

Health and Safety Policy

A statutory policy

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| Date effective from | From 1 April 2017 |
| Signed, Head Teacher | Gary Price |
| Signed, Chair of Governors | Cathy Sane |
| Date approved by Governing Body |  |
| Date of next review | By 1 April 2018 |

# Introduction

At Horsley School we believe that the safety of the children, staff and visitors is all 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 numerous parts where the policy is the school’s commitment to health and safety: the “statement of intent”.

## Appendices

This policy is supported by appendices.

* Appendix A details our organisational arrangements
* Appendix B details the general arrangements for matters of health and safety;

The last set of appendices describe the school’s arrangements for health and safety including codes of practice and other procedures used by the school to comply with health and safety requirements.

* Appendix C contains our generic risk assessments
* Appendix D details the general arrangements for matters of health and safety;
* Appendix E covers crisis and emergency management
* Appendix F outlines the related training issues for Health and Safety
* Appendix G covers wider matters of welfare at work
* Appendix H is specific to our catering and food hygiene requirements
* Appendix F. records our monitoring and review processes

The school Policy for Health & Safety is subject to an annual formal review by the school's Governing Body.

# Statement of intent

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work, etc. Act 1974, the Board of Governors take all reasonably practicable measures to ensure the health, safety and welfare of its employees.

The Governors and Headteacher have overall responsibility for all matters relating to Health and Safety at Work within all areas of the school, exercised through managerial and staff of the School.

In particular, the School, through our Governing Body and Headteacher will ensure, so far as it is reasonably practicable:

* That all places under its control, where employees are required to work, are maintained in a condition that is safe and without risk to health, and that the access to and egress from workplaces is similarly safe and without risk;
* That a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
* That no hazard arises from the use, handling, storage and transportation of articles and substances used in connection with work; and
* That plant and systems of work are safe and without risk to health.

Further, the School undertakes to provide whatever information, instruction, training and supervision is necessary to enable employees to identify and to avoid hazards and contribute positively towards their own safety and health at work and that of other employees.

In addition, the School will ensure, so far as is reasonably practicable, that the health and safety of persons not in the School’s employ are not placed at risk by either the School’s activities or premises or facilities made available to such people.

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 which includes welfare facilities;
* 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 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.

Staff are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the school’s health and safety performance. For the Policy to be effectively implemented, and to ensure a safer working environment for both staff and pupils, the school requires the full co‑operation of employees and others who use the premises.

# Monitoring and evaluation

The policy will be reviewed after each significant breach of health and safety to ensure that the policy and procedures work appropriately. This policy will be reviewed in line with other policy documents – see Appendix P, and the contents of the Gloucestershire County Council SHE/GN/47 Issue 2, September 2013 (Creating a School H&S Policy document guidance note).

The policy will be communicated to all school staff, governors, parents/carers, partner agencies and relevant visitors. The policy will be given to all staff, permanent or temporary.

The policy will be listed on the school’s publication scheme (Freedom of Information Act 2000). See Freedom of Information policy.

# Review frequency

As a statutory policy, it will be reviewed at least every year, added to, or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular groups of workers.

# Related policies

For related policies, see our policies on:

* E-safety policy
* Safeguarding and child protection
* Lone working procedure

###### Organisation

Introduction

In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent, the school’s normal management structure will have responsibilities assigned to them as detailed in this part of this Health and Safety Policy..

Audits will be carried out as legal requirements by Gloucestershire County Council officers

The Headteacher is appointed Health and Safety Officer for the School, supported by Business Manager and Link Governor.

The Governing Body

The Chairperson of the Governing Body is Mrs Cathy Sane.

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

The governing body shares with the local education authority overall responsibility for health and safety. For its part the Governing Body will:

* ensure health and safety has a high profile;
* ensure adequate resources for health and safety are available;
* consult staff and provide training opportunities; and
* monitor and review health and safety.

The Governors will take all reasonable steps to identify hazards and reduce them to a minimum. Every opportunity will be taken to consult with staff over health and safety matters. All staff and pupils, must appreciate however, that their safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part on school activities.

The Governors and Headteacher will ensure that any necessary on-the-job training is given to those that are new to the school.

The Headteacher

The Headteacher is Mr Gary Price.

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

The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Headteacher will:

* develop a health and safety culture throughout the school;
* take day to day operational decisions;
* ensure staff are aware of their responsibilities;
* update governors;
* draw up health and safety procedures; and
* monitor effectiveness of procedures.

The Headteacher is appointed as Fire Marshall for the School.

The Headteacher is responsible for Health and Safety compliance with regard to hygiene, cleaning, safe storage of materials, training requirements for above.

Following any Health & Safety policy review, all employees will be reminded of their responsibilities by the Headteacher.

The School Business Manager

The School Business Manager is Mrs Sarah Edgell.

The School Business Manager has the role of Premises Manager and has a day to day responsibility for ensuring compliance with the school Health & Safety Policy and taking effective action and/or immediately referring to the 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.

Horsley School subscribes to Gloucestershire County Council Property Services and has access to Technology forge.

The School Business Manager is assigned as the First Aid ‘Appointed Person’.

Employees

All staff have a statutory duty under the Health and Safety at Work etc. Act 1974, to take reasonable care for the health and safety of themselves and other persons who may be affected by their action(s) or omission(s) and to co-operate with the employer/management in respect of any duty or requirement imposed on them by law. 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. All safety procedures and rules must also be followed.

All employees have individual legal duty of care to take reasonable actions for the health and safety of themselves and for others who may be affected by their acts or omissions.

Sections 3 and 4 of the Health and Safety at Work etc. Act 1974 imposes additional duties on the employer in respect of persons other than staff who use the premises. All staff should be aware of this requirement and should ensure that where particular hazards exist, or safe working procedures are necessary, that they are brought to the attention of these persons i.e. pupils, students, visitors and contractors.

Each member of staff whose work affects or involves contact with other people, must do whatever is reasonably practicable to prevent those people from being exposed to risks to their health and safety. In general. Our staff must:

* comply with the school's Health & Safety Policy and procedures at all times, co-operate with school management in complying with relevant health and safety law;
* use all work equipment and substances in accordance with instruction, training and information received;
* report to the Headteacher any hazardous situations and defects in equipment found in their work places;
* report all incidents in line with current incident reporting procedure;
* act in accordance with any specific health and safety training received;
* inform the Headteacher of what they consider to be shortcomings in the school’s health and safety arrangements; and
* exercise good standards of housekeeping and cleanliness.

Staff wishing to refer to statements within legislation should initially refer to the Local Authority "Health and Safety" document, a copy of which is available in the School Office at any time. This document lists Health and Safety circulars that may affect working practices of individual staff members and Gloucestershire Statement relating to specific curriculum areas within the School.

In particular, certain Employees are identified in the sections below: Teaching Staff, Teaching Assistants; Supply Teachers and Student Teachers; Temporary Staff; Volunteers and Parent Helpers; and Off site Visit Coordinator.

Teaching Staff

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

Teachers are responsible for the immediate safety of the pupils in their classroom. 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.

All staff will:

* support the implementation of health and safety arrangements;
* take reasonable care of themselves and others;
* ensure as far as is reasonably practicable that their classroom or work area is safe; and
* report shortcomings to the School Office so they can be recorded in the Premises Log Book.

The Horsley School staff induction covers Health & Safety requirements and responsibilities

Teaching Assistants

Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy and are immediately accountable to the teacher in charge whilst the class is in session.

The Horsley School staff induction covers Health & Safety requirements and responsibilities.

Supply and student teachers

The school’s expectations are made clear to any supply and student teachers through the provision of, ‘Information for Supply Teachers’, leaflet. Copies are available in the School foyer.

Teachers on supply, and student teachers are also given access to the Gloucestershire County Council Handbook, Health & Safety Policy Document and other relevant policies.

The Headteacher is responsible for liaising with any supply/student teacher on general school organisation and routines.

When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher gives guidance on the work to be covered. Supply and student teachers will be given a copy of Information for Supply Teachers leaflet and an appropriate induction

Temporary Staff

Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. All temporary staff, as well as student teachers, are provided with a copy of the Information for Supply Teachers leaflet that covers these areas. Appropriate inductions will also be given.

Temporary staff are directly accountable to the Headteacher whilst on the school site.

Volunteer and Parent helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements.

Volunteers and parent helpers will receive an induction from the designated teacher for safeguarding/child protection (being the Headteacher), and will include matters of health and safety, fire and emergency procedures, general health and safety until they are known and familiar to the school. All volunteers in the School are provided with a copy of the, ‘Information for Volunteers’, leaflet that covers these areas.

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.

The class teacher is the principal point of contact and volunteers are under their direction. Volunteer and parent helpers are directly accountable to the class teacher in charge whilst on the school site.

Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Off site visit coordinator (OVC)

The School Business Manager has the role of Offsite Visit Coordinator (OVC) and will ensure that standards for off-site activities and educational visits are followed.

The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages and records are kept in the School office.

Pupils

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

For Horsley School, this means:

* adherence to The Golden Rules;
* adherence to the Behaviour policy and Anti-Bullying Policy; and
* adherence to the Uniform code.

Termly (6 per year) Fire Drills will be undertaken with the full school.

Contractors

When trade works contractors are on the School site they are expected to follow school safety procedures as well as those appertaining to their own industries and trades.

The School Business Manager will liaise with contractors as appropriate.

###### General arrangements

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level, being the responsibility of the named person and other action/arrangements identified. These general arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Communication

The school recognises the importance of communication with staff, visitors, pupils, parents, volunteers, contractors etc.

The responsibility for communication lies with the Headteacher with delegation to the School Business Manager and Senior Teachers.

Staff meetings agenda used to communicate information regarding health & safety, as well as Inset time. Weekly briefings with support staff include any relevant health & safety information.

All temporary staff are provided with “Information for Supply Teachers” leaflet and appropriate inductions are given. Phone calls, School newsletter and School website are used to communicate with parents.

The responsibility for consultation with employees lies with the Headteacher with delegation to the School Business Manager and Senior Teacher, and the Governor representative.

Equipment

Any equipment in Horsley School shall be used safely and for its intended purpose only.

Equipment identified as defective shall be taken out of use immediately and labelled accordingly. The School Business Manager should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be PAT tested regularly and used in accordance with Appendix C.3.1

Firefighting equipment and alarm systems are maintained in accordance with Appendix D.5.

PE equipment is maintained via an annual contract under the GCC traded services arrangement.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in the appropriate storage areas.

Supervision of children

The general arrangements of health and safety concerning the supervision of children include for the school day and any out of hours tuition or activities.

Pupils should not arrive at school before 0845hrs

School Hours:

* Morning Session 08.55hrs – 12.15hrs
* Morning Break 10.30hrs – 10.45hrs
* Lunch break 12.15hrs – 13.15hrs
* Afternoon Session 13.15hrs – 1515hrs

All staff (teaching and non-teaching) shall be in their classrooms to receive the pupils as they come in first thing in the morning, from morning break and after lunch.

At 1515hrs the Teaching Staff shall supervise the pupils leaving school. All members of staff are responsible for making sure that their classroom is clear of children at the end of the school day.

The School Office is open during school hours.

Playtimes

A member of the Teaching Staff or Teaching Assistant shall be at the entrance to school to supervise pupils arriving for school. The bell is rung at 0845hrs and again at 0855hrs.

At break times three members of staff shall be on duty. Staff should return to their classrooms in time for lessons to resume. The outdoor duty staff cover the playground at the side of the school. The bell should be rung promptly at the end of the break.

The indoor duty applies where it is a wet playtime. Staff will stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

The rota for playground duties is on the staff room notice board.

Lunchtimes

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

All staff have a collective responsibility at all times and should speak to pupils and support the supervisory staff whenever the need arises.

Any pupils working in classrooms or activity areas must be supervised by a member of Teaching Staff.

Risk assessment

The Management of Health and Safety at Work Regulations 1992 places a responsibility on the Local Education Authority to provide a comprehensive system of health and safety ‘risk assessment’ to be carried out by competent person(s) in every workplace. The duty has been delegated to the Headteacher of Horsley School to carry out those assessments and to ensure that such assessments when undertaken extends beyond the health and safety of our employees to any other person who may be affected by our work (e.g. subcontractors, visitors, pupils, etc.)

See Appendix C for our generic assessments and further details.

Access to school and its environs

School building access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the main entrance off The Street, or the side entrance. Reception children and pupils in Year 1 and Year 2may use the classroom doors off the decking to the rear of the school.

The doors are locked at 08.55 and after this time visitors or late arrivals should enter via the main entrance.

All visitors shall report to the School Office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge shall be challenged and reported to the School Office immediately.

The main entrance is locked, allowing access on request from the School Office, via an intercom. Access to the front door is permitted for parents bringing pupils late to school and for all visitors. All visitors to school shall sign in the visitor’s book in the entrance foyer.

The inner lobby door to school has keycode access (staff only) and visitors are not allowed to enter school unaccompanied.

All external doors have prox reader systems and are used only by staff. Parents and Visitors must use front door only

Playground access

Children and staff access the playground via the churchyard path. The main gate from The Street is padlocked and used only in emergencies.

Playing field access.

Access to and use of village playing field is only allowed with staff supervision

Vehicles

Car parking is permitted in the Church yard for school staff only. Parents should park in the nearby car parks or on the public highway.

Traffic movements into and out of the Church yard shall be restricted during the start and end of the school day, where the children and parents gather.

Parents collecting pupils who are injured, or unwell, should use the on-street or Church yard parking.

Delivery vehicles are expected to use the public highway. Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely.

See risk assessment C.3.9 below.

Off site visits

Please refer to the risk assessment in Appendix C.

For all off-site activities teachers shall read the appropriate guidelines for their activity:

* 'Off Site Activities'
* 'Hazardous Pursuits'
* 'Open Country'
* 'Farm Visits'

which are contained in the Gloucestershire County Council publication 'Off Site Activities', Regulations and Guidance Notes' - a copy of which is kept in the office.

Any visit off site must be approved by the Headteacher. The pupil to adult ratio recommended by Gloucestershire County Council LEA for the activity shall be met.

For any visit to take place off the school site, a letter home requesting permission is required.

At the beginning of each school year parents shall be asked to sign a form giving their permission for visits within walking distance of the School. They shall be asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the pupils and adults in the party on a school visit and their contact numbers must be kept in the School Office. The list(s) should also include the registration number of any vehicle(s) involved. Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

If the party is travelling on two or more coaches it shall be clear on the official list of pupils and adults who is travelling on which coach.

Each adult on the visit shall have a copy of the list and a copy should also be left with the driver at the front of the coach. All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form shall be completed. These are available from the School Office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car’s registration too.

Adults shall base themselves in different parts of the vehicle to minimise the risk of all adults being injured in the event of an incident.

Children shall not sit in the front seats of the coach nor in the centre back seat. Children shall not be seated by an emergency exit. Children shall not be allowed to eat or drink on coaches and shall sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following shall be available:

* plastic gloves;
* first aid kit (containing official list of adults and children on the party, plus the school name and telephone number);
* drinking water and beaker;
* paper towels and hankies; and
* 'sick bags'.

The office staff and Teaching Staff shall be responsible for ensuring children have access to inhalers and their medication where necessary.

###### Generic risk assessment

The purpose of risk assessment is to enable Horsley School to identify risks, evaluate the degree of harm and take appropriate measures to control that risk. By doing this Horsley School not only complies with statutory provisions but also creates a safe working environment for employees and pupils.

Those responsible for curriculum areas shall ensure that risk assessments are undertaken and recorded for significant activities. The staff responsible for the activity are responsible for completion of risk assessments. The responsibility for curriculum activities in the school lies with the class teacher as part of lesson planning.

The responsibility for offsite visits and activities lies with the responsible member of Teaching Staff and will be overseen by the School Business Manager, as the Off-site Visit Co-odinator.

All Risk assessments shall be reviewed periodically or where there is a change in circumstances.

All completed risk assessments shall be maintained on the School premises.

The Headteacher shall be responsible for ensuring:

* the relevant information is provided to teachers and to employees relating to the risk assessment;
* that appropriate training and instruction arising from any assessment is implemented; and
* that records are readily available on site.

Generic risk assessments are an acceptable form of risk assessment and will be issued or updated from time to time by Gloucestershire County Council. Where the risks arising from a particular hazard remain constant (for example ladder work) they need only be assessed once, the risks identified, the control measures listed and then kept under review. Generic risk assessments will be issued to appropriate employees as they are completed or reviewed. They will be controlled documents.

The school uses Gloucestershire County Council risk assessment process and template as a standard for risk assessment

The School shall use the Gloucestershire County Council Primary School Risk Assessment toolkit as the means of managing health and safety in the School, and specifically the Primary School risk assessment checklist contained in that Appendix 2. A copy of this is included here as Appendix I

The School shall use the Gloucestershire County Council Classroom Risk Assessment checklist sheet as the means of managing health and safety in each Classroom. A copy of this is included here as Appendix J

The School shall use the Gloucestershire County Council Office Risk Assessment toolkit as the means of managing health and safety in the School Office, and specifically the Primary School risk assessment checklist contained in that Appendix 2. A copy of this is included here as Appendix K

For off-site visits the School uses GCC risk assessments which are kept in a folder in the school office.

Gloucestershire County Council [Primary School Toolkit](../../Health%20&%20Safety/Primary%20School%20Risk%20Assessment.docx) provides guidance and risk assessments for the following:

[C.1. Risks to Children 20](#_Toc471240079)

[C.1.1. **School trips/offsite visits** 21](#_Toc471240080)

[C.1.2. School transport 21](#_Toc471240081)

[C.1.3. Physical education 21](#_Toc471240082)

[C.1.4. Jewellery 22](#_Toc471240083)

[C.1.5. Noise 22](#_Toc471240084)

[C.1.6. Lifting and moving 22](#_Toc471240085)

[C.1.7. Work experience placements 23](#_Toc471240086)

[C.1.8. Playground supervision/play equipment and maintenance 23](#_Toc471240087)

[C.2. Risks to staff and others 24](#_Toc471240088)

[C.2.1. Personal protective equipment 24](#_Toc471240089)

[C.2.2. Working at height 25](#_Toc471240090)

[C.2.3. Noise 25](#_Toc471240091)

[C.2.4. Violence to staff 26](#_Toc471240092)

[C.2.5. Security including dealing with intruders and other call outs 26](#_Toc471240093)

[C.2.6. Personal security/lone working 27](#_Toc471240094)

[C.2.7. Hazardous substances (Control of Substances Hazardous to Health CoSHH) 28](#_Toc471240095)

[C.2.8. Manual handling (typical loads and handling pupils) 29](#_Toc471240096)

[C.2.9. Curriculum safety (including extended schools activity/study support) 30](#_Toc471240097)

[C.2.10. Display screen equipment 30](#_Toc471240098)

[C.2.11. Slips/trips/falls in the premises 31](#_Toc471240099)

[C.2.12. Parent Teacher Association 32](#_Toc471240100)

[C.2.13. Shared working – use of the School by others 32](#_Toc471240101)

[C.3. Premises 33](#_Toc471240102)

[C.3.1. Mechanical and electrical (fixed and portable) 33](#_Toc471240103)

[C.3.2. Gas appliances 35](#_Toc471240104)

[C.3.3. Water supply/Legionella 36](#_Toc471240105)

[C.3.4. Asbestos 36](#_Toc471240106)

[C.3.5. External contractors 37](#_Toc471240107)

[C.3.6. Glass and glazing 38](#_Toc471240108)

[C.3.7. Cleaning 39](#_Toc471240109)

[C.3.8. Caretaking and grounds maintenance (and grounds safety) 39](#_Toc471240110)

[C.3.9. Transport arrangements (on-site) 40](#_Toc471240111)

[C.3.10. Snow and ice gritting 41](#_Toc471240112)

Advice from audits undertaken by Gloucestershire County Council and other external agencies shall be acted upon as soon as reasonably practicable.

All risk assessments shall include emergency contacts. Horsley School is the emergency contact if within open school times.

The school has completed the Primary School Risk Assessment Checklist and Generic Risk Assessments and copies are kept on the main office computer.

This policy should be read in conjunction with the Lone Working Policy and Staff Code of Conduct.

The following table is used for all the below generic risk assessments and shows the generic risk after controls/mitigations are in place.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard* | | | | | |
| *Severity* |  | *Likelihood* |  | *Risk Rating* |  |
| The School Generic Risk Assessment for \_\_\_\_\_\_\_\_ was completed on \_\_\_date\_\_\_\_\_. | | | | | |

The following classification for severity and likelihood shall be used for all risk assessments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Severity** | | **Likelihood** | | |
| 1 | Minor injury, damage, sickness or other loss (with no time off) | 1 | Very Unlikely | <0.01 per year |
| 2 | First aid injury or illness, minor damage or loss (and / or up to 3 days off) lost time injury | 2 | Unlikely | 0.01-0.10 per year |
| 3 | Reportable injury or illness, substantial damage or loss (or over 3 days off) | 3 | Likely | 0.20-1 per year |
| 4 | Major injury, long term absence | 4 | Very Likely | 2-10 per year |
| 5 | Fatality, catastrophic damage or loss (death) | 5 | Certain | >10 per year |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk rating (severity x likelihood)** | | | **Criteria** |
| High | 16-25 | Hazard must be avoided (or the level of risk reduced significantly and reliably by controls) | Intolerable risk |
| Medium | 8-15 | Hazard should be avoided (or the level of risk reduced significantly and reliably by controls) | Within the acceptable region, but the higher the number the more critical it is to reduce the risk. |
| Low | 0-6 | Risks to be controlled | Tolerable |

Risks to Children

School trips/offsite visits

Design Actions to Eliminate/Reduce Hazard

Horsley School complies with DfE Guidance and the Gloucestershire County Council LEA standards on offsite visits and school journeys. All staff to use the Gloucestershire County Council LEA Offsite/ Educational Visits guidance and forms.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard: See GCC Risk Assessment Checklist for Day Trips* | | | | | |
| *Likelihood* | *2* | *Severity* | *2* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for School trips was completed on 30/06/17 | | | | | |

School transport

The School uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures.

Risk assessments and driver forms shall be completed for travel by coach or minibus.

Risk assessments and volunteer driver forms shall be completed for travel by car, where car travel is only used when coach transport not practical or viable.

Risks associated with driving are evaluated within assessments for activities. See:

* See the Generic Risk Assessment form for travelling by coach from the Offsite Visits Transport Section 11 (manual October 2013) – copy included here as Appendix L.
* the Generic RA10 Travel by Car; Model letter to drivers transporting young children. Currently driver volunteers sign declaration that appropriate insurance, licenses, MOTs etc. are in place. Transport in parent cars only used when coach/mini bus not practical or viable
* Generic RA11 Travel by Coach

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard: See GCC Risk Assessment Travel by Coach* | | | | | |
| *Likelihood* | *1* | *Severity* | *5* | *Risk Rating* | *5* |
| The School Generic Risk Assessment for School transport was completed on date 30/06/17. | | | | | |

Physical education

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.

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard – Physical Injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *4* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for Physical education was completed on 30/06/17. | | | | | |

Jewellery

The wearing of jewellery and nail varnish is not permitted for children in the School. If ears are pierced, studs only may be worn but must be removed or taped over for P.E.

A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard First Aid Injury* | | | | | |
| *Likelihood* | *2* | *Severity* | *2* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for Jewellery was completed on 30/06/17. | | | | | |

Noise

The School is aware of its responsibility for assessing the risks of noise. Where noise is identified as a significant risk the School ensures appropriate control measures are put in place.

The Adult responsible for the activity shall ensure that noise is kept to an acceptable level e.g. music activity, dining hall, classroom activities. The Headteacher and Business Manager (or delegated adult) is responsible for ensuring noise made by contractors on site is controlled appropriately.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard – minor injury or distress* | | | | | |
| *Likelihood* | *1* | *Severity* | *1* | *Risk Rating* | *1* |
| The School Generic Risk Assessment for Noise was completed on 30/06/217. | | | | | |

Lifting and moving

Each child shall be taught how to lift and move equipment. The techniques for manual handling shall be reviewed each year with each new class.

Techniques may include:

* Children should be stationed at the corners of each piece of equipment.
* A leader of the group says when the lift should start.

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| --- | --- | --- | --- | --- | --- |
| *Hazard: First aid injury* | | | | | |
| *Likelihood* | *2* | *Severity* | *2* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for Lifting and Moving was completed on 30/06/17. | | | | | |

Work experience placements

This is intended where the School is seeking work placements for our pupils which is not a frequent event at Horsley School. It is included here as an introduction when such might occur.

The School shall undertake workplace re-assurance checks in the absence of a provider, and shall follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 *Employers Questionnaire and Risk Guidance*.

The School shall also take into account the safeguarding of its pupils whilst organising a work placement. SHE Info Sheet 10 v2 of July 2012 contains further information.

The Headteacher shall co-ordinate any placements.

The Business manager shall co-ordinate the related paperwork and records, and has responsibility for maintaining the Single Central Record.

Were work placement students are accommodated within the School, they shall be given an appropriate induction. See A.8.

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| --- | --- | --- | --- | --- | --- |
| *Hazard N/A* | | | | | |
| *Likelihood* |  | *Severity* |  | *Risk Rating* |  |
| The School Generic Risk Assessment for Work experience placements was completed on \_\_date\_\_\_\_\_\_. | | | | | |

Playground supervision/play equipment and maintenance

Risks are assessed using the SHE Information Sheet 14 *Playground Supervision.*, version 3 of March 2013. The play equipment shall be inspected by Gloucestershire County Council annually.

A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.

The School’s Playtime Guidance was last updated on 27 November 2013 to include for a visual checks of grass area to ensure safe.

The last Inspection Summary report for our indoor and outdoor play equipment was in 2014.

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Physical Injury* | | | | | |
| *Likelihood* | *2* | *Severity* | *4* | *Risk Rating* | *8* |
| The School Generic Risk Assessment for Playground supervision/play equipment and maintenance was completed on 30/06/17. | | | | | |

Risks to staff and others

Personal protective equipment

The staff and Business Manager shall assess the need for Personal protective equipment (PPE) as a control measure on the basis of a specific risk and CoSHH assessments. Where it is assessed that PPE is required, PPE shall be appropriately selected and provided.

Gloves shall be used for cleaning and other activities e.g. clearance of chemical spillage and bodily fluids as required.

Staff shall carry out risk assessments (on planning) for individual activities. All staff are responsible for ensuring that they use PPE where it is provided.

A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary.

See SHE Info sheet 23, version 1 of December 2011

Working at height

The risks associated with working at height are identified through risk assessment using SHE/GN/5 *Working at Height*.

Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.

The School discuss and agree working at height arrangements with staff. The School will provide copy of Localised Working at Height: Practical Guidance for Schools to any staff needing to work from height.

Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

The School undertakes the regular inspection of any ladders in its possession. Children are not permitted to use ladders.

Documentation is held in the School’s Health and Safety Folder.

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| --- | --- | --- | --- | --- | --- |
| *Hazard Major injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *4* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for Working at Height was completed on 30/06/17. | | | | | |

Noise

The School is aware of its responsibility for assessing the risks of noise. Where noise is identified as a significant risk the School ensures appropriate control measures are put in place.

The Adult responsible for the activity shall ensure that noise is kept to an acceptable level e.g. music activity, dining hall, classroom activities. The Headteacher and Business Manager (or delegated adult) is responsible for ensuring noise made by contractors on site is controlled appropriately.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard: Minor injury or distress* | | | | | |
| *Likelihood* | *1* | *Severity* | *1* | *Risk Rating* | *1* |
| The School Generic Risk Assessment for Noise was completed on 30/06/17. | | | | | |

Violence to staff

The School is aware of its responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk, the School shall ensure appropriate control measures are put in place.

Staff shall report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise system where the Business Manager is responsible for recording any incidents.

The current risk to staff in Horsley School is very low.

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.

See also Lone Working assessment in 0.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard: Fatality* | | | | | |
| *Likelihood* | *1* | *Severity* | *5* | *Risk Rating* | *5* |
| The School Generic Risk Assessment for Violence to Staff was completed on 30/06/17. | | | | | |

Security including dealing with intruders and other call outs

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. See Gloucestershire County Council SHE/GN/7 Issue 2, October 2013 (School Security guidance note).

A site security audit was conducted by Paul Cobb in 2014 which identified Horsley School as a low risk school.

Controlled access to the site shall be through the main entrance. All main exterior doors have proximity card reader security systems. A record of cards issued to staff is kept in the School Office secure site.

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. Key holders should lock themselves in when dealing with call-outs. Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 0845 045 45 45 or on 999 if concerned about their own or the school's wellbeing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard: Physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *5* | *Risk Rating* | *5* |
| The School Generic Risk Assessment for Security including dealing with intruders and other call outs was completed on 30/06/17. | | | | | |

Personal security/lone working

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff shall assist in the operation of any systems designed to provide for their safety. See the School’s Lone Working policy (policy 44).

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.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis, should be equipped with a personal mobile phone.

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. Staff should let someone know if they will not be home at their usual time and what time they can be expected.

Guidance note SHE/GN/9, Issue 5 of April 2012 contains more details and shall be communicated to staff. Support staff to be briefed and have access to Guidance for Safer Working Practice document.

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *4* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for Personal security/lone working was completed on 30/06/17. | | | | | |

Hazardous substances (Control of Substances Hazardous to Health CoSHH)

The principle 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.

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy is supplemented by a local policy relating to the specific activities of the area.

There are three areas of the school in which hazardous substances could be or are used, these are:

a). Science, art, design and technology areas

b). General day to day use for maintenance around the school

c). Cleaning.

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.

Where contractors undertake school cleaning, the contractor is responsible for undertaking the assessment of those substances.

Guidance SHE/Pro/3, Issue 6 of April 2013 contains the COSHH Assessment template.

SHE info sheet 16, version 2 of January 2013covers an Overview of Globally Harmonised System for Classification, Labelling and Packaging of Substances.

The School Business Manager is responsible for COSHH and training shall be next up-dated in 2015. COSHH Assessments shall be kept up to date against Data Safety Sheets.

Cleaning substances and records are stored in locked cupboards. See C.3.7

Any non-hazardous materials that may require risk assessments e.g. arts and design-technology resources, are completed separately by appropriate staff member (Teacher). These shall be reviewed when required (e.g. hand soap, play sand, sanitizer, outside salt, glue sticks and First Aid products).

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *4* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for Hazardous substances was completed on date 30/06/17. | | | | | |

Manual handling (typical loads and handling pupils)

Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. Any load which is to be handled and poses a risk of injury shall be risk assessed and where appropriate records identifying the significant risks and control measures kept on file.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Headteacher is responsible for assessing the appropriate approach to handling tasks and the need for a manual handling assessment, and may seek professional advice from SHE and Occupational Health as necessary.

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.

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. Staff shall be made aware of SHE Guidance on Manual Handling.

Where manual handling of loads is required, kinetic lifting techniques shall be used. Guidance for teachers and other staff involved in any lifting, irrespective of the weight, will be issued to staff. The school refers to the SHE/GN/30 *Manual Handling*, Issue 3 of September 13

We will ensure that manual handling training is given to all staff working with children with physical disabilities.

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Reportable physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *3* | *Risk Rating* | *3* |
| The School Generic Risk Assessment for Manual handling was completed on \_\_date\_\_\_\_\_\_. | | | | | |

Curriculum safety (including extended schools activity/study support)

Class teachers shall ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and Gloucestershire County Council SHE guidance etc. See, for subjects:

* Art SHE/GN/36 Issue 3 of April 2013;
* D & T SHE/GN/35 Issue 3 of May 2013;
* PE SHE/GN/32 Issue 2 of January 2013; and
* Science SHE/GN/34 Issue 2 of January 2013.

For any activity falling outside these as published, a new risk assessment shall be carried out.

An inventory of all equipment is kept by the subject lead and all tools/equipment/machinery shall be checked, maintained and stored correctly. Subject leaders are responsible for keeping a check on any tools and equipment used.

Horsley School curriculum planning shall incorporate any risk assessments / safety requirements for a specific activity in class / school time.

Clubs & activities run by external organisations shall be required to provide risk assessments to the School for review and monitoring.

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *3* | *Risk Rating* | *3* |
| The School Generic Risk Assessment for Curriculum safety was completed on 30/06/17. | | | | | |

Display screen equipment

The Display Screen Equipment (DSE) Regulations require that all “classified users” of DSE should have their workstations competently assessed so that risks to health from the use of this equipment are properly controlled.

Not all users of DSE are “classified users” within the meaning of the regulations therefore it is the responsibility of the Headteacher to identify staff who fall within this category. Generally, classified users should be reliant upon the use of DSE for their daily work, they should use it on average, three hours per day and have little option in its usage.

The majority of staff within Horsley School are not considered to be DSE users.

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. The DSE assessments shall be reviewed annually, where equipment changes or classroom / office layouts change, or when there are staff changes.

The school refers to:

* SHE/Pro/5 – *Working with Display Screen Equipment.* Issue 8 of June 2013;
* DSE Self-Assessment Process of June 2013;
* SHE/GN/17 Issue 4 of January 2013; and
* Health and Safety checklist for laptops.

Appropriate staff shall be made aware of documentation and responsibility.

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Minor injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *1* | *Risk Rating* | *1* |
| The School Generic Risk Assessment for Display screen equipment was completed on 30/06/17. | | | | | |

Slips/trips/falls in the premises

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

The Headteacher and Business Manager are the responsible persons, who will undertake regular inspection of communal areas, an accompanied by the link governor

Regular verbal feedback is sought from MDSAs.

See Gloucestershire County Council Toolkit:

* Info Sheet 001 version 4 of September 2012,
* Info for Schools Sheet 003 version 4 of September 2012,
* Ideas for dealing with hazards Info Sheet 005 version 4 of September 2012,
* Information for Cleans/Caretakers Sheet 004 version 4 of September 2012,
* Information for Premises Managers Sheet 002 version 4 of September 2012,

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Reportable injury* | | | | | |
| *Likelihood* | *2* | *Severity* | *3* | *Risk Rating* | *6* |
| The School Generic Risk Assessment for Slips, trips and falls was completed on 30/06/17. | | | | | |

Parent Teacher Association

The school offers support to the Friends of Horsley School (FHS).

Risk assessments are carried out for PTA run events and adequate insurance is in place. The Chair of FHS responsible for Risk Assessments and the relevant SHE documentation (PTA Run events Guidance and Toolkit for School Events) to be given to Chair of FHS.

The School shall use the Gloucestershire County Council SHE/GN/42 Issue 3, of April 2013 (School Events Risk Assessment toolkit) and SHE Info Sheet 13 issue 2 of July 2012.

FHS shall be responsible for obtaining any necessary licences and insurance for all events.

For major events, the School shall ensure that a risk assessment is carried out and appropriate actions/mitigations are place.

The Schools holds Public Liability insurance for inflatables.

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| --- | --- | --- | --- | --- | --- |
| *Hazard N/A* | | | | | |
| *Likelihood* |  | *Severity* |  | *Risk Rating* |  |
| The School Generic Risk Assessment for Parent teacher association was completed on \_\_date\_\_\_\_\_\_. | | | | | |

Shared working – use of the School by others

The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such claims arising from negligence.

Horsley Playgroup

Horsley Playgroup use the School premises on a weekly basis, typically one afternoon a week.

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.

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| --- | --- | --- | --- | --- | --- |
| *Hazard: Physical Injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *3* | *Risk Rating* | *3* |
| The School Generic Risk Assessment for Shared working was completed on 30/06/17. | | | | | |

Premises

Mechanical and electrical (fixed and portable)

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

A 4 year full wiring inspection of the school is carried out.

The Health and Safety Inspection Checklist (SHE Info Sheet 006, version 6 of January 2013) to be completed during Autumn Term 2 each year.

See also:

* Gloucestershire County Council Safety Inspections Sheet December 2009;
* Guide to Premises Maintenance Management July 2012.
* Annual Premises Health & Safety Compliance Check

All records shall be kept in the Main Office.

Personal portable electrical equipment

A large and varied amount of portable electrical equipment (PEE) is used throughout the school.

Dry cell batteries should be replaced regularly to avoid fire and acid damage. Electrical sockets should be switched off before a plug is removed.

All portable electrical equipment brought into the School by staff is to be subjected to a Formal Visual Inspection and/or Combined testing and inspection (as necessary) and be included in the maintenance regime prior to use.

The Headteacher shall ensure that all PEE is subjected to the following maintenance regime.

**A. User visual checks**

All users will carry out a quick visual check of the appliance before use. This will assist in identifying problems as early as possible. Users will look for, and report the following:

* Damage to the cable, such as signs of being worn or splitting;
* Damage to the plug, such as cracks, cable being loose, bent pins or loose screws;
* any scorch marks on the equipment, plug or socket which may indicate that a short circuit has occurred.

**B. Formal visual inspection**

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.

**C. Combined testing and inspections**

Arrangements will be made for the periodic testing and inspection of specific PEE identified by the School Business Manager. See below.

Maintenance of portable electrical equipment.

The Headteacher is responsible for ensuring that, all PEE is identified, the frequency of testing for each item determined, that inspection and testing is undertaken as necessary; and that adequate records are maintained. They will ensure the requirement is logged in the School PEE register.

PAT testing shall be undertaken annually in March.

All persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections shall have the appropriate technical knowledge, training and information to enable them to work safely.

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

The Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in School Office.

A periodic 5 year electrical test shall be undertaken. This was last undertaken in August 2014 – awaiting defect report.

Fixed electrical tests for School were last completed May 2015 (5 yearly) which included circuit board remedial work required prior to completion. This recommendations formed part of the School Action Plan.

All work shall be carried out by Gloucestershire County Council approved contractors. The main electrical contractor for the School is Mitchells/A1 Maintenance

All records shall be kept in the Main Office.

Maintenance of machinery and equipment

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Gloucestershire County Council Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

Periodic maintenance of equipment shall be carried out by County Approved Contractors.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard N/A* | | | | | |
| *Likelihood* |  | *Severity* |  | *Risk Rating* |  |
| The School Generic Risk Assessment for Mechanical and Electrical appliances was completed on \_\_date\_\_\_\_\_\_. | | | | | |

Gas appliances

Any necessary work and testing of gas appliances are carried out by qualified contractors. Gas appliances are also checked visually on a regular basis and subject to appropriate formal inspection. See also C.3.1.

Any person who uses equipment is responsible for visual checks reporting any defects to the School Business Manager, who will then contact approved contractor for a more formal inspection.

The Annual boiler and heating service is carried out by P&R Heating.

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| --- | --- | --- | --- | --- | --- |
| *Hazard – Physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *5* | *Risk Rating* | *5* |
| The School Generic Risk Assessment for Gas appliances was completed on 14/07/17. | | | | | |

Water supply/Legionella

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public.

The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.

Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used.

A process is also in place to deal with any actions should they arise.

See:

* AMPs Control of Water Hygiene of December 2012
* Gloucestershire County Council’s Water Hygiene Manual version 8 of Nov 2012 Legionellosis Risk Assessment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard- physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *4* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for the Water supply was completed on 14/07/17. | | | | | |

Asbestos

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

* complying with all regulations and Gloucestershire County Council practices concerning the control of asbestos;
* having asbestos containing materials professionally removed where the risk to building users is unacceptable;
* having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with *The Management of Asbestos in County Council Occupied Premises Guidance*.
* where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

An Asbestos survey was undertaken and is documented in the report of 27 August 2013. This was for the School only. No recommendations were made.

The School’s Database of property (Technology Forge – TF) gives access to all the information about property including building maintenance, facilities and estates.

Surveys shall be kept in Health and Safety folder in the main office.

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| --- | --- | --- | --- | --- | --- |
| *Hazard – physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *3* | *Risk Rating* | *3* |
| The School Generic Risk Assessment for Asbestos was completed on 14 date 2017. | | | | | |

External contractors

The School recognises its duties as an Employer to all service and building works contractors under the Construction (Design & Management) Regulations 2015. The School shall not be identified as Principal Designer on any works unless agreed in writing with the contractors.

Service contractors

Service contractors have regular access to the school site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school.

All contractors to report to reception to sign in and be given visitors badge, outlining procedures in event of a fire.

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. 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.

The School shall use the Gloucestershire County Council SHE/GN/17 Issue 3, of November 2013 (Contractors (selection & use) information sheet), and the Overview sheet Gloucestershire County Council website, the Contractor / Consultant Frameworks, and the Premises Log Book.

A copy of the generic risk assessment for minor works is included here as Appendix O.

Gloucestershire County Council approved contractors shall be used for all maintenance and servicing.

The first point of contact for external contractors shall be the School business manager.

Building contractors

Building work involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.

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.

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. 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.

Property Care Inspection is carried out annually under the Traded Services buyback from GCC.

Unless unavoidable, all building work is carried out during holiday periods. The programme and timescales for work shall be clearly identified with the contractor. Pre-meetings shall be held with the Headteacher where possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard – Physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *4* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for External contractors was completed on 14/07/2017. | | | | | |

Glass and glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. The School glazing conforms to current safety standards:

* All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened,
* All laminated glass and complies with ACoP/British Standard or has been fitted with safety film.

Visual checks on glass are carried out daily and all persons responsible for localised areas.

All broken glazing is reported to the Headteacher and Business Manager who then arrange for the area to be made safe immediately, and contact appropriate contractor for repairs to be carried out as soon as possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard- Physical Injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *4* | *Risk Rating* | *4* |
| The School Generic Risk Assessment for Glass and glazing was completed on 14/07/2017. | | | | | |

Cleaning

A cleaning schedule is in place which is monitored by the Headteacher and Business Manager. Records kept in Main Office.

Cleaning staff are employed by A-Z Cleaning Services. School carries out regular Cleaning Monitoring. Findings are discussed with A-Z and actions taken when needed. Deep cleaning is undertaken during the Summer holidays and additional tasks at Easter. Deep cleaning of carpets is undertaken as required.

Suez are used for specific waste collection. All waste is disposed of according to appropriate health and safety guidelines.

Windows are cleaned annually by approved contractor.

The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

See Gloucestershire County Council SHE/GN/46 Issue 4, August 2013 (Caretaking Duties Risk Assessment Toolkit).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard – physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *3* | *Risk Rating* | *3* |
| The School Generic Risk Assessment for Cleaning was completed on 14/07/17. | | | | | |

Caretaking and grounds maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the Gloucestershire County Council SHE/GN/46 Issue 4, August 2013 (Caretaking Duties Risk Assessment Toolkit)

Headteacher and Business Manager are the responsible persons.

Records for caretaking and grounds maintenance are kept in the School Office. Checks on the fire alarm system are completed weekly and records kept in the Fire Log. Gloucestershire County Council carry out regular checks and paperwork kept in Office.

Grounds maintenance is carried out by Goldenstones.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard – physical injury* | | | | | |
| *Likelihood* | *1* | *Severity* | *5* | *Risk Rating* | *5* |
| The School Generic Risk Assessment for Caretaking and grounds maintenance was completed on 14/07/17. | | | | | |

Transport arrangements (on-site)

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. Reputable local coach companies are used for trips and when parents drive children in their cars a Volunteer Driver Form is completed.

There is no vehicular access to the school. Vehicles using the St Martin’s Church may use the Church driveway during school hours. Contractors and Parents are requested not to use this parking facility for drop-off or collection, so segregating access traffic, and vulnerable pedestrians. See B.5.4 above.

Bus duties

Horsley School does not require daily bus transport and hence the supervision of pupils boarding school buses is not a risk for this school.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard N/A* | | | | | |
| *Likelihood* |  | *Severity* |  | *Risk Rating* |  |
| The School Generic Risk Assessment for Transport arrangements was completed on \_\_date\_\_\_\_\_\_. | | | | | |

Snow and ice gritting

The Headteacher and School Business Manger are responsible for dealing with adverse weather conditions.

Adequate arrangements are in place to minimise the risks from snow and ice on the site across all access/egress routes. There is suitable storage for salt/grit and tools (large plastic shovels) on site and a sufficient supply of grit/salt is maintained.

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Hazard – physical injury* | | | | | |
| *Likelihood* | *2* | *Severity* | *4* | *Risk Rating* | *8* |
| The School Generic Risk Assessment for Snow and ice was completed on 14/07/17. | | | | | |

###### Medical and emergency arrangements

Infectious diseases

The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, *Guidance on infection Control in Schools and other Child Care Settings*. This is located in Main Office and can be referred to as required.

Dealing with medical conditions

Medical conditions

The school has a Medical Conditions policy to accommodate pupils with medical needs wherever practicable and makes reference to DfE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils’ safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

See Dfe Managing Medical Needs Info Sheet 15, version 2 of July 2012, on Supporting pupils with medical needs.

The Headteacher is the overall responsible person, with all staff having responsibility for pupils’ safety and well-being.

Contact details of Health professionals involved with a pupil are kept in a pupil’s Personal folder.

Training will be undertaken when necessary, including Diabetes, manual handling, Allergy & Anaphylaxis and Asthma. Policies are kept in Policy folder, and a New Medical Conditions policy was introduced in January 2015. The Staff training record is available and reviewed to keep training up-to-date.

Drug administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE *Guidance Managing Medicines in Schools and Early Years Settings*.

Parents have prime responsibility for their child’s health and shall provide the school with information about their child’s medical condition.

Specialist voluntary bodies can provide additional background information for staff where required.

A specific drug administration risk assessment and inventory was completed on 19 November 2013 and identified a very low risk.

This policy sets out a procedure for administering medicines as follows:

* If a child requires prescribed medicines whilst in school, the parent / carer must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the School Office. This must give written instructions for any medication to be administered during the school day.
* Once completed these forms should be kept in the School Office.
* All medication should be stored securely in the Office area (refrigerated if needed), or in the medicine box.
* All medication, except inhalers, must be recorded when taken/administered on the appropriate Administration of Medicines/Treatment Form, which is kept in the School Office.
* It is the responsibility of the Teaching Staff to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved.

The Teaching Staff shall be issued with lists informing of any medical issues concerning children.

The school has identified those able to administer adrenaline via an Epi Pen when necessary.

Contagious diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure that pregnant women, and vulnerable children and adults are informed.

We follow the county guidance on advice/reporting of diseases. If in doubt we will contact the School Nurse Service.

Headlice

Incidents of headlice will be reported to parents of children in the class where an outbreak has occurred.

First aid

Qualifications

Horsley School follows the statutory requirements for first aid and provides suitably trained first aid staff.

Guidance is issued by the DfE on first aid for schools, see SHE/Pro/8 Issue 3 of July 2012.

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment. All incidents occurring in school will receive prompt attention from a designated/trained first aider.

A record of all First Aid training shall be kept in this Health and Safety Policy. See Appendix F

All First Aid training is kept up to date and renewed every 3 years. All Teaching Staff have First Aid training for the workplace. All Teaching Assistants shall receive regular first aid training. 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.

The school has trained/designated first aiders

2 staff have Paediatric First Aid qualification:

Supervisory Assistants, as Employees, have the responsibility of dealing with minor accidents at lunchtime.

Records

The Accident Book shall be kept outside the School office. See 0.

A record shall be made, in the Accident book, 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. See 0.

First Aid supplies

First aid and medical treatment is available in the School office. Staff will be expected to be familiar with the location of first aid equipment. The School Business Manager shall check all first aid boxes each week.

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

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

Head injuries

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.

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.

Non minor injuries

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.

Serious accidents will require an accident form to be completed and may require statements from all Employees involved.

Any child that goes home should be recorded as having done so and the class teacher informed.

The circumstances of any accident or incident, other than minor incidents, will be recorded using the online SHE facility - https://educnet.gloucestershire.gov.uk/SHEenterprise/

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.

Reporting of accidents, hazards, near misses

The Accident Book shall be kept in the School office. See 0.

A record shall be made, in the Accident book, 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.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require Gloucestershire County Council as an employer to report certain accidents, near misses, specified dangerous occurrences and diseases to the Health & Safety Executive (HSE). The RIDDOR (HSE Guidance Incident Reporting in Schools) is kept in the Health and Safety folder.

To ensure the School fully complies with these 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.

The school reports on and investigates all accidents, incidents and near misses and adhere to *SHE/Pro/4 Accident Reporting and Investigation*.

All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database. The School Business Manager is the responsible person for inputting completed accident/incident/near miss forms electronically to SHE Enterprise accident database.

See the SHE/Pro/4 Issue 6 of July 2012 flowchart for reporting procedures for incident off-site.

Accidents & Incidents

The Accident Book shall be kept in the School office. See 0.

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.

Near Misses

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.

Employees 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.

Any dangerous situation shall be brought to the 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 detailed above)

General

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.

Teaching Staff and Teaching Assistants shall be expected to take particular care when leading activities of a hazardous nature. Risk assessments shall be completed by the member of Teaching Staff concerned and form part of the lesson plan/scheme of work.

Teaching Staff and Teaching Assistants shall be made aware that they should not put themselves in situations likely to be hazardous to their own health and safety.

Pupils shall be reminded of safety rules on a regular basis. This is included as part of our health and safety awareness.

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.

###### 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 by Gloucestershire County Council 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.

###### Training

Staff health & safety training/competence

The School is committed to ensuring all Employees are competent to undertake the roles expected of them. The Headteacher undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally.

The training need analysis is reviewed on an annual basis or on the introduction of new legislation.

Those conducting the performance management process shall consider health and safety performance and address areas of concern with employees during Performance Management reviews.

The Governors shall agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Employee training records are kept in the School Office

Health and safety advice

Horsley School buys in to the full SHE service from Gloucestershire County Council Telephone 01452 425350 or email [she@gloucestershire.go.uk](mailto:she@gloucestershire.go.uk)

###### Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

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. The School has carried out a risk assessment based on the Health & Safety Executive’s *Management Standards for Work-Related Stress*.

A free and confidential counselling service is available to all employees on Employee Assistance Programme.

A list of emergency contact names and phone numbers for all staff is held in the School Office.

Pregnant members of staff

The staff room has rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.

The School shall assess the specific risks for expectant mothers in accordance with Gloucestershire County Council SHE/GN/6 Issue 8, September 2013 (Pregnant Workers guidance note).

Health and wellbeing including absence management

The School endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice on health, wellbeing and sickness.

Horsley School subscribes to Employee Assistance Programme for all staff and the service is advertised throughout school.

Smoking on site

There shall be no smoking on the school site at any time.

General safety

Please also refer to section C.2 for further information.

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum sections 0 and C.2).

Information on safe lifting techniques is provided.

###### Catering and food hygiene

All catering contractors shall have in place their own food hygiene management system and competent health and safety advice.

All catering contractors shall be registered with Gloucestershire County Council.

Our current catering contractor is Caterlink, who are contracted through Gloucestershire County Council contract.

###### Primary School Risk Assessment checklist

Generic Risk assessment for the wider School included here. Taken from SHE Guidance Note Primary School Risk Assessment Toolkit Issue 3, April 2013, Ref SHE/GN/39.

Primary School Risk Assessment Checklist

|  | Risk Inventory  (add or delete from the following list) | | Good Practice Control Measures Adopted | Are any further control measures required to control the risk?  Yes/No |
| --- | --- | --- | --- | --- |
|  | Activity | Potential hazards |
| 1 | Vehicle movement related risks including interface with pedestrians | Impact with moving vehicles | ***(Modify, add to or delete from the following)***  ● School travel plan in place ● parents cooperate with parking requirements ● play areas separated from parking areas ● footpaths segregated from vehicles ● deliveries and contractors vehicles scheduled appropriately ● site speed limit and use of traffic calming if appropriate ● appropriate signage and road markings ● designated crossings ● appropriate supervision and control of coaches and vehicle movements ● adequate space and arrangements in place for access by emergency vehicles | YES  Signage required in churchyard  Access to playground via churchyard to avoid road |
| 2 | Pedestrian Access and Egress within school | Slips, trips and falls/impact with an object | ***(Modify, add to or delete from the following)***  ● Regular inspections of premises and grounds/● prompt maintenance of defects ● spillages and leaks cleaned up immediately ● good housekeeping in corridors and circulation spaces ● absence of trailing leads ● appropriate directional and emergency signage ● doors in vulnerable areas have finger guards fitted on a risk basis e.g. for nursery ● KS1 and special needs pupils ● entrances and exits are free from obstruction ● procedures in place for snow and ice gritting ● contractors works segregated from access and egress points ● adequate lighting and emergency lighting where required ● stairs and steps maintained in good condition ● lifts maintained, serviced and subject to insurance inspection ● arrangements in place to remove moss and leaves from paved areas | NO |
| 3 | Playground and supervision | Slips, trips and falls/ abduction/assault/exposure to infection, allergies etc/poisonous plants, trees etc | ***(Modify, add to or delete from the following)***  ● Play and sports equipment checked annually and pre use inspections carried out ● numbers restricted on apparatus where necessary e.g. trim trail ● impact absorbing surfaces used where a risk of falling is present ● games played in appropriate areas ● adequate number of supervisors ● supervisors trained to deal with inappropriate behaviours ● supervisors can communicate directly with the school if the play area is remote e.g. mobile phone/radio etc ● adequate first aid arrangements in place ● areas inspected and litter picked ● access to playground by dog owners prohibited or controlled ● grounds maintenance controls such as tree safety and managing poisonous plants ● areas in poor repair cordoned off ● steps and pathways in good condition ● security arrangements in place such as fencing, minimised or single point of site access, gates closed where necessary ● pupils in line of sight of supervision. | NO |
| 4 | Animals on school site | Exposure to infection/bites/allergies etc | ***(Modify, add to or delete from the following)***  ● CLEAPSS Guidance L56 followed ● only healthy animals from accredited sources used ● cages and tanks kept clean ● arrangements in place for care during holidays and weekends ● pupils instructed and supervised in handling animals ● pupils with known allergic reactions are restricted from access to animals ● good hygiene and hand washing ● all wounds appropriately covered ● soiled bedding appropriately disposed of ● feeds stored appropriately to avoid contamination ● animals not to come into contact with wild rodents etc ● floors and tables cleaned immediately after handling | NO |
| 5 | Electricity Portable appliances, plant rooms and fixed installation | Electric shock/fire etc | ***(Modify, add to or delete from the following)***  ● Schedule for portable appliance (PAT) testing in place ● inventory of equipment which requires testing ● procedure for reporting defects and taking equipment out of use ● pre use checks where appropriate ● fixed systems subject to five yearly wiring checks ● condition of sockets monitored during site or other inspections ● electrical risers and plant rooms locked and access restricted ● rooms not used to store combustible materials ● isolation points marked where appropriate ● any works on the system carried out by approved and competent contractors with appropriate completion certificates ● | NO |
| 6 | Lone working | Potential for accident/ assault/ unable to summons assistance/delayed assistance etc | ***(Modify, add to or delete from the following)***  ● School has lone working policy ● high risk activities avoided e.g. working at height ● pre notification of start and finish times ● means to summons assistance e.g. mobile phone ● adequate security arrangements in place including access controllers ● all lighting including external lighting adequate ● avoid responding to an out of hours alarm if lone working. | NO |
| 7 | Caretaking duties and ground maintenance | Contact with machinery/fall from height/electrical shock/exposure to chemicals/slips, trips and falls etc | ***(Modify, add to or delete from the following)***  ● Manual handling assessments in place where a risk has been identified ● staff trained in good manual handling techniques ● appropriate PPE worn e.g. footwear ● lifting aids provided where appropriate e.g. sack trucks, trolleys etc ● pre use checks of hand tools and grounds maintenance equipment ● guards in place where necessary e.g. strimmers etc ● equipment appropriately maintained ● training and instruction provided where necessary ● appropriate controls in place for working at height including appropriate training for staff (see section 16 on working at height) ● Materials safety data sheets and CoSHH assessments undertaken for all hazardous chemicals (see section 20 on CoSHH) ● where cleaning activities are undertaken these are adequately controlled (see section 15 on cleaning) ● where repairs or other minor works are carried out the asbestos register is checked if necessary ● where applicable appropriate controls are in place for spraying weeds etc this includes CoSHH assessments for weed killing agents ● the safe use of spraying equipment, scheduling any spraying during out of school hours and appropriate PPE used | NO |
| 8 | Contractors on site | Poor workmanship/unsafe practices/blocked exit routes/inappropriate contact with children/unsafe equipment/unsafe vehicle movements/release of asbestos fibre/electric shock/fall from height/noise/fire etc. | ***(Modify, add to or delete from the following)***  ● Approved contractors used (refer to AMPS vetting arrangements where appropriate) ● CDM notifications to HSE made for larger projects (over 30 days or 500 person days) ● pre meeting with contractor prior to work ● method statements and risk assessments prepared where necessary ● contractors sign in and out and use the log book and asbestos register appropriately ● designated routes to contractors areas ● contractors segregated from pupils e.g. with fencing etc ● work carried out outside of normal working hours or during holidays where practicable ● pupils and parents advised of any hazards during works ● vehicle movements controlled (see section 1) ● contractors equipment and tools in good condition and properly maintained ● permit to work used where necessary ● appropriate controls in place for hot work ● CoSHH assessments in place for hazardous materials ● noisy activities appropriately scheduled ● storage and lay down areas do not obstruct exits and walkways ● waste materials are removed from site appropriately ● contractors advised of emergency procedures and contractors instructed not to engage with pupils ● location of buried and overhead services identified appropriately | NO |
| 9 | Fire | Potential for smoke inhalation/exposure to fire/property damage or loss. | ***(Modify, add to or delete from the following)***  ● Fire risk assessment in place and any actions completed ● outcome of fire risk assessment shared with other contractors and organisations on site e.g. catering/cleaning etc ● fire emergency plan in place and regular documented drills carried out ● fire detection and alarm systems are provided where necessary ● fire alarms/emergency lighting and fire fighting equipment appropriately maintained and tested ● staff provided with training where necessary ● safe access for emergency vehicles ● appropriate sighting of assembly points ● fire exit routes signed appropriately and kept free form obstructions ● fire doors kept closed and not propped open unless with an approved hold open device linked to the fire system ● isolation switches identified ● PEEPS developed and procedures in place for emergency evacuation of disabled staff or pupils ● fire wardens appointed to sweep the building | NO |
| 10 | Gas/boiler rooms | Explosion/fire/ carbon monoxide | ***(Modify, add to or delete from the following)***  ● Gas appliance installation/servicing and maintenance carried out by a gas safety registered fitter or company ● gas meter rooms are kept locked and are adequately ventilated ● fire control measures are in place e.g. fire detectors/fire extinguishers/automatic shut off valves/gas detectors etc and are properly maintained ● Boiler room adequately ventilated ● isolator switches clearly marked ● floor areas kept clear of spills/grease/oil etc | YES  Consider adding fire door to boiler room from cloakroom in Owls class |
| 11 | First aid | Non compliance with First Aid at Work Regulations 2010 | ***(Modify, add to or delete from the following)***  ● School first aid policy in place ● emergency procedures in place ● staff attend appropriate approved training courses (including refreshers and paediatric where required) ● first aid boxes appropriately sited and stocked ● numbers of first aiders are assessed in line with SHE procedure (e.g. one first aider per 50 staff/150 pupils) | NO |
| 12 | Medical administration | Incorrect dosage or medicine administered. | ***(Modify, add to or delete from the following)***  ● Schools health and safety policy or separate policy includes administration of medicines ● no medication permitted in school without written parental consent ● log kept of all medicines administered ● medicines stored in a secure place under lock and key and provided in the original container and labelled correctly ● specific training provided to staff in administering medication e.g. emergency epi-pen etc ● pupil medical needs are catered for on off-site visits and sports fixtures | NO |
| 13 | Storage | Inappropriate storage/poor housekeeping/ manual handling | ***(Modify, add to or delete from the following)***  Hazardous substances stored in accordance with CoSHH assessments ● flammable substances including petrol stored in a lockable fire resistance cabinet or approved safety can ● shelving and racking properly installed with secure fixings in place ● shelving and racking not overloaded ● storage organised with heavier objects at waist height or lower levels ● appropriate steps/kick stools etc provided to reach higher shelves (see working at height section 16) ● good housekeeping to ensure gangways and general access is kept clear | NO |
| 14 | General office and staff room | Trips, slips and falls/inappropriate use of DSE/poor storage | ***(Modify, add to or delete from the following)***  ● Equipment such as photocopiers properly sited to allow adequate ventilation ● equipment maintained in line with manufacturer’s instructions ● DSE assessments carried out and recorded for office staff to enable them to set up their work stations properly ● adequate lighting and ventilation ● staff take appropriate breaks ● staff are aware of their entitlement to receive eye tests ● supplementary equipment such as foot rests document holders etc are provided ● DSE assessment reviewed for pregnant staff ● storage arrangements appropriate (see section 13 on storage) ● kitchenettes in staff rooms are kept clean and there are facilities for hand washing ● appropriate fire fighting equipment e.g. fire blanket is available where microwave ovens are used | NO |
| 15 | Cleaning (using own staff) | Exposure to hazardous substances/slips trips and falls/electric shock/infection/inappropriate use of equipment | ***(Modify, add to or delete from the following)***  *● Appropriate checks are in place to ensure contract cleaners activities are controlled in line with this section ●*  ●Material safety data sheets and suitable CoSHH assessments completed and documented for all hazardous cleaning substances ● less harmful substances are used wherever practicable ● appropriate personal protective equipment e.g. rubber gloves are provided and worn ● cleaning activities are undertaken after school hours wherever possible ● cleaning stores are kept locked and access restricted ● arrangements are in place to deal with spillages including those involving body fluids and appropriate PPE used ● wet floor warning signs displayed where appropriate ● pupils kept away from spillage area during cleaning ● cleaners equipment subject to pre-use checks and PAT testing ● faulty equipment taken out of use ● RCD device used for any outdoor or potential wet condition ● cleaners have manual handling training where appropriate | NO |
| 16 | Work at height/window cleaning | Fall from height/impact with object falling from height/manual handling. | ***(Modify, add to or delete from the following)***  ● Displays restricted to head height wherever practicable ● kick stools/steps are available and used to access higher displays ● staff are instructed not to use tables/chairs etc as make shift steps ● floor surfaces suitable for use of steps ● staff wear appropriate footwear when using kick stools or step ladders ● kick stools and step ladders used appropriately to access high level storage ● long handle poles or mechanical openers are used to open high level windows or blinds ● ladders only used for short duration work < 30 minutes and where three points of contact can be maintained whilst climbing the ladder ● pre-use checks are carried out of all ladders and step ladders ● a register of step ladders and ladders is maintained and periodic checks are carried out and recorded ● faulty ladders or step ladders are taken out of use ● appropriate staff are trained in the use of ladders ● ladder used at correct angle i.e. one metre out for four metres up ● floors suitable for ladder use ● lone working avoided when using ladders ● area where ladder being used is fenced off or coned appropriately ● tools and equipment carried in tool belt ● work not undertaken in adverse weather conditions e.g. high wind/rain etc ● staff trained in the erection and use of other access equipment e.g. scaffold tower ● scaffold tower to be included in register and subject to checks in line with manufacturers requirements ● wheel brakes applied when towers in use ● out riggers used appropriately and in line with manufacturer’s instructions ● exclusion zone created under work area with warning signs/barriers etc ● work not undertaken in adverse weather conditions | NO |
| 17 | Glazing | Contact with sharp object and fall from height | ***(Modify, add to or delete from the following)***  ● Low level glass is safety rated or treated with safety film ● damaged glass panels are replaced as soon as possible ● glazing survey undertaken (see AMPS property maintenance website) ● window and vents have restricted opening where there is a risk of falling | NO |
| 18 | Offsite Visits and mini bus use | Various dependant on activity and risk of road traffic accident | ***(Modify, add to or delete from the following)***  ● GCC Offsite Visits Manual and guidance followed ● Offsite Visits Coordinator (OVC) appointed and trained ● staff leading visits have appropriate training where required ● adventurous activities and residential trips are reviewed by SHE ● risk assessments are prepared for all aspects of each trip by modifying GCC generic versions where applicable ● Head or other responsible person has final approval of trips ● appropriate insurance arrangements are in place ● where necessary the provider completes the providers questionnaire which covers their safety management systems ● CRB checks are carried out where necessary ● document checks for drivers are carried out where necessary ● an annual review of all trips is undertaken which includes any health and safety issues ● staff who drive mini buses are MIDAS (or equivalent) trained ● staff have appropriate driving licence (D1 where necessary) ● Mini bus maintained and serviced in line with GCC requirements ● any lifting equipment is subject to insurance inspection ● pupils use seat belts and are supervised ● first aid kit and fire extinguisher available ● pre use vehicle checks carried out ● laden weight in line with GCC SHE mini bus guidance ● arrangements in place to cover break down or emergency | NO |
| 19 | Other organisations sharing school site or hiring facilities | Various e.g. fire/unsafe acts and conditions arising from their operations or the operations of a school which may affect each other. | ***(Modify, add to or delete from the following)***  ● Organisations briefed and provided with appropriate information on health and safety matters that affect them or require their cooperation e.g. fire procedures ● organisations share appropriate information with the school on their policies, procedures and risk assessments which may affect the schools operation ● Clear definition of boundaries or buildings occupied by any organisation sharing/hiring and appropriate locking or access control systems in place to prevent inadvertent entry ● Clear defined responsibilities regarding facilities management issues such as who owns and who is responsible for the maintenance of any plant and equipment etc ● policies and agreements in place to cover hiring arrangements | N/A |
| 20 | Control of Substances Hazardous to Health (CoSHH) | Exposure to chemicals/infection/fire etc | ***(Modify, add to or delete from the following)***  *School should check the local arrangements for CoSHH under sections headed caretaking/contractors/cleaning/science/Art/D&T*.  ● Material safety data sheets (MSDS) are available and CoSHH assessments are carried out ● control measures are in place for use of all hazardous substances ● hazardous substances are stored in line with CoSHH assessments and MSDS ● the appropriate engineering controls e.g. local exhaust ventilation (LEV) are in place where necessary and equipment inspected and maintained annually ● PPE is provided and used where necessary ● arrangements are in place to deal with spillages ● hazardous waste is disposed of appropriately | NO |
| 21 | Manual handling and moving of pupils | Unsafe lifting practices | ***(Modify, add to or delete from the following)***  ● Moving and handling assessments are carried out by a competent person and is part of pupil individual care plan ● staff are trained in appropriate manual handling techniques and use of lifting aids e.g. hoists where required ● any lifting aids are subject to regular documented checks including insurance inspections ● the environment in which moving and handling activities take place is suitable ● personal emergency evacuation plan (PEEPS) in place where necessary | NO |
| 22 | Manual handling of inanimate objects | Unsafe lifting practices | ***(Modify, add to or delete from the following)***  ● Manual handling risk assessments are carried out for those tasks that are in the range of load limits or repetitious tasks set out in the Manual Handling Operations Regulations ● staff are given appropriate lifting and handling training ● suitable lifting aids are available where required e.g. trolleys and sack trucks ● manual handling risks are considered for pregnant staff where necessary ● storage is arranged so that heavier items are at waist height and more light weight items stored at a higher level ● The environment in which lifting and handling activities take place is suitable | NO |
| 23 | Violence (Physical and Verbal | Exposure to violent incident | ***(Modify, add to or delete from the following)***  ● Staff are aware and trained where necessary in how to deal with violence or aggression from or between pupils and/or parents ● systems are in place to deal with intruders ● procedures are in place to record any such incident | NO |
| 24 | Legionella | Exposure to hazardous aerosols containing legionella bacteria | ***(Modify, add to or delete from the following)***  A legionella survey has been carried out and any actions addressed ● AMPS guidance on legionella is followed ● key staff receive training on legionella risks as part of the AMPS competency framework ● water temperatures are monitored as required at the location specified in the survey and at the appropriate time interval e.g. monthly ● dead legs have been identified and removed where necessary | NO |
| 25 | Asbestos | Exposure to hazardous airborne levels of asbestos fibres | ***(Modify, add to or delete from the following)***  An asbestos maintenance survey (formally type 1 or type 2) has been carried out where appropriate for the site which identifies the location/type of any residual asbestos containing materials (ACM) ● where it is proposed to disturb /demolish or rebuild any area which may contain ACM a full demolition and refurbishment survey (formally type 3) has been carried out prior to works commencing ● any remedial works to seal ACM has been carried out ● emergency procedures are in place to seal off areas where release of fibres is suspected or reported ● key staff have been trained in the risks associated with asbestos as part of the AMPS competency framework systems are in place e.g. use of AMPS log book to ensure contractors have checked the asbestos register and the appropriate controls are in place | NO |
| 26 | Site security | Exposure to Violence or assault/damage to property/child protection issues/theft. | ***(Modify, add to or delete from the following)***  ● School use the SHE model template for school site security to assess the adequacy of their arrangements ● procedures in place for locking and unlocking buildings ● a range of security control measures in place as appropriate including fencing/access control systems/CCTV and any other child protection measures necessary in line with the findings of the above assessment | NO |
| 27 | Classrooms/ corridors/ lessons/ general/toilets/cloakroom | Slips, trips and falls/electric shock and any other unsafe conditions. | ***(Modify, add to or delete from the following)***  ● Floors in good condition to prevent slips, trips and falls ● pupil bags and coats stored appropriately to prevent obstruction in corridors and circulation spaces ● trailing cables have been removed, relocated or tidied in such a way e.g. using cable ties etc ● socket extensions are not overloaded ● tools or scissors etc are not left unsupervised in classrooms ● housekeeping standards are adequate to prevent slips, trips and falls ● chairs and desks are in good condition ● class sizes and space requirements have been assessed in line with Department for Education Guidance ● adequate numbers of toilets and changing facilities are available for both pupils and staff including disabled facilities ● hand washing and personal hygiene is covered in pupil codes of conduct and appropriate facilities are available in all curriculum areas ● sanitary disposal bins provided where necessary | NO |
| 28 | Kitchen (general) | Inadequate personal /food hygiene arrangements/slips trips falls/contamination/exposure to hot surfaces and substances/fire/gas/explosion | ***(Modify, add to or delete from the following)***  *Where school employ their own staff the following controls should be in place, where a catering contractor provides the service the school satisfies itself that these arrangements are in place.*  ● Appropriate food hygiene management system in place, e.g. safer food better business ● staff trained and have the appropriate food hygiene certificate ● surfaces in contact with food are easily cleaned and maintained ● cleaning regimes in place ● appropriate separation of cooked and raw foods ● freezer temperatures recorded ● cleaning materials are adequately separated from food and have appropriate CoSHH assessments ● staff are given appropriate PPE e.g. overalls, gloves, aprons and non slip footwear ● suitable storage and waste disposal arrangements in place for waste food and refuse ● adequate hand washing facilities in place for staff ● spillages cleaned up immediately to prevent slips/trips/falls ● location of gas and electrical isolation valves clearly marked and staff can operate them ● appropriate fire fighting equipment provided e.g. fire blanket or wet chemical agents for fires involving hot oil/fat ● extractor hood above cooking appliances maintained and cleaned ● kitchen is deep cleaned at regular intervals ● risk assessments in place for all catering equipment and catering activities to include deliveries etc ● where catering contractors are used it is clear who owns and maintains the cooking equipment ● pest control measures in place where appropriate e.g. regular inspection of dried food for signs of damage to packages/droppings etc ● servery organised to ensure hot containers not accessible to pupils ● hot counters/surfaces display warning signs where necessary | NO |
| 29 | Art | Exposure to adhesives/sharp objects e.g. knives/hot surfaces e.g. kilns/exposure to clay, glazes, plaster of Paris etc. | ***(Modify, add to or delete from the following)***  ● CoSHH assessments and appropriate control measures in place to cover use of hazardous substances e.g. adhesives etc ● paints and adhesives are substituted with non-toxic water based alternatives wherever possible ● GCC SHE guidance for managing risks in art followed and the generic risk assessment for art used and modified for department, (actions identified have been completed) ● craft knives used under supervision and stored safely ● kiln located in separate lockable room/within caged area and is well ventilated etc ● clay dust is minimised by damping down and cleaning appropriately (i.e. not swept dry with a brush) ● glue guns and plaster of Paris etc used under supervision | NO |
| 30 | Physical Education (PE)/gym/swimming pools | Unsafe condition of equipment and grounds/inappropriate actions or behaviours during PE activities | ***(Modify, add to or delete from the following)***  ● AFPE Guidance followed to assign appropriate controls to relevant PE activity ● school uses GCC SHE Guidance and risk assessment toolkit for PE activities (identified actions completed) ● PE teachers suitably qualified via the National Bodies controlling the relevant sporting activity ● equipment inspected annually by a competent sports equipment contractor ● off site fixtures appropriately controlled with emergency arrangements in place ● staff first aid trained where required ● Health and safety arrangements considered where other organisations use facilities e.g. hiring (see section 19) ● GCC SHE Guidance on swimming pools used where school directly manages facilities ● | YES  Staff use walkie-talkies and/or mobiles when taking children to church hall or playing field |
| 31 | Science and Design & Technology (D&T) | Exposure to chemicals/biological agents//slips trips and falls /unsafe condition of equipment. | ⚫ School has copies of Be safe! Health and safety in primary school science and technology and access to primary school CLEAPSS guidance ⚫ All teachers check Be safe! from time to time and use it when planning their science [and technology] activities ⚫ where relevant guidance cannot be found in Be safe!, staff consult CLEAPSS ⚫ model risk assessments in Be Safe are modified appropriately for the school and control measures written into schemes of work ⚫ Supervision ratios are in line with guidance in Be Safe! ⚫ equipment, materials and tools stored safely, chemicals and any other hazardous items are locked away ⚫ where animals or other living organisms are used CLEAPSS Guidance e.g. L56 is followed (see section 4) ⚫ staff are trained appropriately in the use of Be safe Guidance ⚫ Pupils at Key Stage 1 do not use expanded polystyrene ⚫ Glass containers not normally be used by pupils in Years Reception to 4, but can be used in Years 5 and 6 when the nature of the work means that there is no realistic alternative ⚫ Scrupulous hygiene (thorough hand washing) ensured before and after cooking activities or when handling animals | NO |
| 32 | Water features including ponds | Drowning/slips, trips and falls/infection | ***(Modify, add to or delete from the following)***  ● Schools follow CLEAPSS guide L221 Developing and Using Environmental Areas in School Grounds ● edges of pond clearly visible ● depth kept as shallow as possible ● (maximum depth infants 60cm, junior 75cm and secondary 100cm) ● pond in line of site of nearby school buildings ● slips/trip hazards eliminated from surrounding area ● edges open for access gently sloping or flat ● smaller ponds have steel mesh grid fixed over the top ● ponds in primary school fenced to 1.1 metre high with lockable gate ● appropriate levels of supervision in place accounting for pupil age and special needs ● appropriate warning signs posted where applicable e.g. deep water | N/A |
| 33 | PTA and PTA run events | Slips, trips and falls/fire/contact with moving vehicles or other objects/manual handling/electrocution etc | ***(Modify, add to or delete from the following)***  School or PTA uses GCC SHE generic risk assessment for events, which includes:  ● overcrowding ● use of external companies/contractor’s ● insurance.● use of specialist equipment. ● pedestrian/vehicle segregation ● first aid cover ● unauthorised entry ● welfare facilities ● manual handling (see section 22) ● external and internal areas ● cables ● electrical equipment and sockets ● fire (‘hot’ activities) ● food handling ● generators ● bottled gas ● stands and stalls ● licensable activities ● communications ● animals on site used for events (showings) ● bouncy castle/inflatable’s ● discos ● weather conditions ● dog fouling ● alcohol and drug abuse ● violent behaviour ● outdoor stage area ● skate park/skating ● tent and marquee ● graffiti/spray painting ● break dancing/dancing of other types ● Henna and face paints ● BMX/Cycle tracks | NO |
| 37 | Occupational Stress | Short or long term psychiatric illness or ill health | ***(Modify, add to or delete from the following)***  ● GCC SHE GN 31 School Stress Risk Assessment Toolkit completed and modified for school, (actions identified have been completed or transferred to this assessment) ● more detailed survey carried out against HSE stress management standards if appropriate ● referral to Occupational Health where necessary ● open door policy applied ● flexible working considered etc | YES  Stress Risk AssessmeToolkit to be completed |
|  | Volunteer and Parent Helpers on Site | Safeguarding/ accident/ injury | ● CRB Check undertaken ● Induction brief to include safety and parameters of their role within the school are clearly defined from the outset ● document checks (Licence, MOT, Insurance etc where necessary) ● volunteers/ parent helpers are not asked to carry out tasks that fall into a teachers responsibility ● volunteers/ parent helpers are not exposed to dangerous or hazardous substances/ equipment or conditions ● Volunteers/parent helpers are made aware of expectations with regard to confidentiality, Data Protection Policy , Equal Opportunities Policy etc ● volunteer/ parent helpers advised of the extent of the insurance cover available ● volunteers/ parent helpers using their own car to transport children other than their own children to school events, (sport, music etc) made aware of the school policy and advised to check with their car insurance company to ensure  that they do not contravene their insurance policy conditions ● volunteer/ parent helper declaration signed and dated | NO |
|  | Oil Tank |  | The tank is clearly labelled with the fuel type it contains ● valves are labelled so everyone knows what they control ● aware of the tank capacity, and how to use its contents measuring system and the information it provides ● aware of how to isolate the tank to stop the oil flow if there’s a leak in the pipe work or valve ● aware of pipe work and where it runs ● plants are not growing around or too close to the tank ● room for movement around the tank safely ● screening at least 600mm/2 feet away from the tank ● Routine inspection and maintenance is undertaken ● checks are made for signs of corrosion or degradation (oil staining, rust, discolouration, cracks, crazing) damage, interference and any obvious leaks signs of distortion or bulging | N/A |
|  | ***Add additional risks or activities here*** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### Classroom Risk Assessment checklist

Generic Risk assessment forms (blank for completion) for each Classroom included here.

Classroom Risk Assessment Checklist

|  | Risk Inventory  (add or delete from the following list) | | Good Practice Control Measures Adopted | Are any further control measures required to control the risk?  Yes/No |
| --- | --- | --- | --- | --- |
| Ref No. | Activity | Potential hazards |
| 1 | Use of classroom | Inadequate cleaning/  Slips, trips, falls/  Contamination/  Fire spread | A suitable cleaning regime is in place including the regular disposal of items to prevent waste build up ● inspection by cleaning supervisor● training provided and pre-brief/ induction of tasks to cleaning staff ● evacuation procedures in place and known to staff |  |
| 2 |  | Unsuitable furniture/  Collapse/  Lack of stability/  Falls | Inspection of furniture to ensure it is fit for purpose by site team/ responsible person ● defective furniture identified and removed where necessary ● furniture to supplied to suitable specification (information is available from British Educational Suppliers Association <http://www.besa.org.uk/home/> ) |  |
| 3 |  | Inappropriate storage/  Collapse of shelves/  Fall of items stored at height/  Falls from height/  Manual handling injury/  Unauthorised access/  Trip hazards | Shelving suitably secured to walls ● provision of suitable means of access, kick steps, step ladders etc ● heavy items stored at waist height ● storage areas kept locked to deny unauthorised access where necessary e.g. where chemicals and ladders etc are stored ● floor areas kept free of obstructions to provide ready access to stored items ● segregation of items where necessary e.g. liquids not stored above powders etc ● filing cabinets fitted with anti-tilt mechanisms e.g. only one drawer opened at any time  See above |  |
| 4 |  | Liquid spillages/  Slips, trips, Falls | Supervision when use of liquids in class ● immediate cleaning up of spillages ● signage and segregation where necessary |  |
| 5 |  | Hot radiators or heaters - Burns | Low surface temperature radiators or provision of suitable guarding where young or vulnerable children are present |  |
| 6 |  | Open windows/  Falls form height/  Contact with window | Opening limiters fitted to windows |  |
| 7 |  | Glass/  Breakages/  Cuts/  Impact | Risk assessment of glazing ● use of suitable glass or glazing film where necessary ● Manifestations on glazing in critical locations |  |
| 8 |  | Inadequate lighting levels/  Falls | Provision of suitable lighting levels (min. 300 lux on working plane) ● light diffusers cleaned regularly |  |
| 9 |  | Inadequate ventilation  Headaches/ Discomfort | Windows are accessible and can be opened ● windows suitably maintained |  |
|  |  | Inadequate space/  Collision/  Impact with others/  Impact with something solid | Space provision in accordance with DfE guidance ● teaching delivery methods adapted to meet space constraints |  |
|  | Use of electrical equipment & sockets | Electrocution/  Fire. | Portable appliance testing and regular visual inspection of equipment and sockets ● fixed Installation testing ● |  |
|  |  | Trailing electrical cables/ trips, slips/ falls. | Use of extension leads avoided ● sufficient sockets available ● use of cable covers where cables are a trip hazard |  |
|  | Pedestrian movement within classroom | Defective flooring/  Slips, trips falls | Suitable floor covering ● mats are suitably fixed ● inspection of flooring ● prompt maintenance of defects ● suitable floor cleaning regime in place ● change in floor levels identified and signed ● suitable footwear worn ● coats and bags not placed in gangway |  |
|  | Use of active white board | Glare from white board projector/  Eye injury | Staff use in accordance with DfE guidance ● users advised not to stare directly into the beam of the projector ● when entering the beam, users advised not to look towards the audience for more than a few seconds ● users encouraged to keep their backs to the projector beam when stood in front of the beam ● children supervised at all times during the operation of the projector |  |
|  | Fire | Smoke inhalation/ burns, and structural damage. | Alarm audible ● means of alerting hearing impaired ● fire action notices posted in classrooms ● fire exit routes are clearly signed ● fire fighting equipment available ● Gangways/ exit routes are clear of obstructions ● fire doors signed and door closers working ● fire Drills undertaken |  |
|  | Unauthorised entry | Lack of adequate security/  Theft/ Arson/  Assault | Direct entry to classrooms by unauthorised individuals prevented ● visitor badges used ● evening use of classrooms managed (to prevent compromise of school security) ● white board projectors secured |  |
|  | Provision of first aid/ response to classroom incident. | Inadequate response/  Shock/ aggravated condition | Provision of adequate trained first aiders ● staff aware of how to summon a first aider |  |
|  | Unauthorised use of equipment | Injury | Appropriate arrangements in place to prevent unauthorised access to hazardous tools/equipment e.g. sharp/pointed/ electrical, gas etc |  |
|  | Constant voice use | Strain/  Voice loss | Staff made aware of voice care techniques e.g. drink water/ rest the voice/ warm up the voice (the voice care network can be contacted at <http://www.voicecare.org.uk/>) |  |
|  | ***Add additional risks or activities here*** |  |  |  |
|  |  |  |  |  |

###### School Office Risk Assessment checklist

Generic Risk assessment forms (blank for completion) for the School Office included here. Taken from SHE Guidance Note Office Risk Assessment Toolkit Issue 2, January 2013, Ref SHE/GN/41

Office Risk Assessment Checklist

|  | | | Risk Inventory  (add or delete from the following list) | | | | Good Practice Control Measures Adopted | | Are any further control measures required to control the risk?  Yes/No | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Activity | | Potential hazards | |
| 1 | Use of DSE | | Ill health due to pain resulting from poor posture, workstation arrangement or prolonged use (WRULD). Eye strain/headaches | | ***(Modify, add to or delete from the following)***  ● Managers give instruction on setting up of workstations at induction/staff complete [DSE Self Assessment](http://www.gloucestershire.gov.uk/schoolsnet/utilities/action/act_download.cfm?mediaid=7650) to identify further requirements *●* staff encouraged to complete online DSE training using [e-learning package Birkbeck College](http://www.learninglink.ac.uk/site.htm) ● additional equipment provided where necessary e.g. foot rest, document holder etc ● where laptops used for long periods docking stations, separate keyboard and screen provided ● DSE assessments reviewed regularly/or following significant changes ● staff take regular breaks ● availability of eye tests ● hot desking/touchdown workstations designed and assessed in line with GCC guidance ([Hot Desking](http://www.gloucestershire.gov.uk/schoolsnet/utilities/action/act_download.cfm?mediaid=45012)) | |  | |
| 2 | Access and Egress/ Circulation and Welfare Facilities | | Slips, trips and falls/ impact with an object/contact with hot surface/infection | | ***(Modify, add to or delete from the following)***  ● Regular inspections of office areas ● prompt reporting of defects ● spillages cleaned up immediately ● good housekeeping in corridors and circulation spaces/exit routes ● absence of trailing leads ● appropriate directional and emergency signage ● procedure for snow and ice gritting key external areas ● adequate lighting and emergency lighting where required ● stairs/steps maintained in good condition ● adequate toilet provision, facilities for staff belongings, hot and cold (including drinking) water ● kitchenette designed to meet basic hygiene requirements, kept clean, warning signs on hot objects e.g. mini-boiler | |  | |
| 3 | Office Environment | | Discomfort due to extremes of temperature, lack of space or poor lighting | | ***(Modify, add to or delete from the following)***  ● Natural (e.g. opening windows) or forced ventilation provided ● adequate office temperature maintained ● fans available for use in high temperatures ● space provided is sufficient for office environment ● lighting levels sufficient for DSE or other tasks ● window blinds fitted where necessary to minimize glare ● additional heating available if required | |  | |
| 4 | Manual handling | | Back or other injury arising from unsafe lifting practices | | ***(Modify, add to or delete from the following)***  ● Employees carrying out regular manual handling tasks given appropriate training ● lifting and handling aids e.g. trolleys provided where necessary ● staff arrange for other authorised staff to move large items e.g. furniture ● heavier items stored at waist height on office shelving | |  | |
| 5 | Electrical/Gas Installations and portable appliances | | Electric shock/ fire etc | | ***(Modify, add to or delete from the following)***  ● Schedule for portable appliance (PAT) testing in place ● procedure for reporting defects and taking equipment out of use ● fixed systems subject to five yearly wiring checks ● extension lead use kept to a minimum ● gas installations subject to annual service and safety check by Gas Safe registered contractor | |  | |
| 6 | Lone working | | Potential for accident/assault unable to summons assistance | | ***(Modify, add to or delete from the following)***  ● Office has lone working policy ● high risk activities avoided e.g. working at height ● pre-notification of start and finish times (e.g. notification to custodians etc) ● means to summons assistance e.g. mobile phone ● adequate security arrangements in place ● adequate lighting including external lighting available where necessary for period of working alone ● field workers operate in/out board system for appointments | |  | |
| 7 | Working at Height | | Injury arising from fall, or fall of an object from height | | ***(Modify, add to or delete from the following)***  ● Working at height generally avoided but restricted to accessing light objects on high shelves ● suitable stepladder/kick stool available for use ● equipment checked annually for defects and pre-use by user ● staff briefed in safe use of stepladder/kick stool or follow guidance in SHE/GN/5 *Working at Height* (Appendix B *Use of Stepladders/Kick Stools* etc) | |  | |
| 8 | Fire | | Potential for smoke inhalation/ exposure to fire/ property damage or loss. | | ***(Modify, add to or delete from the following)***  ● Fire risk assessment in place and actions completed ● fire emergency plan in place and regular documented drills carried out ● PEEP developed for emergency evacuation of disabled staff or members of the public ● fire wardens appointed to sweep the building ● staff instructed on fire procedure and given appropriate training (e.g. use of extinguishers) where necessary ● active (e.g. fire detection/alarm) and passive (e.g. fire doors) fire protection systems provided and maintained to appropriate standards ● emergency lighting provided where required and maintained to appropriate standard | |  | |
| 9 | Visitors/  Contractors | |  | | ***(Modify, add to or delete from the following)***  ● Visitors/contractors required to sign in and out appropriately ● staff accompany/supervise visitors appropriately whilst on site ● visitors/contractors briefed on emergency procedures and other relevant health and safety requirements as necessary ●  contractors undertake works using AMPS log book procedure | |  | |
| 10 | Stress | | Psychiatric illness or other long-term mental ill-health arising from failure to address/ recognise occupational stressors | | ***(Modify, add to or delete from the following)***  ● GCC corporate risk assessment (based on HSE Management Standards), policies and procedures in place to manage stress ● workload managed during 1:1 and Appraisal with managers ● sickness absence monitored and where necessary employee referral to Occupational Health ● availability of counselling and access to Employee Assistance Program ● open door policy operated where staff are encouraged to raise concerns directly with managers ● staff consulted on change and reasons for change ● flexible working arrangements considered where appropriate | |  | |
| 11 | First aid | | Inadequate first aid cover exacerbates an injury or illness incident at work | | ***(Modify, add to or delete from the following)***  ● Adequate first aid provision in place (equipment and people) in line with office based risks (guidance in [SHE Pro 8 First Aid at Work](http://www.gloucestershire.gov.uk/schoolsnet/utilities/action/act_download.cfm?mediaid=33096)) ● staff attend appropriate approved training courses for FAW and EFAW including refresher ● first aid boxes appropriately sited and stocked | |  | |
| 12 | Partnership or Shared Working with other Organisations | | Accident/incident arising from failure to identify, share or co-operate on health and safety matters | | ***(Modify, add to or delete from the following)***  ● Impact of shared working arrangement risk assessed using guidance in [SHE GN 29 Partnerships/Shared Working](http://www.gloucestershire.gov.uk/schoolsnet/utilities/action/act_download.cfm?mediaid=35375)) ● shared/joint responsibilities recorded where necessary in health and safety link document e.g. provision of first aid or fire warden resource ● health and safety co-ordinator appointed where necessary and/or building health and safety forum set up to involve all organisations in health and safety management ● joint safety inspections of workplace carried out ● clearly defined responsibilities for facilities management aspects e.g. ownership/maintenance of any plant and equipment etc | |  | |
| 13 | Workplace Violence (physical and verbal | | Exposure to violent incident | | ***(Modify, add to or delete from the following)***  Office function separated from public areas, with access control and independent means of escape ● staff trained where necessary in minimising conflict techniques ● public facing areas e.g. reception areas, interview rooms etc designed/have appropriate control measures in line with guidance provided in [SHE GN 20 Workplace Violence Risk assessment Toolkit and Guidance](http://www.gloucestershire.gov.uk/schoolsnet/utilities/action/act_download.cfm?mediaid=41955) ● procedures are in place to record incidents with post incident control measures in place to support staff | |  | |
| 14 | Exposure to Hazardous Substances | | Ill health resulting from exposure to chemicals, asbestos fibres or aerosols containing legionella bacteria | | ***(Modify, add to or delete from the following)***  ● Legionella survey carried out and actions addressed including requirements for temperature checks ● asbestos maintenance survey carried out where appropriate identifying the location/ type of any residual asbestos containing materials (ACM) ● contractors required to consult the asbestos register before commencing work ● condition of ACM checked regularly against the register and recorded ● emergency procedure in place if ACM are exposed/disturbed ● COSHH assessments carried out for cleaning materials with appropriate procedures and provision of PPE in place for cleaning staff | |  | |
| 15 | Occupational Driving | | Road Traffic Accident resulting in injury/damage | | ***(Modify, add to or delete from the following)***  ● Managers carry out staff driver document checks ● staff required to have business use insurance ● GCC Business Driving Policy followed and associated risk assessments in place | |  | |
|  | ***Add additional risks or activities here*** | |  | |  | |  | |
|  |  | |  | |  | |  | |
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###### Travel by Coach and Car

Generic Risk assessment forms (blank for completion) for travel by coach or car to be included here.

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| --- | --- | --- | --- |
| **Activity** | Travel by coach | | |
| **Reference to GCC *Standard for Offsite Visits and Journeys*:**  *Section 11 Transport and Appendix 3 Minibuses* | | | |
| **Details of Hazard** | | **Persons at risk** | |
| * Road Traffic Accident (during travel or whilst dis/embarking) * Slips, trips and falls * Getting lost or separated from the rest of the group * **Additional hazards?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Pupils/young people  Staff and volunteers  Members of the public  Others (driver etc.) | |
| **Control Measures and Precautions** | | | **Applicable**  **Yes/No** |
| Reputable coach operator has been employed:   * Coach company selected from list of approved operators for school transport maintained by GCC Integrated Transport Unit. * Assurance obtained from the coach operator regarding standards of safety and safeguarding (e.g. seatbelts provided, luggage stored properly, vehicle maintained, experienced driver with CRB check). | | |  |
|  |
| For minibus:   * **Drivers Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * driver trained to MIDAS with valid licence * minibus regularly serviced and checked * Breaks taken from driving on longer journey | | |  |
|  |
|  |
|  |
| Briefing at start of journey re: emergency exits in event of accident; pupil conduct during travel; all pupils instructed to wear seatbelts. | | |  |
| Visit staff sit at separate locations to maintain good order and ensure young people keep seatbelts on. | | |  |
| Close supervision and head counts during any breaks in journey and getting on and off transport | | |  |
| **Any additional precautions?** Please list  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |

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| **Signature:** | **Date:** |

###### Offsite visits and journeys

Generic Risk assessment forms (blank for completion) for offsite visits and journeys (all trips) included here.

|  |  |  |  |
| --- | --- | --- | --- |
| **RA Ref No** |  | **Date of Assessment** |  |
| **Person completing assessment** | | **Name:**  **Position: oordinator**  **School: Horsley Primary School** | |
| **Visit Description**  **(Activity Provider, Location etc.)** | |  | |

|  |  |
| --- | --- |
| I have checked existing control measures against the standard controls in the checklist below and confirm that the visit is broadly in compliance. Activity Risk Assessments have been completed as necessary, and overall risks are adequately controlled to an acceptable level. **Details of General Hazards** | **Persons at risk** |
| * Slips, trips and falls * Impact with moving vehicle * Getting lost or separated from the rest of the group * Behaviour (presented by individuals) * Child protection issues (unsuitable contact/abuse) * Weather extremes (exhaustion/hypothermia/ sunburn) * Accidents and emergencies * **Additional hazards?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Pupils/young people  Staff and volunteers  Members of the public  Others (driver etc.) |

|  |  |
| --- | --- |
| **Checklist of Generic Measures and Precautions for all visits** | **Applicable**  **Yes/No** |
| GCC *Standard for Offsite Visits and Journeys* have been referred to and will be followed throughout the visit. |  |
| Prior written assurance obtained from activity and accommodation providers or tour operators that there are suitable and sufficient health and safety management systems, competent staff, accident and emergency arrangements, safe vehicles and public liability insurance etc. compliant with the laws that apply to that country (see questionnaire in Appendix 6 of GCC *Standard for Offsite Visits and Journeys*). |  |
| All visit staff are appropriately trained, experienced and qualified to competently fulfil their roles and responsibilities. |  |
| Visit leader will remain in *loco parentis* throughout the trip and will take reasonable steps to promote the welfare and safety of the young people in their care. |  |
| Visit leader has involved young people in the risk assessment process and will brief all of them regarding hazards and controls. |  |
| Parents have been informed of arrangements prior to visit (and written consent given if necessary). |  |
| Visit leader will consider possible weather conditions, plan activities appropriately and have contingency plans in place. |  |
| The visiting group will wear suitable clothing and footwear and be sufficiently equipped for the conditions and with due regard to the weather forecast. |  |
| Supervision ratios will be appropriate and sufficient to manage group safely and respond to emergencies. |  |
| Young people will be instructed to remain in groups and use buddy system at all times. The Group will be briefed what to do if separated. |  |
| Visit staff will conduct regular head counts. |  |
| The school/group has an emergency plan for dealing with an incident on a visit. Reference made to *Section 12 Emergency Procedures* of GCC *Standard for Offsite Visits and Journeys.* |  |
| Visit leader has assessed the extent and nature of first aid to be provided. At least one visit staff will have a current first aid qualification where there is no immediately available external first aid cover provided. |  |
| Visit leader has up to date information regarding special/medical/ dietary needs of all group members. |  |
| Individual needs and associated specific risks have been identified and recorded and will be shared with all relevant persons. |  |
| Visit staff are fully briefed regarding those with special/medical/dietary needs, and trained to treat/respond accordingly. |  |
| Group members briefed and monitored on codes of conduct and behaviour required throughout the visit. |  |
| Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. |  |
| Parents/guardians and young people will be fully informed about collection arrangements after the visit. |  |
| Young people will not be left alone and will be properly supervised after the visit until they have been safely collected or dropped-off. A clear procedure will be agreed for young people not collected. |  |
| **Any additional precautions?** Please list  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

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| --- | --- |
| **Signature:** | **Date:** |

###### Overnight accomodation

Generic Risk assessment forms (blank for completion) for overnight accomodation included here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | Overnight Accommodation – | | |
| **Reference to GCC Standard for Offsite Visits and Journeys:** | | | |
| **Details of Hazard** | | **Persons at risk** | |
| * Fire * Intruders * Behaviour (risks presented by individuals) * Accommodation hazards (slips, trips, fall, burns etc.) * Child protection issues – unsuitable contact/ abuse * Lack of clarity of responsibilities and control of activities * **Additional hazards?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Pupils/young people  Staff and volunteers  Members of the public | |
| **Control Measures and Precautions** | | | **Applicable**  **Yes/No** |
| On arrival, group fully briefed regarding potential hazards, ‘no-go areas’, and safety measures/procedures. | | |  |
| All visit staff informed of emergency and first aid procedures and how to contact duty staff/ manager if required at any time. | | |  |
| All group members fully briefed on arrival regarding relevant fire safety measures, fire routes and procedures, and practice fire alarm/drill. | | |  |
| If group includes wheelchair users or those with impaired movement, sight or hearing, appropriate measures taken to ensure that all group members can evacuate safely in response to a fire alarm. | | |  |
| Group accommodation separated by gender. | | |  |
| Frequent head counts carried out and young people checked into rooms at “lights out”. | | |  |
| Visit staff remain alert, and challenge “strangers” found on site as to their reason for being there. | | |  |
| **Any additional precautions?** Please list  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |

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| --- | --- |
| **Signature:** | **Date:** |

###### Contractors & Minor Works

Generic Risk assessment forms (blank for completion) for the use of contractors in minor works to be included here. To be completed by the Premises Manager and Contractor carrying out the works, prior to work commencing.

|  |  |
| --- | --- |
| Premises: |  |
| Description of Works: |  |
| Contractor Name: |  |
| Location: |  |
| Date: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A – Identify Who May be Affected by the Work** | | | | | | | | | | | | | | | | | | | | | | |
| Service Users | |  | General Public | | | |  | | Pupils | |  | Staff | | | | |  | | Other Contractors | |  | |
| **SECTION B – What are the residual Premises Hazards which may affect the work? (Premises Manager to identify and complete)** | | | | | | | | | | | | | | | | | | | | | | |
| Asbestos (Check Register) | | | | |  | Vehicle Movements | | | | | | | |  | | Pressure Systems | | | | | |  |
| Hazardous Chemicals | | | | |  | Dust/Fumes | | | | | | | |  | | Biological hazard | | | | | |  |
| Buried/Overhead Services | | | | |  | Slip/Trip/Fall | | | | | | | |  | | Working at Height | | | | | |  |
| Roof/Fragile Roof | | | | |  | Confined Space | | | | | | | |  | | Fire | | | | | |  |
| Electricity | | | | |  | Sharp Object | | | | | | | |  | | Gas | | | | | |  |
| Flammable substance | | | | |  | Hot or Cold surfaces | | | | | | | |  | | Other (specify): | | | | | |  |
| **SECTION C – What are the Hazards Associated with the Work? (Contractor to identify and complete)** | | | | | | | | | | | | | | | | | | | | | | |
| Hot Work (welding etc) | | | | |  | Paints/Adhesives/thinners/fuel | | | | | | | |  | | Dust/Fumes | | | | | | ✓ |
| Sharp Objects | | | | |  | Moving Machinery | | | | | | | |  | | Noise | | | | | |  |
| Vibration | | | | |  | Slip/Trip/Fall | | | | | | | |  | | Working at Height | | | | | |  |
| Falling Objects | | | | |  | Gas Cylinders | | | | | | | |  | | Staple Gun | | | | | |  |
| Power Tools | | | | |  | Construction materials | | | | | | | |  | | Other (specify): | | | | | |  |
| Manual Handling | | | | |  | Hot Surfaces | | | | | | | |  | |  | | | | | |  |
| **SECTION D – What Precautions are to be taken – Premise Manager/Contractor to agree** | | | | | | | | | | | | | | | | | | | | | | |
| Barrier off area | | | | |  | PPE to be worn (specify below) | | | | | | | |  | | Isolate/Cover Fire Detection | | | | | |  |
| Warning Signs | | | | |  | Scaffold/Mobile Elevated Platform required | | | | | | | |  | | Ensure service isolation (gas, electricity etc) made safely | | | | | |  |
| Roof work – edge protection/harness/fall arrest system required | | | | |  | Schedule deliveries/ contractors vehicle movements outside opening/closing times | | | | | | | |  | | Cylinders, fuel or other hazardous substances stored safely | | | | | |  |
| Close Area/Restrict Access | | | | |  | Extinguisher/Fire Blanket/Fire Watch for hot work | | | | | | | |  | | Fire and Emergency Procedure communicated to operatives | | | | | |  |
| Work outside normal working hours | | | | |  | Lay down area for materials | | | | | | | |  | | Excavations/trenches guarded | | | | | |  |
| Other Detailed Precautions (include PPE to be worn and attach Method Statement if applicable) :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| Hard Hat | Hi-Viz Vest | | | Goggles /Safety specs / Shield | | | | Gloves | | Hearing Protection | | | Safety Shoes | | | | | Dust Mask | | Other | | |
| **SECTION D– Risk Assessment - Confirmation that the Risks are Adequately Controlled for Work to Proceed** | | | | | | | | | | | | | | | | | | | | | | |
| **I confirm that any residual hazards arising from the premises have been adequately controlled** | | | | | | | | | | | | | | | | | | | | | | |
| Premise Manager Signature: | | | | | | | | | | | | | | | Date: | | | | | | | |
| **I confirm that the hazards arising from the work have been adequately controlled and that the precautions agreed will be complied with for the duration of the works** | | | | | | | | | | | | | | | | | | | | | | |
| Contractor Signature: | | | | | | | | | | | | | | | Date: | | | | | | | |

###### Monitoring and review

Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors. The Headteacher and School Business Manager to review annually.

Gloucestershire County Council monitoring and reviews are also carried out. The records of these shall be kept in the School office.

Monitoring and safety checks by the Governors will be via the Finances and Resources Committee and the Headteacher's Report.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis and shall include the school grounds and premises.

All hazards and risks associated with the premises/departments/grounds shall be monitored and controlled**.**

Inspections

A yearly safety inspections will be carried out by the H&S link Governor (currently Mike Vaughan), the Headteacher to monitor the upkeep of buildings and grounds. 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.

Regular safety inspections shall be carried out using the format found in the *Good Stewardship Guide* and the SHE *Governors Guide – Workplace.* Inspectionsof premises/departments/furnishings and fittings and grounds shall also be carried out on a regular basis.

See Premises Checklist section Folder 2.

A Health and Safety compliance Audit was last undertaken in 2014 by the Headteacher, School Business Manager, and link Governor.

Review

The Health and Safety Policy shall be reviewed annually in the Autumn Term. A report shall be made to the Governors at each Full Governors meeting, noting any accidents and a review of Risk Assessments.

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place, and are being followed, the school ensures a complete health and safety audit by competent persons. The action points identified through that audit shall form part of the school development plan.

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.