yearly safety inspections will be carried out by the H&amp;S link Governor (MV), the Headteacher GP to monitor the upkeep of buildings and grounds.</li> <li>• The yearly check will be used to prioritise need and to inform planning. This visit shall be scheduled for each academic year at the start of that year.</li> <li>• The format will be based on the the <i>SHE Governors Guide – Workplace</i>. Inspections of premises</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
		/departments /furnishings and fittings and grounds, using the inspection check sheet and the <i>Good Stewardship Guide</i> shall also be carried out on a regular basis.
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	GCC SHE/G010 Primary School Risk Assessment Help Sheet (new version)	<ul style="list-style-type: none"> <li>Health and Safety Policy to be reviewed annually in the Autumn Term by the Head Teacher and Governing Body, signed off and dated.</li> <li>A report shall be made to the Governors at each Full Governors meetings of any accidents and a review of Risk Assessments.</li> <li>The school take a uniformed approach by adopting a number of GCC SHE Risk Assessment Help Sheets sent electronically. The school to modify these to reflect school practices and procedures.</li> </ul>
<p><b>Auditing</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>The action points identified through the audit form part of the school development plan.</li> </ul>	Annual Premises Review Premises Liaison Review Meeting Property Care (Engineering) Safety Inspection	<ul style="list-style-type: none"> <li>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.</li> <li>The action points identified through that audit shall form part of the school development plan.</li> <li>The annual premises review and premises liaison review meeting shall include for a Property Care (Engineering) Safety Inspection. These external audits are carried out by Gloucestershire County Council personnel.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 5 -TRAINING</b>		
<p><b><i>Staff Health &amp; Safety Training/Competence</i></b></p> <ul style="list-style-type: none"> <li>• The school is committed to ensure staff are competent to undertake the roles expected of them.</li> <li>• The Headteacher/Senior Management 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.</li> <li>• The training need analysis is reviewed on an annual basis or on the introduction of new legislation.</li> <li>• Those conducting the performance management process shall consider health and safety performance and address areas of concern with employees during Performance Management reviews.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff training records are kept in main office.</li> <li>• GP review of training to ensure that all needs are met.</li> <li>• Staff needs assessed during Performance Management reviews.</li> <li>• The Governors shall agree to appropriate training for staff in relation to health and safety.</li> <li>• All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plan.</li> <li>• H &amp; S Policy circulated each year and discussed at inset day in September term. H &amp; S Policy is held on the electronic drive and accessible to staff.</li> <li>• Health and safety is always included on the agenda for staff inset training at the start of each year.</li> <li>• Staff meetings are held weekly – health and safety is raised as needed.</li> </ul>
<p><b><i>Supply and Student Teachers</i></b></p> <ul style="list-style-type: none"> <li>• The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook.</li> <li>• Teachers on supply and student teachers are given a copy of the Staff Handbook, Health &amp; Safety Policy Document and other relevant policies.</li> <li>• The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines.</li> <li>• When supply and student teachers attend the school</li> </ul>		<ul style="list-style-type: none"> <li>• Students are always supervised during placements with robust procedures in place for example information sharing and expectations etc. plus mentor at all times.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<p>to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>		
<p><b><i>Volunteer and Parent Helpers</i></b></p> <ul style="list-style-type: none"> <li>• Volunteer and parent helpers are subject to the schools safeguarding arrangements.</li> <li>• Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures.</li> <li>• The teacher is the principal point of contact and volunteers are under his/her direction.</li> <li>• Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</li> </ul>		

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 6 - HEALTH AND WELLBEING</b>		
<p><b><i>Pregnant Members of Staff</i></b></p> <ul style="list-style-type: none"> <li>The staff room/rest room has rest facilities for expectant and nursing mothers.</li> <li>Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</li> </ul>	<p>Gloucestershire County Council SHE/GN/6 Issue 8, September 2013 (Pregnant Workers guidance note).</p>	<ul style="list-style-type: none"> <li>The School shall assess the specific risks for expectant mothers in accordance with these guidelines as necessary.</li> </ul>
<p><b><i>Health and Well Being Including Absence Management</i></b></p> <ul style="list-style-type: none"> <li>The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health &amp; Safety Executive's <i>Management Standards for Work-Related Stress</i>.</li> <li>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.</li> </ul>	<p>The School shall use the Gloucestershire County Council SHE/GN/31 Issue 3, April 2013 (Stress Risk Assessment toolkit for schools) which includes an example of a completed Stress Inventory or the <u>New version</u> SHE Guidance G021 School Stress Risk assessment.</p> <p>The School has carried out a risk assessment based on the Health &amp; Safety Executive's <i>Management Standards for Work-Related Stress</i>.</p>	<ul style="list-style-type: none"> <li>Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher as soon as possible.</li> <li>The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.</li> <li>A free and confidential counselling service is available to all employees on Employee Assistance Programme.</li> <li>A list of emergency contact names and phone numbers for all staff is held in the School Office.</li> </ul> <p><b>Absence management</b></p> <ul style="list-style-type: none"> <li>The School endeavours 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 on health, wellbeing and sickness.</li> <li>Horsley School subscribes to Employee Assistance Programme for all staff and the service is advertised throughout school.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
		<ul style="list-style-type: none"> <li>The School undertake return to work interviews.</li> </ul>
<b>Smoking on Site</b>		<ul style="list-style-type: none"> <li>No smoking on the school site at any time.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 7 - ENVIRONMENTAL MANAGEMENT</b>		
<p><b>Environmental Compliance</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>		<ul style="list-style-type: none"> <li>The school recycle much of its waste:-</li> <li>Food stuffs,</li> <li>Card and paper,</li> <li>Plastics</li> <li>Food waste is taken away by the catering contractor.</li> <li>Waste is stored close to school building – bins have lids but they are not locked.</li> </ul>
<p><b>Disposal of Waste</b></p> <ul style="list-style-type: none"> <li>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</li> </ul>		<ul style="list-style-type: none"> <li>Fluorescent light tubes are stored in secure area awaiting disposal by contractor (A1) under a supplier take back scheme or other method.</li> <li>Foul sewerage is discharged to main sewer.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 8 - CATERING AND FOOD HYGIENE</b>		
<p><b>Catering and Food Hygiene</b></p> <ul style="list-style-type: none"> <li>All catering contractors have in place a food hygiene management system and competent health and safety advice.</li> <li>All contractors are registered with the Local Authority (Gloucestershire County Council).</li> </ul>		<ul style="list-style-type: none"> <li>All catering contractors shall have in place their own food hygiene management system and competent health and safety advice.</li> <li>Our current catering contractor is Caterlink, who are contracted through Gloucestershire County Council contract.</li> <li>Food is cooked offsite at St Marys and brought into the school. Hot trolley – food probed before serving.</li> </ul>

Item	Guidance	Horsley C of E Primary School Notes
<b>Section 9 – HEALTH AND SAFETY ADVICE</b>		
<p><b>Information</b></p> <p>Health and safety advice is obtained from Safety, Health &amp; Environment (SHE) 01452 425350  <a href="mailto:she@gloucestershire.gov.uk">she@gloucestershire.gov.uk</a>  <a href="http://www.gloucestershire.gov.uk/she">www.gloucestershire.gov.uk/she</a></p>		<ul style="list-style-type: none"> <li>Horsley School buys in to the full SHE service</li> </ul>

## **Appendix A Fire safety and emergency evacuation**

The school follows AMPS guidance on fire safety and emergency evacuation. A risk assessment has been carried out and a safety management plan is in place. Guidance is available in:

- Gloucestershire County Council guidance on Fire Safety Log Book version 4
- Gloucestershire County Council Fire Action Notice
- Fire Safety Audit Checklist

### **Fire**

Horsley Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments.

Gloucestershire County Council undertook a Fire Risk Assessment on 09 November 2016.

A fire safety risk assessment is carried out by the School Business Manager and the Health and Safety governor each term. A report is then presented to the Governing Body.

### **Fire Manual**

The School Business Manager will be responsible for the upkeep of the Fire Manual, which is to be kept in the School Office.

### **Fire Safety Coordinator**

The named Fire Safety Co-ordinator is the Headteacher, or in their absence the School Business Manager.

The Fire Safety Coordinator shall be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).

- Waste containers stored externally in a secure compound.

### **Fire alarms and extinguishers**

The fire alarm is tested weekly by the Office Assistant and recorded in the Fire Manual.

Our Fire alarm system is maintained via a 6month inspection contract and serviced regularly by a specialist contractor (Eke Security). The fire extinguishers are maintained annually annual contract by the same specialist contractor (Eke Security). This is recorded in the Fire Manual.

### **Fire & evacuation drills**

Termly fire drills shall be carried out and evaluated. A record is kept in the Fire Manual.

### **Emergency evacuation**

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

All staff have copies of evacuation plans. These are also kept in the policies and procedures file. Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the School Office.

A personal emergency evacuation plan (PEEP) shall be prepared for any pupil requiring special/individual consideration.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

### **Evacuation procedures**

During any drill or emergency evacuation, the following responsibilities are set:

- Checking all areas including children's toilets: Headteacher - overall supervision.
- Classrooms: class Teaching Staff
- Staff toilets: Headteacher
- School Office area: School Business Manager
- Phoning fire service: automatic however School Business Manager to check
- Unlocking gates to allow Emergency Services access: School Business Manager

**The School Fire Plan** details the actions for Employees. In summary, on hearing the alarm:

- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly point in front of the church.
- Children will line up in register order.

- Class teachers will ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- The School Business Manager will call the fire brigade and check that the main office is empty.
- The School Business Manager will issue the class registers and check the signing in book for roll call by class teachers at the assembly point. The School Business Manager will also allow access for the fire brigade.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building, or dismissed home.

As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the School Office.

Children arriving after registration has taken place report to the School Office. Teaching Staff should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the Teaching Staff they are working with should ensure that they know what to do.

Where an evacuation is in response to a critical incident and the children cannot re-enter the building the school will follow the Emergency Plan.

## **APPENDIX B Crisis and emergency management**

A Crisis Management Team is in place at Gloucestershire County Council to assist in the reduction of the consequences of major hazards and risks, and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident.

Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans.

A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

See the Crisis and Business Continuity Planning in Schools – Gloucestershire County Council Guidance. Their Emergency Plan template shall be used to inform and draw up a full Emergency Plan for the School for each academic year. The sections below summarise this.

See also Coping with a School Emergency (Nottinghamshire CC 2011 – signposted to by Gloucestershire County Council).

The Headteacher and School Business Manager are the responsible persons, along with the Senior Teacher when in school.

### **Planned response road traffic accident involving pupils or accident during school trips**

#### ***Immediate action:***

- Remove children from danger if possible/appropriate;
- contact emergency services;
- bring children home as soon as possible;
- obtain accurate information; and
- inform school (uncertainty breeds rumour which adds to distress).

**Action as soon as possible:**

- The school (most likely the School Business Manager) will contact families of those involved. Contact lists are found in the School Office. If you cannot get through just ask them to ring the school, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of Teaching Staff).
- Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary there is a third line in the kitchen.
- Give the same level of information to everyone, provision of a script is sensible. The Headteacher will be responsible for drafting of a script.
- The School Business Manager will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- School will contact Gloucestershire LEA and Chair of Governors. The School Business Manager will inform the press office. Press or media will not be allowed onto school premises.
- If there is need for an assembly point St Martin's Church should be used.
- Refreshments would be made in the church by members of staff.

**Planned response to aggressive or violent incident in School (attack by aggressive parent or pupil)**

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office.

If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called. However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed:

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The Headteacher should be informed.
- If the situation is out of control the police should be called.

- **In extreme cases it may be necessary to use restraint procedures, but this must not be done alone.**

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

The Gloucestershire County Council LEA will be informed as deemed necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

No comments will be given to the media.

- Planned response - disaster in the community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

**Immediate action.**

- If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures). The emergency services shall then be contacted.
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.
- If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

**Action as soon as possible.**

- inform pupils of the incident. This should be told simply and without fabrication;
- keep incoming phone line clear so that emergency services are able to provide updates;
- if it is necessary to keep pupils behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise; and
- attempt to stick to normal school routines as soon as possible.

**Later action:**

- Give staff "Permission" to talk.
- Headteacher / School Business Manager to contact outside agencies where appropriate (e.g. EP's)
- Encourage pupils to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary.