



HEALTH AND SAFETY POLICY

Reviewed: December 2020
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Used in this Document

Term	Meaning
AfPE	Association for Physical Education
ACoP	Approved Code of Practice
AMPS	Asset Management & Property Services
Audit	An independent evaluation of a safety management system
CLEAPSS	Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
CoSHH	Control of Substances Hazardous to Health
D&T	Design and technology
DATA	The Design and Technology Association
DfE	Dept for Education
Inspection	A check of physical conditions and practices/behaviours usually undertaken in a school by Governors
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
MiDAS	A minibus driver awareness training scheme
OVC	Off-Site Visits Co-ordinator
PAT	Portable appliance testing
PPE	Personal protective equipment – used to give protection when in contact with a hazard e.g. gloves, boots etc
Safety Representative	A member of staff usually appointed under the <i>Safety Representatives and Safety Committees Regulations 1977</i>
SHE Enterprise	The GCC database for recording workplace accidents
SHE/Pro and SHE/GN	Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc.

HEALTH & SAFETY POLICY DOCUMENT STATEMENT OF INTENT

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

The school's Governing Body and 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.

The Croft Primary School is committed to ensuring that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The school will seek to ensure that its legal duties and policy objectives are complied with at all times by:

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

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

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

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

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

Signed:	Signed:
Headteacher's name:	Chair of Governors' name:
Date:	Proposed review date:

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 additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

Employees are encouraged to report any health, safety and welfare concerns to the Head Teacher or Health & Safety Representative.

All employees are responsible for keeping their own workplace in good order, ie clear and free of obstructions and slip/trip hazards.

The Duties of the Governing Body

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

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. 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 Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

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.

School Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).

Supply Staff

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

Teaching Staff

Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching Assistants

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

The Duties of Off Site Visit Coordinators (OVC)

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

The Duties of Caretaker / Cleaner

The Caretaker has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher 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.

Volunteer and Parent Helpers

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

Contractors

The Head Teacher is responsible for the day-to-day control of contractors. In addition to the general responsibilities for all visitors, contractors have a duty to:

- Have current insurance that complies with the LA minimum requirements
- Follow health and safety regulations and guidance relevant to their field of work (e.g. electrical, construction, cleaning, chemicals, etc)
- Carry out any work with due regard for their own safety and that of pupils, staff and visitors
- Raise any health and safety concerns with the Headteacher or at the school office
- Provide the school with relevant health & safety documentation eg; risk assessments or safe working procedures
- Inform and communicate with the school over issues where the school may be affected by their acts or omissions

GENERAL ARRANGEMENTS

Arrangements

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.

All staff have access to a copy of the school's Health and Safety Policy and are made aware of its contents at induction. All staff are required to sign to say they have read the Health & Safety Policy

The Head Teacher, with the Health and Safety governor(s) or Health and Safety representative, carries out a Health & Safety audit annually and inspection of the site with regard to health and safety three times per year.

Risk Assessment

The school uses the GCC risk assessment process and templates as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the school leadership team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically, where there is a change in circumstances or following a specific incident. The school carries out risk assessment on any area of work that staff feel has particular risks above normal 'common sense'.

Basic safety checks such as fire alarms, fire equipment, electrical equipment, etc. are covered by buying into a contract wherever possible

Electrical appliances, gymnastic equipment and outdoor play equipment are safety checked annually by external professionals.

Curriculum Safety: Subject Leaders ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. An inventory of all equipment is kept by the subject leader and all tools/equipment/machinery are checked, maintained and stored correctly.

Specific Risks

Communication

The school communicates with employees regarding matters of health and safety using email, staff meetings and where appropriate in performance reviews.

All visitors, including volunteers and contractors (when they sign in at reception), are provided with basic health and safety information which will be necessary to follow during their time in school.

Pupils are provided with information during specific lessons (as appropriate) but also through assemblies and the PHSCE curriculum.

Communication with parents is in the form of fortnightly newsletters, information on the school website, email and letters.

Consultation with employees

The Croft Primary recognises the importance of consulting with employees on health and safety matters. This is achieved by discussion in staff meetings, review of specific documentation and through INSET training.

Display Screen Equipment

The majority of staff within the school are not considered to be DSE users. Office staff using computers on a regular basis will have appropriate equipment and the Head teacher ensures that DSE workplace assessments are conducted for these users. The school refers to SHE/Pro/5 – *Working with Display Screen Equipment*. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Hazardous Substances - Control of Substances Hazardous to Health (COSHH)

used It is the school's policy to take all reasonable precautions to protect staff, pupils and visitors from adverse health effects as a result of exposure to hazardous substances. Where possible, the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one. 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.

All cleaning products, detergents and other chemicals must be used according to the manufacturer's instruction. All products are kept securely under lock and key to prevent unauthorised access.

Staff members likely to be exposed to cleaning materials should make full use of personal protective clothing, eg, gloves, aprons, etc.

Lone Working

Risk assessments are in place regarding personal security, lone working and the security of the school grounds, premises and property. Appropriate control measures are implemented. The school has a separate policy for lone working procedures (see separate document for details).

Manual Handling

The school refers to the SHE/GN/30 *Manual Handling* and risks of manual handling are communicated within general risk assessment. When handling loads, they are broken down into manageable units for easier movement. Where possible delivery persons will be asked to place deliveries in their storage places using their manual handling aids (sack trucks). Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff, and where required more than one member of staff will be required to undertake tasks eg. Moving lunch tables. The head teacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.

Noise

The school is aware of its responsibility for assessing the risks of noise and if noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally, noise risk is managed by keeping the dose (exposure time) low.

Friends of The Croft

Risk assessments are carried out for FOTC run events and they ensure that adequate insurance is always in place. Measures used during events include, adequate supervision, food hygiene and controlling vehicle movements.

Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. Where it is assessed that PPE is required PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided.

Playground Supervision / Play Equipment and Maintenance

Risks are assessed using the SHE Information Sheet 14 – Playground Supervision.

A risk assessment of potential hazards in the playground and their likelihood to cause harm has been undertaken. Measures to manage the risk include ensuring there are at least 2 members of staff on duty at playtimes and lunchtimes and a basic first aid kit is available on each playground. The school has a lunchtime supervision policy. Play equipment is visually checked by staff on duty and is subject to external inspection annually.

School Trips / Offsite Visits

The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate offsite visits policy has been created based on the GCC model policy. The offsite visits co-ordinator (OVC) has the responsibility to oversee risk assessments for trips; this role has been delegated to the Head teacher. The school records all trips / offsite visits on the GCC E Visit programme, this includes any relevant risk assessments as well as full details of the trip / visit.

Security Arrangements

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

- Magnetic gates and doors
- Use of visitor badges and visitor sign in procedures
- Challenging any strangers on site
- Fencing, hedges and gates
- Alarm system
- CCTV

Work experience placements

The Croft Primary welcomes work experience students and uses the SHE checklist / questionnaire for employers. Any person on placement will be placed in low risk locations and will receive briefings and documents before placements begin.

Working at Height

The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety (eg. Wear sensible

shoes, don't misuse equipment, ensure stepladders are stable). Training will be provided where requires (eg, for the use of ladders, and high step-ladders)

Managing medicines in school

Appropriate arrangements are made for the provision of first aid including the administration of medicines; separate policies are in place.

Workplace Violence to Employees and Behaviour Management

The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves to the leadership team. Any parent / carer responsible for acts of violence towards staff will be excluded from the school and all of its grounds.

PREMISES RISKS

Asbestos

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

- complying with all regulations and GCC practices concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having an Asbestos Management Plan so that active means are in place to manage the risk
- 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.

Building Contractors

Work where part of the site is handed over to a contractor – hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of pupils and contractors whilst on the school site.

Small scale building works – this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are controlled by signing in, being shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

Caretaking and grounds maintenance

The school does not have a caretaker.

The School uses the County Contractor for Grounds Maintenance.

Cleaning

The school uses the GCC contractor for cleaning – a cleaning schedule is in place which is monitored by the contractors and GCC. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis (holidays) where necessary. The school ensures general cleanliness, appropriate

waste disposal, safe stacking and storage. All members of staff and pupils adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Gas and Electrical Appliances

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

Glass and Glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

Lettings

The school has a separate Lettings policy (see document for details)

Mechanical and Electrical (fixed and portable)

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

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in a file in the office

Reference is made to AMPS Technical Briefing Note EM005 Portable Appliance Testing) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection. Fixed electrical installations require a thorough examination and inspection by a registered electrical engineer at a maximum interval of five years. However, the electrical engineer of GCC Property Services contact may reduce this interval if felt to be appropriate. A Satisfactory Certificate of Test, issued by the electrical engineer, must be retained on file and be available upon request to provide evidence of compliance.

Electrical Safety - All employees and pupils are made aware of the hazard of electricity, particularly where water is present. All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, and to report defects to the Head Teacher so that action can be taken to prevent accidents and injury. Users of portable electrical appliances should carry out informal visual checks prior to use.

Maintenance of Machinery and Equipment

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

Slips / Trips / Falls

The Croft Primary recognises the main cause of accidents is slips, trips and falls. It is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The head teacher ensures regular visual inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the head teacher or school office. All employees are expected to be vigilant and aware of possible hazards.

Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

Transport Arrangements (on-site)

The school segregates access traffic, vehicular and vulnerable pedestrians and cyclists.

Water Hygiene

A water hygiene risk assessment has been completed by an external competent person and has been documented. 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 deal with any actions should they arise.

HEALTH AND WELLBEING

Dealing with medical conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and 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. The school has a separate policy for supporting pupils with medical needs. The Croft Primary has a separate policy on medical needs of pupils.

Drug Administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE *Guidance Managing Medicines in Schools and Early Years Settings*. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.

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*, which can be found on the staff room noticeboard. It also uses the Public Health England booklet 'The Spotty Book'.

First Aid

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/Pro/8 *First Aid* is followed. The school has a separate first aid policy

Emergency management / Business Continuity

An Emergency/Business Continuity Plan (using the Gloucestershire Model) is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team is in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Fire Safety

The school has a fire risk assessment undertaken by a competent body every 3 years. The school reviews the fire risk assessment and any actions within it at least annually. Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols). Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

The fire alarm is tested on a weekly basis and recorded in the premises file. A fire drill for all staff and pupils is completed at least three times per year. Timings are recorded along with any concerns and future actions.

Health and Well-Being Including Absence Management

The school refers to SHE/GN/31 *Stress Risk Assessment Toolkit (Schools)* and has carried out a risk assessment based on the Health & Safety Executive's *Management Standards for Work-Related Stress*. 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. The school has developed a stress management policy. Strategies include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance and social events for employees.

Pregnant Members of Staff

Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.

Reporting of Accidents, Hazards, Near Misses and their investigation

It is the school's policy to take the occurrence of any accident or incident seriously. The school takes all practicable steps to avoid accidents occurring. In the event of an accident the first concern will be the care of the person or persons who have suffered injury.

The following accidents and incidents will be recorded and report and reported using the on-line accident reporting system:-

- Specified Dangerous Occurrences
- Specified diseases
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided

All other incidents will be recorded in the school's incident log book.

Accident Procedure

The member of staff supervising the child is responsible to:-

- Ensure that the child is attended to by a Designated First Aider or another member of staff who is first aid qualified and that all details are recorded on the online accident reporting system or accident log book
- Record the accident in the accident book (if applicable) located in the school office
- Make sure that the child's class teacher knows the details of the accident
- Make sure the child takes home an injury note if necessary, available inside the door of the First Aid cupboard
- Informing the Head Teacher of all serious incidents or where a child requires hospital treatment

All accidents are entered into the school accident log book or on-line accident reporting system, and if appropriate parents are informed. Major incidents will be reported to the Head Teacher and the Health and Safety Governor. Causes of and the number of accidents are reported to the Resources committee of the Governors on a regular basis.

All on-line reports are sent electronically to the Health and Safety Services section of GCC and are reviewed by a Health & Safety officer.

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

Smoking on site

The Croft Primary School is a non-smoking site and visitors and contractors are required to conform to this status.

MONITORING, REVIEW and AUDIT

Auditing

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

Inspections

Annual safety inspections are carried out by the GCC Surveyors; inspections of fittings and grounds are also carried out on a regular basis by governors and / or staff. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

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.

Review

The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.

TRAINING

The school is committed to ensure employees are competent to undertake the roles expected of them. The Head teacher / leadership team undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

All employees are given health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. New employees are adequately supervised, as required.

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

ENVIRONMENTAL MANAGEMENT

Environmental Compliance

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

Disposal of Waste

Waste is stored carefully onsite to avoid escape within the grounds or elsewhere. Fire safety is considered eg. Security and location of bins.

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner by the Local Authority Contractors.

Food Hygiene

The Croft Primary School use the GCC approved contractor for the supply of school lunches.

They ensure that staff are appropriately trained in food hygiene and follow their food hygiene management system. Their services are monitored by GCC staff.

HEALTH AND SAFETY ADVICE

Information

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

www.gloucestershire.gov.uk/she